



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



January 28, 2020

REGIONAL MEMORANDUM

No. **075**, s. 2020

UNIFORMITY ON THE SUBMISSION OF INCIDENT REPORTS

TO: Schools Division Superintendents
 Division Information Officers
 Division Disaster Risk Reduction Management Coordinators
 School Heads
 All Others Concerned

1. To ensure appropriate and prompt actions on incidents reported by the division and schools, this Office, through the Public Affairs Unit, has set the following guidelines in the submission of incident reports:

Nature of Incident	Person/s In-charge for the preparation of the incident report	Actions to be taken	Response time	Persons In-charge to receive the incident report
Fire	School Head or School DRRM Coordinator	Prepare incident report	Immediately	Schools Division Office through the Division Information Officer (DIO) to the Regional Office through the Regional Information Officer (RIO)
Physical and verbal abuse (within the school or outside the school if it	School Head	Prepare incident report	Immediately Within 24 hours	SDO (DIO) to RO (RIO)





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happened during class hours)				
Accidents involving learners and personnel within the school or outside the school if it happened within class or working hours	School Head	Prepare incident report	Immediately Within 24 hours	SDO (DIO) to RO (RIO)
Child Protection Policy Related Issues	School Head and School Child Protection Coordinator	Prepare incident report	Within 24 hours	SDO (DIO) to RO (RIO)
Theft, Robbery, Trespassing within school premises by strangers, and other related incidents	School Head and School Property Custodian	Prepare incident report	Within 24 hours	SDO (DIO) to RO (RIO)
Incidents caused by natural disasters such as lightning, earthquakes, tornadoes, etc.	School Head and School DRRM Coordinator	Prepare incident report	Within 24 hours	SDO (DIO) to RO (RIO)
Armed Conflict	School Head and School DRRM Coordinator	Prepare incident report	Within 24 hours	SDO (DIO) to RO (RIO)
Sudden collapsed of school buildings	School Head and School DRRM Coordinator	Prepare incident report	Within 24 hours	SDO (DIO) to RO (RIO)
Drug –related incidents	School Head and Guidance Counselor	Prepare incident report	Within 24 hours	SDO (DIO) to RO (RIO)

Death (within the school or outside the school premises if it happened during regular class hours)	School Head and School DRRM Coordinator	Prepare incident report	Within 24 hours	SDO (DIO) to RO (RIO)
Other related incidents	School Head	Prepare incident report	Within 24 hours	SDO (DIO) to RO (RIO)

2. The prescribed Incident Report Form must be properly accomplished, signed by the authorized personnel, and preferably indorsed by the Schools Division Superintendent. (Please see attached enclosure for the Incident Report Form)
3. The report shall be submitted to the Regional Office through the Public Affairs Unit within the given period of time. For hard-to-reach areas, incident reports may be sent to pau.region8@deped.gov.ph and region8@deped.gov.ph.
4. Initial reports for "FYI" purposes shall be relayed to the Office of the Regional Director, Public Affairs Unit or the Regional Information Officer through SMS, Messenger app, and/or Viber app within an hour or immediately after discovering the incident. The initial report must provide verified information of the What, When, Where, Why, and How of an incident. Initial reports shall include the name of the source of the information.
5. All Schools Division Offices are encouraged to adopt the same format and protocol of incident reporting. The Division Information Officers shall coordinate with concerned personnel to ensure prompt submission of incident reports.
6. Immediate dissemination of and compliance with this memorandum are desired.


RAMIR B. UYTICO, Ed.D., CESO IV
 Director IV 



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Certificate Number: AJA18-0149

INCIDENT REPORT FORM

Reported by:		Date:	
Division:			
INCIDENT INFORMATION			
Type of Incident:		Date and Time of Incident:	
Location:			

Details of Incident:

Name/Role/Contact of Parties Involved:

1. _____
2. _____
3. _____

Actions Taken:

Prepared by:

Received by:

Position/Designation

Schools Division Superintendent

Date

Date

