



Republic of the Philippines
Department of Education
Schools Division of Benguet

DepEd-Benguet Division
SEP 26 2024
RELEASED

24 September 2024

DIVISION MEMORANDUM

No. 339 s. 2024

SDO PARTICIPANTS TO THE REGIONAL TRAINING ON EMERGENCY OPERATIONS CENTER (EOC) MANAGEMENT

To: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 Concerned SDO Personnel

1. The DepEd Regional Office will be conducting a Training on Emergency Operations Center (EOC) Management for regional and schools' division office personnel at Hotel Tugos, Naguilian Road, Baguio City on October 1 - 3, 2024.

2. In emergency/disaster operations, the Emergency Operations Center (EOC) plays a vital role in facilitating the interoperability of the Incident Management Team and the Response Clusters. The EOC is the facility equipped with personnel and resources that serves as repository of information and main hub for coordination to support the management of an incident or planned event. In the DepEd response context, the Schools Division Office (SDO) and the personnel herein, are considered as the EOC during emergencies/disasters affecting Benguet schools.

3. In line with this, the following concerned offices/sections are required to attend the EOC Training to capacitate themselves on their expected roles and responsibilities during emergencies:

Administrative Services	Mahal T. Rifani	Admin Officer V
Finance Services	Florabel E. Buclay	Admin Officer V
Logistics	Florabel Balanon	Admin Officer IV
Planning	Jeanette I. Kiong	Planning Officer III
Information Management	Lorna M. Yaco	Div. Info Officer
Operations	Nerissa I. Barbosa	Div. DRRM Coordinator

4. Participants are expected to confirm their attendance on or before September 25, 2024 at <https://forms.office.com/r/TnKW7ywAvq>. First meal is dinner of September 30, and last meal will be afternoon snack on October 3, 2024.

5. For information, guidance and compliance.

SALLY L. BANAKEN - ULLALIM, CESO V
 Schools Division Superintendent

Reference: Regional Memo 630, s. 2024



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Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

DEPARTMENT OF EDUCATION
 RECORDS SECTION REGIONAL OFFICE CAR

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BY: *[Signature]* TIME 4:46

17 September 2024

REGIONAL MEMORANDUM
630.2024

TRAINING ON EMERGENCY OPERATIONS CENTER (EOC) MANAGEMENT

To: Schools Division Superintendent
 All Others Concerned

1. This Office, through the ESSD will conduct a training on Emergency Operations Center (EOC) Management for region, division and school personnel on October 1-3, 2024 at Hotel Tugos, Naguilian Road, Baguio City.
2. The Emergency Operations Center (EOC) plays a vital role in all phases of emergency management. Given the frequent occurrence of hazards and conduct of big school events and activities, this training is designed to equip DepEd personnel with the skills to efficiently manage incidents, particularly when they escalate to a large scale.
3. Each Schools Division Office shall send 5 participants, preferably those assigned to perform DRRM-related work.
4. Board and lodging shall be charged against the Disaster Preparedness and Response Program (DPRP) Fund of the regional office while travel expenses shall be charged against local funds, while board and lodging shall be charged against the Disaster Preparedness and Response Program (DPRP) fund of the Regional Office, subject to the usual accounting and auditing rules and regulations. First meal shall be dinner of September 30, and last meal shall be pm snack on October 3, 2024. All participants shall confirm their attendance on or before September 25, 2024 at <https://forms.office.com/r/TnKW7ywAyq>.
5. For queries, you may contact the DRRM focal through car.essd@deped.gov.ph or CP number 09338617514.
6. For the information and guidance.

[Signature]
ESTELA P. LEON CARIN EAD, CESO III
 Director IV/Regional Director

ESSD/GCD/egm



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