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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-047

To : Assistant Schools Division Superintendent
Chief Education Supervisors – (CID&SGOD)
Public Schools District Supervisors
Education Program Supervisors
Concerned SDO Personnels

Subject : CONDUCT OF BASIC INCIDENT COMMAND SYSTEM (BICS)
TRAINING FOR SGOD PERSONNEL

Date : January 24, 2025

In reference to Republic Act (RA) No. 10121 otherwise known as “The Philippine Disaster Risk Reduction and Management Act of 2010”, which mandates all national government agencies to institutionalize policies, structures, coordination mechanisms, and programs, and DepEd Order No. 21, s.2015 entitled “Disaster Risk Reduction and Management Coordination and Information Management Protocol”, which mandates the Schools Division Office to provide capacity building for division personnel, schools heads, and teachers in order achieve the Department’s goal of establishing mechanisms to prepare, guarantee protection and increase the resiliency of schools and offices during disasters and emergencies.

The Division Disaster Risk Reduction and Management will conduct a three-day Basic Incident Command System (BICS) Training for SGOD personnel. This training will equip participants with skills necessary to communicate clearly and effectively within the ICS structure, both internally and with external partners, ensuring smooth coordination and information flow during an emergency response.

With that, all the School Governance and Operations Division Personnel are hereby directed to participate in the conduct of a three-day **“Basic Incident Command System (BICS Training for SGOD Personnel)” at Gloria’s Function Hall, Digos City, on January 30 – February 01, 2025.**

Furthermore, we would like to request a nurse-on-duty during the activity to monitor the health of all participants.

Attached is the list of attendees for ready reference. Moreover, the attendees will be required to use flexible and comfortable clothing for the actual demonstrations.

For immediate dissemination and information

DepEd Schools Division of Digos City

RECORDS SECTION

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25-70622

DATE: JAN 27 2025 TIME: 2:40pm

MELANIE P. ESTACIO, PhD., CESO VI
Schools Division Superintendent

1/24/25

Enclosed: As stated.
SGOD/DRRM/jtc



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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Office of the Schools Division Superintendent

List of Participants:

	Name	Position/Office
1	Melanie P. Estacio	SDS- OSDS
2	Maria Genevieve T. Francisquete	ASDS- OSDS
4	Sollie B. Oliver	SGOD-Chief- SGOD
5	Cherrie Anne B. Bohol	EPS- SGOD
6	Ronald B. Dedace	SEPS- SGOD
7	Peter Jason C. Senarillos	SEPS- SGOD
8	Marjun B. Rebosquillo	SEPS- SGOD
9	Reyzen O. Monserate	SEPS- SGOD
10	Airon M. Alejandro	PO-III- SGOD
11	Cecile C. Uy	EPS-II- SGOD
12	Janice S. Alquizar	EPS-II- SGOD
13	Jerick S. Vergara	ENGR. III- SGOD
14	Jayzon T. Cardines	PDO-II- SGOD
15	Jose Israel M. Maravilles	PDO-I- SGOD
16	April Rose A. Alcala	PDO-I- SGOD
17	Jasmine A. Asarak	Dentist-II- SGOD
18	Myracel J. Dalope	Dentist-II- SGOD
19	Ireene P. Dandoy	Nurse-II- SGOD
20	Frances Millicent R. Durano	Nurse-II- SGOD
21	Kristin Marie Y. Bejarin	Nurse-II- SGOD
22	Joel B. Gomito	Nurse-II- SGOD
23	Russel Kevin T. Maurin	Nurse-II- SGOD
24	Dhelve Christine S. Peñas	Nurse-II- SGOD
25	Daissy Jane P. Sanoy	Nurse-II- SGOD
26	Mark V. Castañares	AO-II DRRM Alternate
27	Gabrielle Carvajal	COS
28	Mariefior E. Ibañez	ADAS-III
TWG		
	Jayzon T. Cardines	PDO-II DRRM
	Mark V. Castañares	AO-II DRRM Alternate
	Gabrielle Carvajal	COS
Nurse-On-Duty		
		Division Nurse - II



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