Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
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November 11, 2026

DIVISION MEMORANDUM
SGOD DRRM No. 240 s. 2026

ORGANIZATION AND ACTIVATION OF DEPED INTERNAL INCIDENT COMMAND SYSTEM FOR THE 2026 SULTAN KUDARAT ATHLETIC ASSOCIATION (SKAA) MEET

TO: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors
Elementary and Secondary School Heads
All Other Concerned
This Division

1. In compliance with DepEd policies on safety, security, and emergency preparedness, this Office, through DRRM Unit, shall organize and activate its **Internal Incident Command System (ICS)** to ensure effective coordination, response, and management during the conduct of the 2026 Sultan Kudarat Athletic Association (SKAA) Meet on **November 13-16, 2026,** within the Municipality of Isulan, Province of Sultan Kudarat.

2. The Incident Command Post **(ICP)** shall be established at **Sikat Hall**, Division Office Compound, Kenram, Isulan, Sultan Kudarat, which shall serve as the central hub for internal command, control, coordination, and communication throughout the duration of the event.

3. The internal ICS shall be activated on November 13, 2026, with the Operational Period Briefing at 0600H at the identified Command Post. The system shall remain operational until the conclusion of the activity and will officially demobilized on November 17, 2026, 1200H.

4. All concerned personnel are hereby directed to familiarize themselves with their respective roles and responsibilities under the ICS to ensure the safe, orderly, and successful conduct of the event.

5. For specific guidelines and reference, see attached enclosures:

a. Enclosure 1-A: 2026 SKAA DepEd Internal Incident Management Team
b. Enclosure 2: Specific Roles and Responsibilities of the internal IMT

6. Expenses related to the activation and operation of the internal ICS, honorarium, as well as other necessary related activities, shall be charged against local funds, DRRM DPRP Funds, or any applicable funds, while traveling expenses and other incidental expenses of the participants shall be charged against their

school MOOE/local fund subject to the usual budgeting, accounting, and auditing rules and regulations.

7. Participants shall be entitled to Compensatory Time-Off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered for non-teaching personnel.

8. For more information, contact **Sadat T. Sinolinding**, OIC SGOD Chief, through 0997500451 or **Kharoll Joy G. Latoza**, PDO II, through 09659774289.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
ACTIVATION **INTERNAL IMT** **SKAA 2026**

KGL/SGOD- DRRM/DM- Organization and Activation of DepEd Internal Incident Command System for the 2026 Sultan Kudarat Athletic Association (SKAA) Meet/November 11,2026

