



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 901, s. 2026

AUG 25 2026

PARTICIPATION IN THE BASIC INCIDENT COMMAND SYSTEM TRAINING

To: Schools Division Superintendents of Negros Occidental and San Carlos City
All Others Concerned

1. This Office, through the Educational Support Services Division, disseminates the attached communication from the Office of Civil Defense - Negros Island Region regarding the **Basic Incident Command System (BICS) Training on August 26-28, 2026 at Southview Hotel, Dumaguete City.**

2. Anent this, the following are the participants:

- **Stephen Arnel G. Valiao**, Project Development Officer II, Negros Occidental; and
- **Mark Christian B. Benlot**, OIC-Project Development Officer I, San Carlos City.

3. The cost of accommodation and meals during the training shall be borne by the Office of the Civil Defense NIR, while the travel and incidental expenses are chargeable against Division MOOE or any available local funds subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated

Reference: None

To be indicated in the Perpetual Index
under the following:

TRAINING PROGRAMS

MBB/ESSD/RM Invitation to the BICS Training
August 24, 2026



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



3-DAY BASIC TRAINING FOR RDRRMC AND LDRRMC
August 26-28, 2026
Southview Hotel, Dumaguete City, Negros Oriental

General Information

These information notes aim to provide logistical/administrative guidance to the participants of the abovementioned training. Please take note of the following information to secure a worry-free and fitting arrangement at the venue.

1. Date and Organizers

- 3-day Basic ICS Training for Volunteers and LDRRMOs
- Arrival and Registration 08:30 AM - 09:00 AM
- Start of the Training 09:00 AM
- The Training will be held at Southview Hotel, Dumaguete City, Negros Oriental. This is a face-to-face activity. No virtual platform is arranged.
- Only requested participants are invited to attend. This is to ensure that minimum public health standards and the facilitator-participant ratio are properly observed during the conduct of the training.
- Only those **CONFIRMED** participants will be **ALLOWED** in the training. Please confirm your attendance/participation through this link: <https://bit.ly/4wQzVqz>.

3. Logistical Arrangement

a. Transportation:

No transportation will be provided. Participants are requested to proceed directly to the venue.

b. Accommodation:

Twin/Triple sharing accommodation will be shouldered by the Office of Civil Defense NIR for 3 days and 2 nights (Check-in will start at 2:00 PM of August 26-28, 2026). **Participants coming from Dumaguete City and nearby areas are not included in the accommodation.**

c. Meals:

OCD NIR will shoulder meals for participants (AM Snacks, Lunch, PM Snacks and Dinner).

4. Dress code

Office Uniform/Smart Casual

5. Contact Person

Hyacinth Menicable: 0923 729 6141

Armi Rose Lamela: 0945 158 0550

Email: ocdnir.training@gmail.com

6. Certificate

- Certificate of Completion will only be given to those who complete the entire training course and pass the post-test.
- Certificate of Participation will be given to those who were not able to complete the training.

7. Gender Sensitivity

OCD upholds the principles of gender and development in the implementation of all its training programs. Hence, all attendees need to maintain gender sensitivity throughout the activity.

8. Confirmation

- Confirm your attendance on the link provided below: <https://bit.ly/4wQzVqz>



3-DAY DRRM TRAINING FOR VOLUNTEERS AND LDRRMOs

August 19-21, 2026

Sugarland Hotel, Bacolod City, Negros Occidental

General Information

These information notes aim to provide logistical/administrative guidance to the participants of the abovementioned training. Please take note of the following information to secure a worry-free and fitting arrangement at the venue.

1. Date and Organizers

- 3-day Basic ICS Training for Volunteers and LDRRMOs
- Arrival and Registration 08:30 AM - 09:00 AM
- Start of the Training 09:00 AM
- The Incident Command System Training will be held at Sugarland Hotel, Bacolod City. This is a face-to-face activity. No virtual platform is arranged.
- Only requested participants are invited to attend. This is to ensure that minimum public health standards and the facilitator-participant ratio are properly observed during the conduct of the training.
- Only those **CONFIRMED** participants will be **ALLOWED** in the training. Please confirm your attendance/participation through this link: <https://bit.ly/3TCvp00>.

