



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

December 10, 2024

DIVISION MEMORANDUM

No. 924, s. 2024

**EXTENSION OF SUBMISSION OF LETTER OF INTENT TO JOIN THE  
SDO PAMPANGA DISASTER RISK REDUCTION AND MANAGEMENT  
(DRRM): PROJECT CADRE**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Functional Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the School Governance & Operations Division (SGOD)-DRRM Unit facilitates the “Extension of Submission of Letter of Intent to Join the SDO Pampanga Disaster Risk Reduction and Management (DRRM): Project Cadre”.
2. Interested delegates shall submit their letter of intents addressed to the Schools Division Superintendent, recommended by the school head or signed by the school head in a pdf format. Letter of intent shall be sent through this link: <https://tinyurl.com/projectcadre> on or before **December 27, 2024**, 5pm.





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3. Requirements to join the Project Cadre are the following:
  - a. School Head or Head Teacher Plantilla position;
  - b. Must have extensive knowledge and experience in the field of DRRM especially on RA 10121 and other relevant NDRRMC policies and guidelines;
  - c. Must be willing to undergo series of DRRM ladderized courses; and
  - d. Must be willing to be deployed for operations during disasters or planned events.
  - e. Must be willing to be tapped as Instructor whenever needed by the OCD.
4. All aspiring delegates shall join this Facebook group chat for better communication channel: <https://tinyurl.com/groupchatpcadre>.



5. Below is the schedule for Project Cadre Level 1 to Level 5 ladderized course:

<b>Activity</b>	<b>Schedule</b>	<b>Facilitators</b>
Level 1: Basic Incident Command System (BICS) Training	January 15-17, 2024 (Stay in) Venue is within San Fernando	Office of the Civil Defense
Emergency Operations Center (EOC) Training	January 22-24, 2024 (Stay in) Venue is within San Fernando	Office of the Civil Defense
Level 2: Integrated Planning Course on ICS (IPICS)	February 3-7, 2025 (Stay-In) Venue is within San Fernando	Office of the Civil Defense



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Level 3: Incident Command System Position Course (ICSPC)	March 3-7, 2025 (Stay-In) Venue is within San Fernando	Office of the Civil Defense
Level 4: All-Hazards Incident Management Team (AHIMT) Training	April 7-11, 2025 (Stay-In) Venue is within San Fernando	Office of the Civil Defense
Level 5: ICS Training for Instructors	May 5-9, 2025 (Stay-In) Venue is within San Fernando	Office of the Civil Defense

- For more information, all concerned may contact the SGOD-DRRM Division Focal Person, Paula S. Meneses through [drmm.pampanga@deped.gov.ph](mailto:drmm.pampanga@deped.gov.ph) / 0932-185-1240, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
- Immediate dissemination of this Memorandum is earnestly desired.

**ROMEO M. ALIP, PhD CESO V**  
Schools Division Superintendent

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