



**MEMORANDUM**  
No 48, s 2015

TO : **ALL CONCERNED**

SUBJECT : **Localized Incident Command System (ICS) Forms**

DATE : **12 NOV 2015**

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**I. REFERENCES:**

1. Section 9 (g), Republic Act (RA) 10121: the Office of Civil Defense (OCD) shall *“Formulate standard operating procedures for the deployment of rapid assessment teams, information sharing among different government agencies, and coordination before and after disasters at all levels”*
  2. Rule 7 (h), Implementing Rules and Regulations, RA 10121: OCD shall *“Establish an incident command system (ICS) as part of the country’s existing on-scene disaster response system, to ensure effective consequence management of disasters or emergencies”*
  3. Section 4D, Executive Order No 82 s 2012: *“As soon as an incident is declared as approaching crisis level, the Responding Crisis Manager activates the Incident Command System (ICS) and calls on the designated Incident Commander (IC)...”*
  4. NDRRMC Memorandum Circular No. 4 s. 2012 re Implementing Guidelines on the Use of Incident Command System (ICS) as an On-Scene Disaster Response and Management Mechanism under the Philippine Disaster Risk Reduction and Management System
  5. OCD Memorandum Order No. 758A s. 2014 re Approval of the Incident Command System Field Operations Guide
- II. Hereby approved are the localized ICS forms to be used for resource tracking, incident action planning, organizing responders, assets and equipment, documenting actions taken, reporting situation updates, and other related on-scene response activities.
- III. All ICS Cadre, DRRMC member agencies, incident management teams, and practitioners from the national, regional and local levels are hereby directed to utilize the ICS forms as appropriate during training, drills, simulation exercises, management of planned events, and actual disaster response operations.

Provide recommendations to the OCD for the continued enhancement of the said forms.

IV. For guidance and strict compliance.

For the Chairperson, NDRRMC:

  
**USEC. ALEXANDER P. PAMA**  
Executive Director, NDRRMC and  
Administrator, OCD