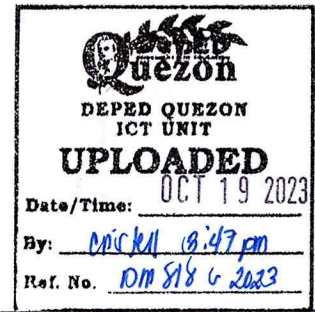




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



16 October 2023

**DIVISION MEMORANDUM**  
DM No. 818, s. 2023

**ANNOUNCING THE MEMBERS OF SDO-QUEZON DIVISION DRRM INCIDENT  
COMMAND SYSTEM RE: 2023 TEACHERS CONVENTION**

**TO:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisor  
School Heads  
District School Head-in-Charge of DRRM  
District and School DRRM Coordinators  
All Others Concerned

1. In line with DM 585, s. 2023 titled **"2023 Quezon Educators' Research Convention"** and to ensure safety and orderliness of all attendees, this office announced the activation of the Incident Command System for 2023 Teachers Convention to be held at Quezon Convention Center on the following date;

November 11, 2023	Cluster 1
November 25, 2023	Cluster 2
November 26, 2023	Cluster 3
December 9, 2023	Cluster 4

2. Mobilization of team will start on the approved scheduled from 5:00 AM and demobilized at 4:00 PM after each designated date of event.
3. Composition of Incident Command Team and their Terms of References are attached in Enclosure No. 1.
4. District and School DRRM as automatic member of the Safety Team shall ensure and practice high standard of safety at all cost for all his/her colleague and their where abouts during their travel.
5. Wearing of District/Cluster/Congressional DRRM Uniform is highly encourage for easy recognition of the Team.

DEPEDQUEZON-TM-SDS-04-009-003



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6. Travel expenses of members of the incident command team who shall rendered services shall be charge on their School MOOE or School Local Fund subject for usual accounting and auditing.
7. Teaching Personnel who are member of the Incident Command Team who shall render service during weekend shall be entitled to service credits in accordance with **DepEd Order No. 53, s. 2023** titled **Granting of Vacation Service Credits to Teachers** where as for Non-Teaching Personnel who will attend during the weekend, Compensatory Time-Off (CTO) shall be granted in accordance to **CSC, and DBM Joint Circular No. 2, s.2004**.
8. Posting and immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

drmapr10/16/2023

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Enclosure 1 to DM No. 818, s.2023

**Composition of Division Incident Command Team**  
**RE: 2023 Teachers' Research Convention**

	<b>Name</b>	<b>Office/School</b>	<b>Designation</b>	<b>Term of References</b>
1	Rommel C. Bautista	SDO-Quezon	<b>Responsible Official</b>	Aas direct official of the IC RO direct the course of all operation of the event.
2	Arvin P. Repaso	SDO-Quezon	<b>Incident Commander</b>	Responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.
3	Edgardo Regencia	Bagupaye NHS	<b>Team Leader Safety Officer</b>	Responsible for ensuring and promoting safety measures in the workplace and area of event
4	Joel S. Pait	Perez NHS	Safety Officer	
5	Lloyd Gener G. Pallan	LNCHS	Safety Officer	
6	Recy Montalbo	Tumbaga ES	Safety Officer	
7	Paul Rafael Mandrije	San Andres NHS	Safety Officer	
8	Hanzel Ayaay	Parang-Pinagbayanan ES	<b>Planning Section Chief</b>	Coordinates support activities for incident planning as well as contingency, and demobilization planning.
9	Kaine Justine Villegas	Cagbalete-Annex ES	Planning	
10	Leynie Iranzo	Pinagdanlayan ES	Planning	
11	Renato Agoba	Dagatan NHS	Planning	
12	Alfredo Oblefias	PSLIS	<b>Operation Section Chief</b>	Coordinates and execute strategies and tactics to achieve response objectives.
13	Vicky Alva	San Andres Bundok ES	Strike Team	
14	Ronaldo Riparip	Recto National HS	Strike Team	

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15	Manolito Mañaga	San Andres NHS	Strike Team	Supports Command and Operation their use of personnel, supplies and equipment.
16	Jaymar Pagana	San Andres NHS	Strike Team	
17	Niño Crisologo	San Andres NHS	Strike Team	
18	Marco Antonio Simera	Malabanban Norte	Strike Team	
19	Anabele Florido	Mulanay Central School	<b>Logistic Section Chief</b>	
20	Haydee Belgica	MSCES II	Logistic Officer	
21	Edanny Paleracio	Apasan ES	Logistic Officer	
22	Domingo Pancipane		Logistic/Communication	
23	Lucila Lopez	SINHS	Logistic Officer/Records	
24	Glenda P. Verdán	SDO – Quezon	Logistic Officer/Records	
25				

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