Memorandum No. 856
Series of 2024

TO:	**Dr. Elwin Jay V. Yu,** *VPAF*
	Mr. Gerald M. Rivera, *VSU-DRRM Head*
RE:	**Establishment of the Incident Command System for Salingkusog 2024 Intramural Games**
FROM:	**DR. PROSE IVY G. YEPES**
	University President
DATE:	**October 11, 2024**

In line with our preparations for the upcoming **Salingkusog 2024 Intramural Games,** scheduled from **October 22 to 25, 2024,** and following the discussions during the **Executive Course on Incident Command System,** we are formalizing the establishment of the **Incident Command System (ICS)** to ensure the smooth conduct and safety of this major university event.

The ICS will provide a structured framework for coordinating event operations, addressing potential risks, and ensuring effective communication among all stakeholders involved in the Intramural Games.

Please submit your proposed Incident Command structure to the Office of the President no later than **October 17, 2024**. This will allow adequate time for review and integration into the overall event management plan.

For your information and usual support.