Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
No. 566, s. 2026

03 NOV 2026

PARTICIPATION TO THE BASIC INCIDENT COMMAND SYSTEM (BICS) TRAINING

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Public Schools District Supervisors / OIC of the Districts
Concerned Heads of Public Elementary, and Secondary Schools
All Others Concerned

1. The Provincial Disaster Risk reduction and Management Office, Province of Capiz will conduct the Basic Incident Command System (BICS) Training through the Disaster Risk Reduction and Management (DRRM) Unit of the School Governance and Operations Division recognizes the need to ensure to establish a policy that guarantees a clear, coordinated and responsive framework for managing active threat situation that provides a defined protocol, roles and responsibilities, communication procedures and protective actions to minimize risks, protect learners and personnel and support immediate and coordinated response of the school and concerned authorities. This a valuable opportunity to enhance essential skills ans strengthen the capacity of capacity of school leaders in ensuring a safe and secure learning environment in partnership with the Provincial DRRM Office and the Office of the Civil Defense.

2. Attached is the official list of participants for reference and guidance.

3. Travel expenses relative to the participation to this training shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.

4. This Memorandum serves as an Authority to Travel of all participants.

5. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

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LIST OF PARTICIPANTS

1.	Helmer D. Gimeno	Teacher 6/TIC	Tabon ES	Tapaz West District
2.	Tito E. Estiaga	Head Teacher II	Manhoy ES	Dao District
3.	Arnulfo S. Ladiet	HT III/TIC	Cabug-cabug ES	Pres. Roxas District
4.	Abner T. Damsani	HT II/TIC	Duluan IS	Maayon District
5.	Gina C. Garcia	HT III	Angkin ES	Sapian District
6.	Choly B. Villanueva	Principal IV	Margarita Soriano ES	Sigma District
7.	Lynette D. Aggabao	HT III/TIC	Tabuc Norte ES	Panitan District
8.	Eirlmos Gabayaran	Principal IV	Switch ES	Tapaz East District
9.	Reynald Delfin	Teacher VI/TIC	Binaobawan ES	Pilar District
10.	Jason B. Portada	PDO I	Panay CS	Panay District
11.	Christian Noel B. Anisco	PDO I	Pres. Roxas East ES	Pres. Roxas District
12.	Christal Fe V. Dollete	PDO I	Pontevedra ES	Pontevedra District
13.	Emie M. Mateo	PDO I	Dumalag CS	Dumalag District
14.	Danessa Mar Dator	PDO I	Dao CS	Dao District
15.	Calvin B. Calinao	Technical Assistant	SGOD	SDO Capiz
16.	Ronel Bonita	Teacher VI	CLANHS	Panay District
17.	Ryan Beray	ADAS II	Leodegario Deocampo NHS	Panitan District
18.	Napoleon Protacio			Dumarao District

Republic of the Philippines
Province of Capiz
Capiz Provincial Government
PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT UNIT

October 22, 2026

DR. ROEL F. BERMEJO, CESO V
Schools Division Superintendent
DepEd, Division of Capiz

SUBJECT: INVITATION TO THE BASIC INCIDENT COMMAND SYSTEM (BICS) TRAINING

Mabuhay!

The Provincial Disaster Risk Reduction and Management Unit (PDRRMU), will be conducting a **Basic Incident Command System (BICS) Training** as part of its continuing commitment to enhancing the disaster preparedness and emergency response capabilities of local government units and partner agencies.

The training aims to equip participants with fundamental knowledge and practical understanding of the Incident Command System, including its basic principles, organizational structure, functions, and operational procedures. It also seeks to strengthen participants' capacity to perform their respective roles and responsibilities within an organized command structure, promoting effective coordination, communication, and resource management during emergencies and disaster response operations.

In line with this, we respectfully invite **eighteen (18) participants from the DepEd** for the said training, which will be held on **November 04–06, 2026, 08:00 AM at the PDRRMU Conference Room, PDRRMU Building, ESLA Lanot, Roxas City, Capiz.**

We encourage the designation of personnel involved in disaster risk reduction and management, emergency response, public safety, and other related functions. Their participation will help strengthen local response capabilities and promote a coordinated, systematic, and efficient approach to incident management throughout the Province of Capiz.

Your participation will contribute to enhancing institutional readiness and fostering stronger collaboration among stakeholders in disaster risk reduction and management.

Should you have queries you may contact our DRRM Coordinator Mrs. Jobelle C. Ticar or our Admin and Training Assistant Mr. Michael Dongon through mobile number 0917 3031 739 or via email address at pdrrmc_capiz@yahoo.com or capizpdrrmc@gmail.com.

Thank you very much for your continued support and commitment to our shared goal of building a more resilient community.

Respectfully,

ATTY. SHEILA A. ARTILLERO
LDRRMO V
Provincial Disaster Risk Reduction and Management Unit