3. Logistical Arrangement

a. Transportation:

No transportation will be provided. Participants are requested to proceed directly to the venue.

b. Accommodation:

Twin/Triple sharing accommodation will be shouldered by the Office of Civil Defense NIR for 3 days and 2 nights (Check-in will start at 2:00 PM of August 19-21, 2026). **Participants coming from Bacolod City and nearby areas are not included in the accommodation.**

c. Meals:

OCD NIR will shoulder meals for participants (AM Snacks, Lunch, and PM Snacks).

4. Dress code

Office Uniform/Smart Casual

5. Contact Person

Hyacinth Menicable: 0923 729 6141

Armi Rose Lamela: 0945 158 0550

Email: ocdnir.training@gmail.com

6. Certificate

- Certificate of Completion will only be given to those who complete the entire training course and pass the post-test.
- Certificate of Participation will be given to those who were not able to complete the training.

7. Gender Sensitivity

OCD upholds the principles of gender and development in the implementation of all its training programs. Hence, all attendees need to maintain gender sensitivity throughout the activity.

8. Confirmation

- Confirm your attendance on the link provided below: <https://bit.ly/3TCvp00>



August 10, 2026

FOR :

DIR. NAOMI COSSETTE R. LUIS	DOST
DIR. ARWIN O. RAZO, MSSW	DSWD
DIR. RAZEL NIKKA HAO, MD, MBA, MSc	DOH
DIR. RAMIR B. UYTICO, CESO III	DEPED
DIR. ESPERANZA TRANSFIGURACION L. MELGAR	DTI
OIC DIR. JOSE AL V. FRUTO, CESO IV	DPWH
DIR. ROY L. BUENAFE	DOLE
DIR. CRISANTA MARLENE P. RODRIGUEZ	DOT
MR. JOHN WILLIAM B. FUERTE	CAAP

SUBJECT : INVITATION TO BASIC INCIDENT COMMAND SYSTEM TRAINING

The Office of Civil Defense (OCD), pursuant to its mandate stipulated in Republic Act (RA) 10121, works with other stakeholders to achieve the vision of safer, adaptive, and resilient Filipino communities towards sustainable development. To achieve such a vision, the OCD conducts DRRM training and other capacity building activities for various stakeholders.

In this regard, the Regional DRRM Council NIR through the Office of Civil Defense Negros Island Region will be conducting a **3-day Basic Incident Command System Training for member of the Regional DRRM Council and Local DRRM Council on August 26-28, 2026 at Southview Hotel, Dumaguete City, Negros Oriental**. This training aims to develop the knowledge, skills, and attitude required in the operationalization and management of an Emergency Operations Center.

Relative to this, the undersigned would like to invite **two (2) representatives** from your office to participate in the above-mentioned training. Interested participants shall confirm their attendance by filling-up the pre-registration form: <https://bit.ly/4wQzVqz> on or before **August 20, 2026, 5:00 PM**.

Training Date and Venue	Pre-requisite	Deadline of Confirmation
Basic ICS Training for Regional & Local DRRM Council August 26-28, 2026 Southview Hotel, Dumaguete City, Negros Occidental	- Any representative from the government, non-government organizations and private organizations - Must have extensive knowledge and experience in the field of DRRM especially on RA 10121 and other relevant NDRRMC policies and guidelines - Must be willing to undergo series of ICS ladderized courses - Must be willing to be deployed for ICS operations during disasters or planned events	On or before August 20, 2026, 5:00 PM . Registration link: https://bit.ly/4wQzVqz

For further coordination, you may contact our Capacity Building and Training Section, Ms Hyacinth Menicable through the mobile number 0923 729 6141 or Ms Armi Rose D. Lamela, through mobile number, 0945 158 0550 or email at nir@ocd.gov.ph.

Looking forward to your most favorable action on this request. Thank you very much.

Very truly yours,


DIR. DONATO A. SERMENO III
Chairperson, RDRRMC NIR