Republic of the Philippines

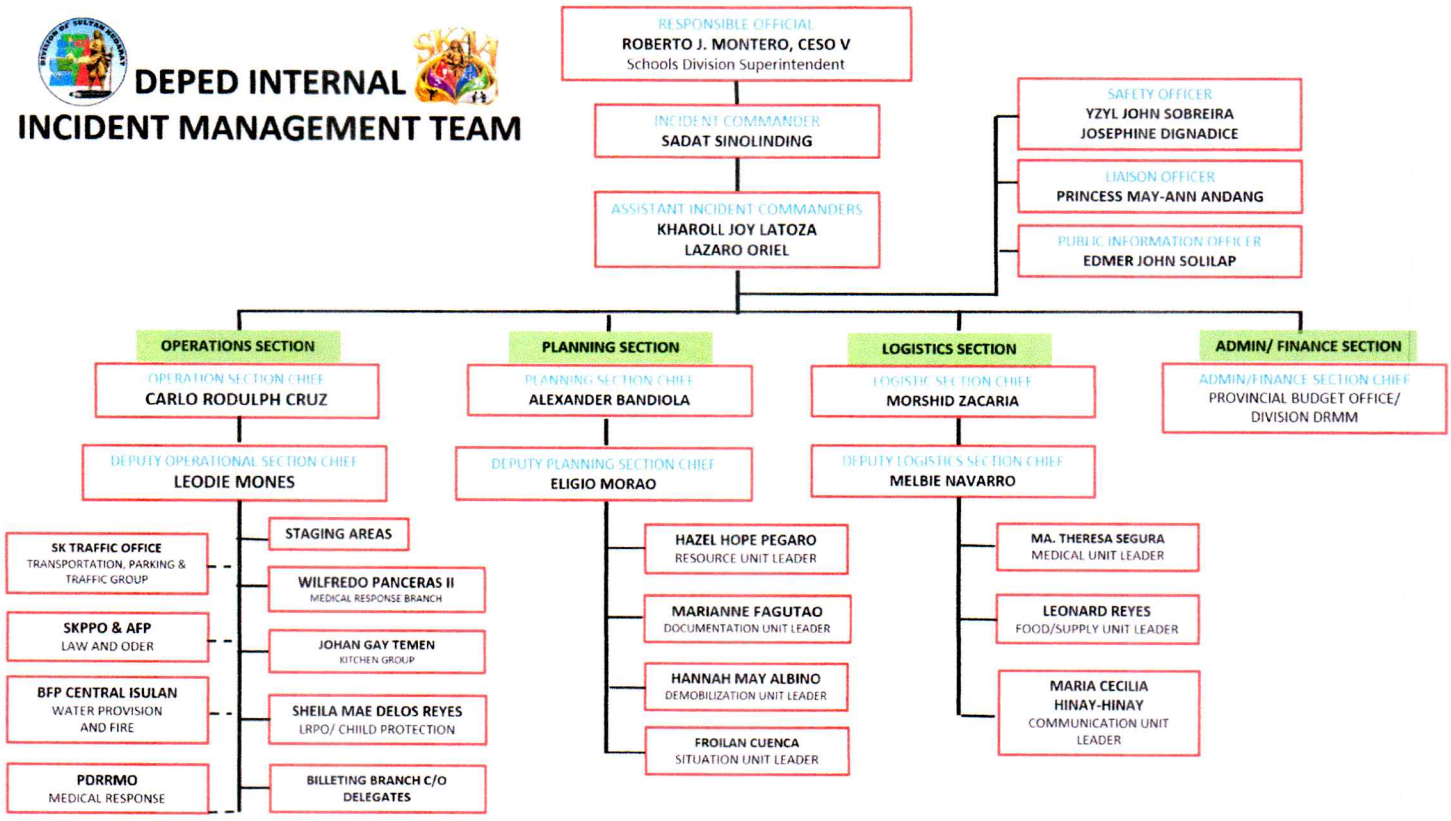
Department of Education

REGION XII

DIVISION OF SULTAN KUDARAT

Enclosure No. 1 to this Division Memorandum SGOD- DRRM No. 240, s. 2026

DEPED INTERNAL INCIDENT MANAGEMENT TEAM



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website:https://divisionsk.org
Email: depedsk.r12@deped.gov.ph

Enclosure No. 2 to this Division Memorandum SGOD- DRRM No. 240, s. 2026

SPECIFIC ROLES AND RESPONSIBILITIES OF THE INTERNAL IMT

Each member of the IMT shall perform the following roles and responsibilities:

1. Incident Commander/Asst Incident Commander:
   a. Overall authority and responsibility for managing the incident
   b. Approve and authorize the implementation of the Incident Action Plan
   c. Establishes incident objectives, priorities, and strategies based on the situation assessment.
   d. Develops, approves, and authorizes the implementation of the Incident Action Plan (IAP).
   e. Organizes, assigns, and supervises incident management personnel and response units.

2. Operation Section Chief/Deputy:
   a. Coordinate on-ground activities, including crowd control, emergency response, and traffic management.
   b. Manages and directs all tactical operations related to the incident.
   c. Implements the approved Incident Action Plan (IAP).
   d. Assigns tasks and supervises operational units and teams.
   e. Coordinates with other sections to ensure effective response actions.
   f. Monitors field operations and reports progress to the Incident Commander.
   g. Ensures safety procedures are followed during operations.
   h. Deploy resources effectively to address emerging situations.

