



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE MIMAROPA

PEO COMPOUND, KUMINTANG ILAYA, BATANGAS CITY, PHILIPPINES

Memorandum No. 073
Series 2023

For : RDRRMC MIMAROPA MEMBER AGENCIES
Subject : INVITATION TO EMERGENCY OPERATIONS CENTER (EOC)
TRAINING FOR RDRRMC MEMBER AGENCIES
Date : June 26, 2023

The Office of Civil Defense MIMAROPA will be conducting a **Emergency Operations Center (EOC) Training for RDRRMC MIMAROPA Member Agencies** on **August 1 – 4, 2023** via **blended learning** (ie self – paced with online lectures).

In line with this, we would like to respectfully invite **two (2) representatives per agency** to attend the said training. Requirements for the nominated participants are as follows:

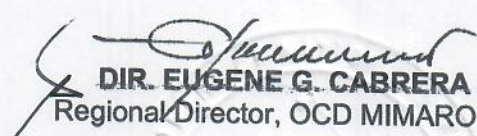
- Must NOT have completed the EOC Training Course before
- Must have completed the BASIC ICS COURSE
- Must have knowledge and experience in the field of DRRM
- Must take up leadership roles in an EOC or any similar facility after the course
- Must be willing to accomplish the course assignments and must be willing to participate in the video teleconference lectures
- Must be available to be tapped as instructor / facilitator to cascade the course
- Note: Refer to end notes for additional general training requirements

Confirmation of attendance can be made by registering on or before **July 24, 2023** through the following link (note: the link is case – sensitive): <https://bit.ly/EOCTRaining2023>

Also attached herewith is the initial advisory for your reference. The final training advisory will be issued to the nominated participants through the contact details indicated in their registration details.

For questions and clarifications, our contact officer **Ms. JONALYN D. ESCARTIN** of OCD MIMAROPA can be reached at **(043) 723 – 4248 / (043) 702 – 9361**, mobile numbers **0917 533 0433 / 0908 820 5177**, or through email address ocd4_mimaropa@yahoo.com or mimaropa@ocd.gov.ph.

Thank you very much, we look forward to the member agencies' continuous support in OCD – RDRRMC MIMAROPA and our DRRM efforts.


DIR. EUGENE G. CABRERA
Regional Director, OCD MIMAROPA

Enclosure: as stated

OFFICE OF CIVIL DEFENSE

INITIAL ADVISORY FOR DRRM AND CIVIL DEFENSE CAPACITY-BUILDING AND TRAINING ACTIVITIES FOR 2023

TRAINING COURSES	DATES AND REGISTRATION
<p>Emergency Operations Center (EOC) Training for RDRRMC MIMAROPA Member Agencies</p> <p>Objective: At the end of the training, the participants will be able to obtain the knowledge, skills, and attitude required in the effective operationalization and management of an EOC.</p> <p>Priority Participants:</p> <ul style="list-style-type: none"> • Employees holding permanent positions under the Provincial / City / Municipal DRRM Offices of Occidental Mindoro, Romblon, and Marinduque <p>Requirements for Participants:</p> <ul style="list-style-type: none"> • Must NOT have completed the EOC Training Course before • Must have completed the BASIC ICS COURSE • Must have knowledge and experience in the field of DRRM • Must take up leadership roles in an EOC or any similar facility after the course • Must be willing to accomplish the course assignments and must be willing to participate in the video teleconference lectures • Must be available to be tapped as instructor / facilitator to cascade the course • Note: Refer to end notes for additional general training requirements <p>Certification:</p> <ul style="list-style-type: none"> • The completion of the training is equal to 25 LEADERSHIP / MANAGEMENT TRAINING HOURS • Only participants who are able to participate in all sessions and are able to submit the assignments on time would receive the Certificate of Completion 	<p style="text-align: center;">August 1-4, 2023</p> <p>Registration for expressions of interest: https://bit.ly/EOCTRaining2023</p> <p>The final training advisory will be issued to the chosen participants through the contact details indicated in their registration.</p>

Once successfully chosen as a participant for any training, the following are the general requirements for attending the training:

- Laptop or desktop computer per participant (Note: mobile phones can be used for video teleconferencing purposes but laptop or desktop computers are preferred to properly accomplish the assignments)
- Functional laptop or desktop computer webcam and microphone

- Reliable internet connection
- Functional and active email address per participant
- Functional and active mobile number per participant
- Basic knowledge in Zoom Application
- Basic knowledge in Microsoft Word and Microsoft Excel
- OCD Training Information Management System (IMS) student number. Important: Take note of your student ID number and do not forget the email address associated to your IMS account. You may register via: <https://trainingims.oed.gov.ph/ims/register>

Other Reminders:

- All training activities are FREE (ie no registration fee required)
- For those training activities with limited slots per LGU, the slots allotted per province/city/municipality shall always be respected. Other participants will only be considered upon confirmation of unavailability of other expected participants. The Training Secretariat reserves the right to choose the priority participants based on previously conducted OCD and technical assistance training activities.