



JIP  
JUNE 5, 2024  
9:18 AM

04 Jul 2024

**DIVISION MEMORANDUM**

SGOD-2024-081

ONE-DAY INCIDENT COMMAND SYSTEM - EXECUTIVE TRAINING COURSE  
FOR SELECT SCHOOL HEADS IN MALAPATAN, SARANGANI PROVINCE

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors Concerned  
Public Elementary and Secondary School Heads Concerned

1. The Local Government Unit of Malapatan, Sarangani Province, through its Municipal Disaster Risk Reduction and Management Office and in coordination with the Department of Education, will conduct a **1-day Incident Command System (ICS) Executive Training Course for Select Malapatan School Heads** on 09 July 2024, 8:00 a.m. at Greenleaf Hotel, General Santos City.
2. All invited personnel may attend the said activity, provided they will designate an officer-in-charge (OIC) to take over their workloads during the activity.
3. Travel and other incidental expenses of the attendees may be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. For inquiries, contact Ms. Jinky R. Escalada at 09679743725.
5. For the information, guidance, and appropriate action of all concerned.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
SAFETY EDUCATION  
TRAINING PROGRAMS

MPA/SGOD-SMNS/MLA – one-day incident command system - executive training course  
for identified school heads in malapatan, sarangani province

0711/04 July 2024