3. Planning Section Chief/Deputy:
   a. Develop detailed plans to achieve event objectives.
   b. Maintain situational awareness and recommend adjustments to plans.
   c. Collects, evaluates, and analyzes incident information and situational data.
   d. Develops and updates the Incident Action Plan (IAP) in coordination with other sections.
   e. Maintains incident documentation, records, and status boards.
   f. Tracks resources and personnel assigned to the incident.
   g. Conducts planning meetings and prepares situation reports for the Incident Commander.

4. Logistic Section Chief/Deputy:
   a. Ensure the availability of equipment, supplies, and facilities.
   b. Support responders with transportation and communication tools.
   c. Provides facilities, services, and resources needed to support incident operations.

d. Manages transportation, supplies, equipment, and communication systems.
e. Ensures personnel have food, water, shelter, and medical support.
f. Coordinates with other sections to anticipate and fulfill operational needs.
g. Maintains inventory and tracks the movement of resources.

5. Safety Officer:
   a. Identify and mitigate safety hazards.
   b. Ensure compliance with safety protocols and procedures.
   c. Monitors and assesses hazardous conditions during the incident.
   d. Develops and enforces safety policies and procedures for responders and personnel.
   e. Advises the Incident Commander on all safety-related matters.
   f. Conducts safety briefings and ensures compliance with protective measures.
   g. Investigates accidents or near-misses and recommends corrective actions

6. Public Information Officer (PIO)
   a. Disseminate accurate and timely information to the public.
   b. Serve as the official spokesperson for the IMT.
   c. Serves as the official spokesperson for the incident.
   d. Develops and disseminates accurate, timely, and clear information to the public and media.
   e. Coordinates all media inquiries and press releases with the Incident Commander.
   f. Monitors public perception and rumor control to prevent misinformation.
   g. Maintains communication with partner agencies and stakeholders regarding incident updates.

7. Liaison Officer:
   a. Facilitate coordination with government agencies, non-government organizations and other stakeholders.
   b. Address concerns from external entities.
   c. Serves as the primary point of contact for supporting agencies, organizations, and stakeholders.
   d. Facilitates coordination and communication between the Incident Command and external partners.
   e. Monitors the involvement and support of assisting agencies.
   f. Reports any issues, conflicts, or resource needs to the Incident Commander.
   g. Ensures smooth collaboration among all participating entities during the incident.

8. Medical Response Branch
   a. Coordinate the operational requirements of the medical response branch in support of the athletic meet.

b. Monitor the readiness and deployment of medical responders in assigned venues and billeting areas.
c. Facilitate the coordination of emergency medical assistance and patient referral with the PDRRMO and other health partners.
d. Ensure the timely communication of medical response requirements and emerging health concerns.
e. Assist in monitoring the availability of medical equipment, supplies, and emergency transport.
f. Ensure that medical incidents are properly recorded and reported through established channels.
g. Coordinate with the Medical Unit Leader to ensure continuity of medical services.

9. Kitchen Group:
   a. Coordinate with concerned personnel and food service providers regarding food preparation, handling, and distribution arrangements.
   b. Monitor the availability, quality, and timely delivery of food supplies for designated personnel and operational requirements.
   c. Ensure that proper food handling, sanitation, and hygiene practices are observed.
   d. Coordinate with the Food/Supply Unit Leader regarding food requirements, shortages, and distribution concerns.
   e. Monitor potential food safety concerns and immediately report suspected food contamination or foodborne illness incidents.
   f. Maintain records of food distribution and other kitchen-related operational concerns.
   g. Ensure that food-related arrangements support the continuous operation of the IMT and its designated personnel.
10. LRPO / Child Protection
   a. Coordinate the implementation of learner protection and child protection measures throughout the athletic meet.
   b. Monitor and address concerns involving child safety, protection, welfare, and potential safeguarding violations.
   c. Ensure that appropriate mechanisms are available for reporting and referring cases involving bullying, harassment, abuse, exploitation, discrimination, or other child protection concerns.
   d. Coordinate with the concerned delegation officials, Child Protection Committees, and appropriate authorities in addressing reported cases.
   e. Ensure that learners are provided with appropriate assistance, protection, and referral services when necessary.
   f. Monitor the welfare of learners in playing venues, billeting quarters, and other designated locations.
   g. Coordinate with the Safety Officer and other concerned units on learner-related safety and protection concerns.
   h. Maintain confidentiality and ensure that the rights and best interests of the child are protected.

