



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

February 21, 2024

DIVISION MEMORANDUM

No. 049, s. 2024

**REITERATION OF INCIDENT REPORTING INVOLVING VIOLENCE IN SCHOOLS AND
OTHER CRITICAL INCIDENTS, ISSUES AND CONCERNS**

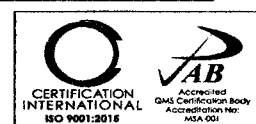
To: Assistant Schools Division Superintendent
CID and SGOD Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

1. This office reiterates DepEd Memorandum PAS-OD-2024-003 dated January 12, 2024 issued by the Public Affairs Service, DepEd Central Office and Regional Memorandum No. 000062, s. 2023 from DepEd Region V on the **"Reiteration on Incident Reporting Involving Violence in Schools and other Critical Incidents, Issues and Concerns"**.
2. To ensure uniformity, consistency, and synchronization of submission of incident reports, it is warranted that all concerned/responsible personnel should follow the required format/template (*Annex A*) and other guidelines set forth in **PAS-OD-2024-003**.
3. Let it be further reiterated that the standard submission of initial spot/situation reports shall still be done **the soonest possible time or within 12 hours**, upon the knowledge and discovery of the incident, while the official full incident report shall be properly accomplished and submitted within **24 hours**, through the Division Information Officer (DIO) for transmittal to PAU DepEd ROV, Thus, in no case that the full incident report will be submitted by School Information Officers/School Heads to the DIO beyond 24 hours from the incident - to ensure enough time to conduct validation before full reports are submitted to RIO and PAS.
4. Lastly, concerned personnel shall adhere to the Department's directive, that any invitation for interview from national or local media outlets shall only be accommodated upon instruction and consent from the DepEd Spokesperson.
5. Immediate dissemination, guidance and strict compliance with this Memorandum is hereby expected.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

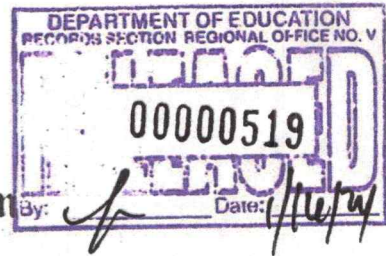


Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph





Republic of the Philippines
Department of Education
REGION V - BICOL



16 Jan 2024


REGIONAL MEMORANDUM

No. **000062**, 2023

REITERATION OF INCIDENT REPORTING INVOLVING VIOLENCE IN SCHOOLS
AND OTHER CRITICAL INCIDENTS, ISSUES AND CONCERNS

To: Schools Division Superintendents
Division Information Officers
School Heads
School Information Coordinators
All Concerned

1. With the issuance of the Memorandum on the Reiteration of Incident Reporting Involving Violence in Schools (PAS-OD-2024-003) please be also reminded of our existing incident report submission protocol as stated in the Regional Memorandum 212, s. 2018 (Uniformity and Synchronization of Submission of Incident Reports) and Regional Memorandum 120 s. 2019 (Addendum to Regional Memorandum 212 s. 2018).
2. As prescribed in PAS-OD-2024-003, (Annex A) let it be noted that the Incident Report Form/Template to be used shall be followed by all who are responsible in the preparation of the Report; thus, the previous forms specified by the Regional Memoranda shall be rendered unofficial.
3. The standard submission of initial reports or situation reports shall still be done **the soonest possible time or within 12 hours** (per PAS-OD-2024-003) upon knowledge or discovery of the incident using the recommended format (Annex B of RM 212, s. 2018)
4. Official Incident Reports should be properly accomplished and signed by the responsible personnel and sent via pau.rov@deped.gov.ph within 24 hours by the Division Information Officers. The Regional Information Officer shall also relay/submit the report to the Public Affairs Service within the prescribed time of 48 hours upon knowledge or discovery of the incident.
5. Let it be further reiterated that should there be **invitations for interview from national media outfits these shall only be accepted upon the instructions and consent of the Spokesperson** of the Department per PAS Memorandum dated September 13, 2022.
6. For information and guidance.


GILBERT T. SADSAD
Regional Director

Encl.: As stated

ORD-PAU/mmlj
01/15/2024



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@deped.gov.ph



Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

MEMORANDUM
PAS-OD-2024-003

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS

ATTN : **REGIONAL AND DIVISION INFORMATION OFFICERS**

FROM : **JASON V. MERCENE**
Supervising Administrative Officer
Officer-in-charge
Public Affairs Service – Officer of the Director IV

SUBJECT : **REITERATION OF INCIDENT REPORTING INVOLVING**
VIOLENCE IN SCHOOLS

DATE : 12 January 2024

To ensure a quick and accurate flow of information on incidents occurring in field offices and schools, the Public Affairs Service (PAS) reiterates its request to provide **incident reports consistently**.

