



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0636

To : Assistant Schools Division Superintendent  
 Chief of the School Governance and Operations Division  
 Hernani A. Resueño Jr, Project Development Officer II

Subject : **REQUEST FOR INSTRUCTORS FOR BASIC INCIDENT  
 COMMAND SYSTEM (BICS) TRAINING FOR DAVAO DEL NORTE  
 STATE COLLEGE (DNSC)**

Date : November 4, 2025

Attached is a letter from the Office of Civil Defense XI dated October 29, 2025, re: *Request for Instructors for Basic Incident Command System (BICS) Training for Davao Del Norte State College (DNSC)*, which will be held on **November 12-24, 2025, at the DNSC GAD Conference Room, DNSC, Panabo City**.

Anent this, **Hernani A. Resueño Jr, Project Development Officer II**, is hereby directed to attend the said activity as an instructor on the date mentioned above.

Travel and other allowable expenses incurred during the conduct of the activity shall be chargeable against downloaded DRRM funds subject to the usual accounting and auditing rules and regulations.

For your information and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

**RELEASED**

**NOV 04 2025**

Encl.: as stated.  
 SGOD/aba/har

RECORDS SECTION, SDO PANABO CITY  
 BY 



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE XI**  
LDL BUILDING, C.P. GARCIA HIGHWAY, COMMUNAL, DAVAO CITY



October 29, 2025

**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent, Panabo City Division  
Department of Education XI  
City Hall Compound, J.P Laurel St.  
Panabo City, Davao del Norte

Dear Dr. Firman:

Greetings!

We have received a technical assistance request from the Davao del Norte State College (DNSC) for the conduct of **Basic Incident Command System (BICS) Training on 12-14 November 2025 at DNSC GAD Conference Room**. This training aims to provide its participants the knowledge, skills, and attitude required when applying the basic concepts and principles of ICS in any disaster situation.

In line with this, we hereby request **Mr. Hernani A. Resueño Jr., Project Development Officer II (DRRM Division Focal)**, to serve as an instructor and facilitator for the abovementioned training.

I have designated Mr. Marvin D. Samson, our CBTS Head to coordinate with your office regarding this request. He may be reached through his mobile number: 09292465622 and/or (082) 297-7915 or through our official email address: [region11@ocd.gov.ph](mailto:region11@ocd.gov.ph).

Thank you and our warmest regards.

Very truly yours,

**DIR. EDNAR GRIMPESAW DAYANGHIRANG**  
Regional Director