11. Resource Unit Leader:
    a. Maintain an updated inventory of personnel, equipment, facilities, and other resources available for IMT operations.
    b. Monitor resource availability, deployment, utilization, and status.
    c. Consolidate resource requests from the different sections and coordinate their processing with the Logistics Section.
    d. Identify resource shortages, gaps, and potential requirements for succeeding operational periods.
    e. Maintain records of resource assignments and deployment status.
    f. Coordinate with the staging areas and Logistics Section regarding the availability and movement of resources.
    g. Prepare resource status reports and submit them to the Planning Section Chief.
12. Documentation Unit Leader:
    a. Maintain organized and accurate documentation of all significant IMT activities and operations.
    b. Document operational briefings, coordination meetings, incident reports, decisions, instructions, and other relevant proceedings.
    c. Collect and consolidate reports submitted by the different sections and unit leaders.
    d. Maintain an organized repository of operational records, communications, photographs, and other supporting documents.
    e. Ensure that significant incidents and actions taken are properly recorded with corresponding dates and times.
    f. Coordinate with the PIO and other concerned units for the documentation of official activities and incident-related developments.
    g. Prepare consolidated documentation for post-incident assessment and after-activity reporting.
    h. Ensure proper handling and confidentiality of sensitive records.
13. Demobilization Unit Leader:
    a. Prepare and coordinate the orderly demobilization of IMT personnel, equipment, and other resources when operations are completed or no longer required.
    b. Coordinate with the different sections regarding personnel and resources that may be released from operational assignments.
    c. Ensure that demobilization is properly authorized and consistent with operational requirements.
    d. Monitor the return, accounting, and condition of deployed equipment and resources.
    e. Coordinate with the Logistics and Admin/Finance Sections regarding resource clearance and related administrative requirements.
    f. Ensure that personnel are properly accounted for before their release from duty.
    g. Prepare and maintain records of demobilized personnel and resources.
    h. Submit demobilization status reports to the Planning Section Chief.

14. Situation Unit Leader:
    a. Monitor and consolidate real-time information regarding the overall operational situation.
    b. Receive and validate incident updates from the different sections, playing venues, and billeting quarters.Maintain an updated situation board reflecting significant incidents, operational developments, hazards, and response actions.
    c. Monitor weather conditions, heat advisories, public safety concerns, and other hazards that may affect the athletic meet.
    d. Consolidate information regarding game suspensions, schedule adjustments, medical incidents, security concerns, and other significant developments.
    e. Coordinate with the Operations Section and Safety Officer to verify reported situations.
    f. Provide timely situation updates to the Planning Section Chief for operational assessment and decision-making.
    g. Assist in preparing consolidated situation reports for the Incident Commander.
    h. Ensure that all situation updates are time-stamped and based on verified information.
15. Medical Unit Leader:
    a. Coordinate the logistical requirements of medical services and emergency health operations.
    b. Monitor the availability of first aid supplies, medical equipment, medicines, and other necessary medical resources.
    c. Coordinate with PDRRMO and other health partners regarding medical resource augmentation.
    d. Facilitate the distribution and replenishment of medical supplies in designated playing venues and operational locations.
    e. Monitor the readiness and adequacy of medical stations and other designated medical facilities.
    f. Coordinate with the Medical Response Branch under Operations to ensure that medical responders have the necessary logistical support.
    g. Maintain an updated inventory of medical supplies and equipment.
    h. Report shortages, equipment concerns, and additional medical requirements to the Deputy Logistics Section Chief.
16. Food/Supply Unit Leader:
    a. Coordinate the procurement, preparation, storage, and distribution of food and other operational supplies.
    b. Ensure the timely availability of food and drinking water for designated personnel and operational requirements.
    c. Monitor the quantity, quality, and adequacy of available supplies.
    d. Coordinate with the Kitchen Group regarding food preparation, handling, and distribution.
    e. Monitor the replenishment of consumable supplies and identify potential shortages.

