



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

January 14, 2025

DIVISION MEMORANDUM  
No. 040, s. 2025

**SDO PAMPANGA DISASTER RISK REDUCTION AND  
MANAGEMENT (DRRM): PROJECT CADRE  
TECHNICAL WORKING GROUP (TWG)**

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 announces the “SDO Pampanga Disaster Risk Reduction and Management (DRRM): Project Cadre Technical Working Group (TWG)” in partnership with the Office of the Civil Defense (OCD).
2. This memorandum serves as the official travel order of the following technical working group (TWG) for the above-mentioned activity:

<b>Activity</b>	<b>Schedule and Venue</b>	<b>Technical Working Group</b>
Level 1: Basic Incident Command System (BICS) Training  Emergency Operations Center (EOC) Training	January 15-17, 2025 (Stay in) at Greene Manor Condotel, City of San Fernando, Pampanga	<b>Chairman:</b> Paula S. Meneses PDO II SDO Pampanga-DRRM Unit  <b>Co-Chairman:</b> Pamela M. David Head Teacher I Sta. Maria National High School-Minalin



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		<p><b>Technical Working Group Members:</b></p> <p>Carolina O. Mendoza Principal III Sto. Cristo Elementary School</p> <p>Natalie Nicole G. Maninang ADA I -SDO Pampanga</p> <p>Arcely d. Roque ADA IV- SDO Pampanga</p>
	<p>January 22-24, 2025 (Stay in) at Greene Manor Condotel, City of San Fernando, Pampanga</p>	<p><b>Chairman:</b> Paula S. Meneses PDO II SDO Pampanga-DRRM Unit</p> <p><b>Co-Chairman:</b> Pamela M. David Head Teacher I Sta. Maria National High School-Minalin</p> <p><b>Technical Working Group Members:</b></p> <p>Natalie Nicole G. Maninang ADA I - SDO Pampanga</p> <p>Arcely d. Roque ADA IV- SDO Pampanga</p>



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Level 2: Integrated Planning Course on ICS (IPICS)	February 3-7, 2025 (Stay-In) at Greene Manor Condotel, City of San Fernando, Pampanga	<b>Chairman:</b> Paula S. Meneses PDO II SDO Pampanga-DRRM Unit  <b>Co-Chairman:</b> Raul G. Dimaculangan Principal III Caduang Tete National High School  <b>Technical Working Group Members:</b>  Natalie Nicole G. Maninang ADA I SDO Pampanga  Arcely d. Roque ADA IV SDO Pampanga
Level 3: Incident Command System Position Course (ICSPC)	March 3-7, 2025 (Stay-In) at Greene Manor Condotel, City of San Fernando, Pampanga	<b>Chairman:</b> Paula S. Meneses PDO II SDO Pampanga-DRRM Unit  <b>Co-Chairman:</b> Carolina O. Mendoza Principal III Sto. Cristo Elementary School  <b>Technical Working Group Members:</b>  Natalie Nicole G. Maninang ADA I SDO Pampanga



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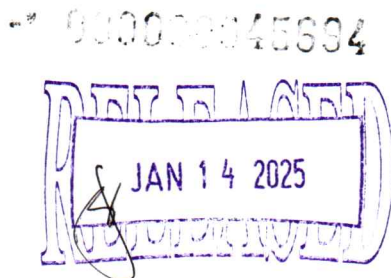
		Arcely d. Roque ADA IV SDO Pampanga
Level 4: All-Hazards Incident Management Team (AHIMT) Training	April 7-11,2025 (Stay-In) at Greene Manor Condotel, City of San Fernando, Pampanga	<b>Chairman:</b> Paula S. Meneses PDO II SDO Pampanga-DRRM Unit  <b>Co-Chairman:</b> Ismael M. Nuqui Principal III Sto. Rosario National High School  <b>Technical Working Group Members:</b>  Natalie Nicole G. Maninang ADA I SDO Pampanga  Arcely d. Roque ADA IV SDO Pampanga
Level 5: ICS Training for Instructors	May 5-9, 2025 (Stay-In) at Greene Manor Condotel, City of San Fernando, Pampanga	<b>Chairman:</b> Paula S. Meneses PDO II SDO Pampanga-DRRM Unit  <b>Co-Chairman:</b> Kristin Marie U. Santos EPS II SDO Pampanga- HRD Section

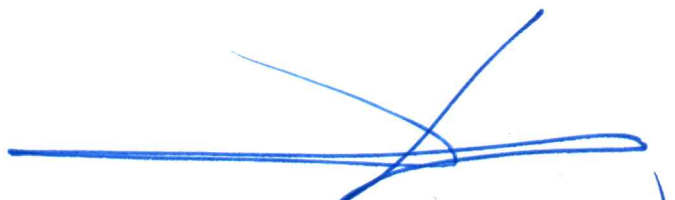


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		<p><b>Technical Working Group Members:</b></p> <p>Natalie Nicole G. Maninang ADA I SDO Pampanga</p> <p>Arcely d. Roque ADA IV SDO Pampanga</p>
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- All technical working group members are encouraged to bring their own laptops and extension cords and always wear casual attire during the training period.
- Travel expenses incurred in this activity shall be charged to the school local fund subject to the existing accounting and auditing guidelines.
- 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