The **initial local incident report** must contain brief information, including:

- Region/School Division Office/school where the incident occurred
- Date and Time of the incident
- Type of incident
- Focal person and their contact information
- Major points of the incident
- Ways forward

Specifically, we request that the following cases be reported as soon as possible:

1. Grave administrative and personnel cases

- a. Reports of corruption allegations and/or cases
- b. Reports of physical, mental, and sexual abuse allegations and/or cases (in coordination with Child Protection Unit if learners are involved)

2. Security, health, and safety issues

- a. Reports of health-related outbreaks (ex. COVID-19, Monkeypox, dengue, Malaria, etc.)
- b. Reports of disturbance of peace inside schools
- c. Reports of fire and other man-made incidents
- d. Reports of attacks on teachers, learners, school personnel

3. Viral issues and concerns

- a. Any issue picked up by national and regional media with 200 shares above on Facebook, Twitter, and/or TikTok.

The concerned officers shall submit spot reports (brief information) within 12 hours after the incident in the established Messenger group chat with PAS if the official incident report is not yet available.

The full incident report shall be submitted within 48 hours through the **RIO/DIO Facebook Messenger Group and to the Media Relations Unit of PAS** to ensure a quick flow of information. Official and follow-up reports should be sent to pas.mediarelations@deped.gov.ph.

Please see Annex A for the standard incident report form.

For questions or clarifications, your staff may contact **Ms. Ma. Erika Camille Antonio-Belmonte** through email at ma.antonio001@deped.gov.ph or Viber/SMS at +639264620868.

Attached herewith is the standard template for incident reporting.

For your compliance.

Thank you.



Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

Annex A

Incident Report No. 00

INCIDENT REPORT FORM

RO/SDO:

School:

TYPE OF INCIDENT <i>(Specify the incident. i.e. vehicular incident, harassment, personnel affairs, armed conflict, bullying, etc.)</i>	
DATE OF INCIDENT	
TIME OF INCIDENT	
PLACE/EXACT LOCATION OF INCIDENT	
PERSONS INVOLVED AND THEIR SPECIFIC PARTICIPATION <i>(Indicate full name, age, gender, position/designation/grade level. Involvement in the incident. Names of minors should be withheld; use of alias is suggested.)</i>	
DESCRIPTION/DETAILS OF THE INCIDENT <i>(Describe/narrate how the incident happened, sustained figures, damages incurred, emotional state of the involved persons, and impact on the school/workplace/community.)</i>	
ACTIONS TAKEN	

<p><i>(State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors.)</i></p>	
<p>FOLLOW UP RECOMMENDATIONS <i>(State suggestions that the other concerned DepEd Officials/Offices must consider or must do to respond to the situation fully)</i></p>	
<p>PREPARED BY</p>	
<p>DATE PREPARED</p>	
<p>RECEIVED AND REVIEWED BY <i>(Designate Information Officer)</i></p>	
<p>DATE AND TIME RECEIVED</p>	
<p>NOTED BY</p>	



Department of Education
REGION V
REGIONAL CENTER SITE, RAWIS, LEGAZPI CITY 4500



December 10, 2018

REGIONAL MEMORANDUM
NO. 218 s. 2018

**UNIFORMITY AND SYNCHRONIZATION OF
SUBMISSION OF INCIDENT REPORTS**

TO : SCHOOLS DIVISION SUPERINTENDENTS
DIVISION INFORMATION OFFICERS
SCHOOL HEADS
ALL CONCERNED PERSONNEL



1. To ensure that **Incident Reports** are promptly acted upon by the concerned DepED Personnel, this Office, for uniformity purposes enumerates the following guidelines:

Nature of the Incident	Personnel in-charge for the preparation of the report	Action to be taken	Time/ Person in-charge to receive the Incident Report and other attachments
Fire	Property Custodian and School Head	Prepare the Incident Report Form	Immediately SDO (DIO) to RO (RIO)
Theft	Property Custodian and School Head	Prepare the Incident Report Form	Immediately SDO (DIO) to RO (RIO)
Robbery	Property Custodian and School Head	Prepare the Incident Report Form	Immediately SDO (DIO) to RO (RIO)
Child Protection Issues (<i>this includes crimes or prohibited acts committed by the learners</i>)	Guidance Counselor and School Head	Prepare the Incident Report Form and Annexes/Appendices provided by DO 40, s. 2012; DO 55, s. 2013 and DO 18, s. 2015	If Child Abuse – within 48 hours If Bullying Case – immediately If CAR and CICL – Immediately Child Protection Focal Person to SDO (DIO and Legal) to RO (RIO and Legal)
Death (<i>within the school or outside the school if it happened during a legitimate school activity</i>)	School Head	Prepare the Incident Report Form	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Physical Injuries (<i>other than as a result of Bullying or Child Abuse</i>)	School Head	Prepare the Incident Report Form	Immediately SDO (DIO and Legal) to RO (RIO and Legal)

g

"We lead, we share, we serve with a SMILE!"