f. Ensure proper storage, handling, and inventory management of supplies.
g. Maintain records of received, issued, and distributed supplies.
h. Coordinate with the Admin/Finance Section regarding procurement and funding requirements.
i. Submit regular supply status reports to the Deputy Logistics Section Chief.

17. Communication Unit Leader:
a. Establish and maintain effective communication channels among the Incident Commander, section chiefs, unit leaders, playing venues, and billeting quarters.
b. Ensure the availability and functionality of communication equipment and facilities.
c. Facilitate the timely transmission of operational instructions, situation updates, incident reports, and emergency notifications.
d. Maintain an updated communication directory and contact list of IMT personnel and partner agencies.
e. Establish appropriate communication protocols and reporting channels to avoid conflicting or delayed information.
f. Monitor communication equipment and identify technical issues requiring immediate attention.
g. Coordinate with the PIO to ensure that official advisories and announcements are properly transmitted to concerned stakeholders.
h. Facilitate the documentation and monitoring of significant operational communications.
i. Report communication gaps and logistical requirements to the Deputy Logistics Section Chief.

GENERAL OPERATIONAL GUIDELINES:

To ensure effective implementation of the foregoing roles and responsibilities, all members of the DepEd Internal IMT shall observe the following:

1. **Unity of Command.** All IMT members shall observe the established organizational structure and report through their respective supervisors and section chiefs.
2. **Coordination and Collaboration.** All sections shall maintain continuous coordination with one another and with concerned external agencies to ensure complementary and coordinated operations.
3. **Incident Reporting.** All actual or potential incidents, hazards, and operational concerns shall be immediately reported through the established communication and reporting channels.
4. **Timely Decision-Making.** Matters requiring immediate action shall be elevated to the appropriate authority without unnecessary delay, particularly those involving the safety and welfare of delegates and other stakeholders.

5. **Documentation and Accountability.** All significant decisions, instructions, deployments, incidents, and response actions shall be properly documented.
6. **Safety First.** The protection of life, health, and welfare of delegates, personnel, officials, responders, and the public shall remain the primary consideration in all operational decisions.
7. **Inter-Agency Coordination**. The Internal IMT shall work in close coordination with the Provincial Government and other partner agencies, recognizing their respective mandates, authority, and operational responsibilities.
8. **Operational Continuity.** The Internal IMT shall ensure that necessary preventive and response measures are implemented while maintaining the continuity of athletic meet activities whenever conditions permit.
9. **Regular Situation Updates.** All section chiefs and unit leaders shall provide timely operational updates and reports to their respective supervisors to support informed decision-making.
10. **Post-Incident Assessment.** All concerned sections shall participate in the evaluation of incidents, identification of operational gaps, and preparation of recommendations for future improvement.

GENERAL DIRECTIVE:

Every member of the DepEd Internal IMT shall perform their assigned functions proactively, maintain accountability within their respective areas of responsibility, and ensure that all actions contribute to the safe, orderly, and successful conduct of SKAA 2026.

INCIDENT COMMAND POST:

The Incident Command Post (ICP) shall be established at SDO Sultan Kudarat-Sikat Hall, Division Office Compound and will serve as the central hub for control, coordination, and communication for 2400H. The ICP will be operational throughout the duration of 2026 SKAA and will be demobilized on November 17, 2026, at 1200H.