0917 178 1288
0917 178 1550



(052) 225 4668
(052) 225 4669



region5@deped.gov.ph



DepEd Region V

Claim for School Sites	Property Custodian and School Head	Prepare the Incident Report Form	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Intrusion within the school premises by strangers	School Head	Prepare the Incident Report Form	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Sudden collapse of School Buildings	Property Custodian and School Head	Prepare the Incident Report Form	Immediately SDO (DIO) to RO (RIO)
Gambling inside the school premises	Guidance Counselor and School Head	Prepare the Incident Report Form	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Proliferation of Illegal Drugs	Guidance Counselor and School Head	Prepare the Incident Report Form	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Violation of No-Collection Policy	School Head	Prepare the Incident Report Form	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Armed Conflict	School Head/DRRM Coordinator	Prepare the Incident Report Form	Immediately SDO (DIO) to RO (RIO)
Other analogous incidents of the foregoing	School Head	Prepare the Incident Report Form	Immediately SDO (DIO) to RO (RIO)

- The Incident Report Form should be properly accomplished and signed by designated/authorized personnel and preferably indorsed by the Schools Division Superintendent. It should also be sent by the SDOs to the Online Incident Report System using the link: <http://deped.in/rovirs> and/or via courier within the specified time required.
- This Office is adopting the format of Incident Report prepared by DepED – Division of Sorsogon Province. (Please see attached Annex A for the Incident Report Format)

9



"We lead, we share, we serve with a SMILE!"



0917 178 1288
0917 178 1550



(052) 225 4668
(052) 225 4669



region5@deped.gov.ph



DepEd Region V

4. Initial Report or Situation Reports (SitReps) sometimes also referred to as Advance Information for "FYI" purposes should be relayed, even through SMS or through the Messenger App using the prescribed template within an hour upon discovering the incident if it will take a while in preparing the formal Incident Report. The Initial Report shall be forwarded to the Regional Information Officer (RIO)/Public Affairs Unit (PAU) with verified information giving a clear picture of the What, Who, When, Where, Why and How of a situation or an incident. (Please see attached Annex B for the Initial Report/SitRep Format.
5. For wide dissemination and strict compliance.


GILBERT T. SADSAD
Director III
OIC-Office of the Regional Director

MS *AB*

Encls : As stated

To be indicated in the PERPETUAL INDEX
under the following subjects:

INCIDENT REPORTS
POLICY
COMMUNICATION POLICY

ORD1/mmlj/PAU/dgs/LEGAL/sbd/CTU
12.10.2018



"We lead, we share, we serve with a SMILE!"



0917 178 1288
0917 178 1550



(052) 225 4668
(052) 225 4669



region5@deped.gov.ph



DepEd Region V

ANNEX B. Initial Report/SitRep Format

Initial Report/Situation Reports or SitReps must contain verified information giving a clear picture of the What, Who, When, Where, Why and How of a situation or an incident.

The prescribed template will be as follows:

WHAT: (briefly describe the incident/situation)

WHEN: (state date and time of incident/situation)

WHERE: (state place of incident/situation)

WHO: (state who are involved)

HOW: (briefly state how the incident happened and current actions undertaken)

Initial reports shall include the name of the source of the information and the DIO relaying the report to RIO/PAU

Example: (sent via SMS or Messenger App)

Initial Report/FYI

WHAT: Stabbing Incident

WHEN: October 8, 2018; around 7pm

WHERE: Biringan NHS, Bgy. Mystica, Jovellar, Albay

WHO: VICTIMS- 1) Amihan E. Cantada, Teacher1, of Biringan NHS; 2) Danaya D. Mojica, Grade 6 learner, student of A. Cantada, both residents of said Bgy. **SUSPECT**-unidentified male

HOW: at the given date, time, place the victims were leaving the school premises after last minute preparations for a school activity the next day when an unidentified male suddenly approached and stabbed the victims, resulting to the teacher, Amihan E. Cantada and learner Danaya Mojica to sustain stab wounds; both were rushed to the nearest hospital for medical treatment but the teacher was declared DOA, the learner, Danaya Mojica is currently confined at the ICU

School Head now coordinating with the relatives of the victims, SDO of Albay and local authorities. Possible suspension of classes/activity maybe advised if needed.

Formal Incident report to follow.

Alena Diwata, SchoolHead/Nick Bio, DIO

<p>Time Person in-charge to receive the Incident Report and other attachments immediately (SDO(DIO) to RO (RIO))</p>	<p>Personnel in-charge for the Incident Report preparation of</p>	<p>Nature of the Incident</p>
<p>Time Person in-charge to receive the Incident Report and other attachments immediately (SDO(DIO) to RO (RIO))</p>	<p>DRRM Coordinator</p>	<p>Fire</p>
<p>Time Person in-charge to receive the Incident Report and other attachments immediately (SDO(DIO) to RO (RIO))</p>	<p>School Head</p>	<p>Earthquake other disaster locally affected learners and personnel</p>
<p>Time Person in-charge to receive the Incident Report and other attachments immediately (SDO(DIO) to RO (RIO))</p>	<p>School Head</p>	<p>Outbreaks needing immediate coordination and medical attention</p>



"We lead, we share, we serve with a SMILE!"

0917 178 1288
0917 178 1550

(052) 225 4668
(052) 225 4669

region5@deped.gov.ph

DepEd Region V

Office of the Regional Director