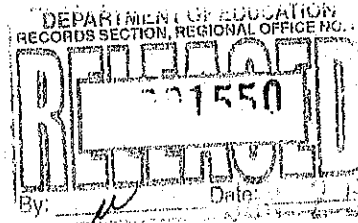




Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

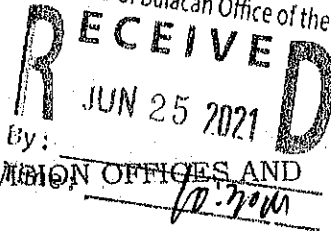


Reproduction No. 204, s. 2021

ZENIA G. MOSTOLES, Ed.D., CESO V
 Schools Division Superintendent
 Schools Division of Bulacan

REGIONAL MEMORANDUM
 No. 245, s. 2021

DepEd-SDO of Bulacan Office of the SDS



STANDARDIZED INCIDENT REPORTING OF SCHOOLS DIVISION OFFICES AND SCHOOLS

To: Schools Division Superintendents
 Division Information Officers
 Public Elementary and Secondary School Heads
 School Information Coordinators

1. The DepEd National Communications Framework provides the framework and process for Crisis Communication to address crisis situations which pose operational or reputation threat to an institution.
2. In line with our goal to effectively manage an incident or crisis which occurred within the premises of schools or DepEd offices, or which involves any personnel of DepEd, this Office hereby implements the Standardized Incident Reporting of Schools Division Offices and Schools. For proper guidance, the list of incidents that need to be reported to the concerned Schools Division Office and the Regional Office is provided in the enclosure.
3. All schools division offices and schools are tasked to accomplish the Incident Report Form online through the link bit.ly/DepEdIncidentReportForm. The step-by-step process on how to submit the online incident report is also attached hereto.
4. Initial report or situation reports (SitRep) also referred to as Advance Information for "FYI" purposes should be relayed either through text messaging or Messenger App following the prescribed template attached within an hour after discovering the incident before submitting the official incident report. The initial report shall be submitted by the School Information Coordinator to the Division Information Officer who shall then notify the Regional Office Public Affairs Unit.
5. Compliance with this Memorandum is desired.

M
MAY B. ECLAR, PhD, CESO III
 Regional Director

Encl.: As stated
 /pau2
 June 24, 2021
 Enclosure 1:



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
 Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

NATURE OF INCIDENTS THAT NEED TO BE REPORTED TO THE SDO AND RO

Nature of Incident	Personnel-in-charge for the preparation of the report	Action to be taken	Timeframe/Person in-charge to receive the Incident Report and other attachments
Fire	Property Custodian/SIC/ School Head	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO) to RO (RIO)
Theft	<ul style="list-style-type: none"> • Property Custodian • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO) to RO (RIO)
Robbery	<ul style="list-style-type: none"> • Property Custodian • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO) to RO (RIO)
Child Protection Issues (this includes crimes or prohibited acts committed by learners)	<ul style="list-style-type: none"> • Guidance Counselor • SIC • 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 (within the school or outside the school if it happened during an official school activity)	<ul style="list-style-type: none"> • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Physical Injuries (other than as a result of Bullying or Child Abuse)	<ul style="list-style-type: none"> • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Claim for School Sites	<ul style="list-style-type: none"> • Property Custodian • SIC 	Prepare the Incident Report Form and other attachments	Immediately



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
 Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

	<ul style="list-style-type: none"> • School Head 		SDO (DIO and Legal) to RO (RIO and Legal)
Intrusion within the school premises by strangers	<ul style="list-style-type: none"> • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Sudden collapse of School Buildings	<ul style="list-style-type: none"> • Property Custodian or DRRM Coordinator if caused by disaster • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO and Engineer/DRRM Focal Person if caused by disasters) to RO (RIO and ESSD)
Gambling inside the school premises	<ul style="list-style-type: none"> • Guidance Counselor • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Proliferation of illegal drugs	<ul style="list-style-type: none"> • Guidance Counselor • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Violation of No-Collection policy	<ul style="list-style-type: none"> • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO and Legal) to RO (RIO and Legal)
Armed conflict	<ul style="list-style-type: none"> • DRRM Coordinator • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO and DRRM Focal Persons) to RO (RIO and DRRM Focal Person)
Errors and complaints relative to self-learning modules	<ul style="list-style-type: none"> • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO and CID) to RO (RIO and CLMD)
Other analogous incidents of the foregoing	<ul style="list-style-type: none"> • SIC • School Head 	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO) to RO (RIO)

Enclosure 2:



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
 Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

STEP-BY-STEP PROCESS OF ACCOMPLISHING THE INCIDENT REPORT FORM

1. Prepare the formal endorsement letter to the Schools Division Superintendent (through the Division Information Officer) and the necessary attachments. The letter must be signed by the School Head.
2. Access the Google Form through the link:
bit.ly/DepEdIncidentReportForm
3. Fill out the fields with the information needed.
4. Upload the scanned copies of the endorsement letter and attachments in the Supporting Documents Tab of the Google Form.
5. Email the scanned copies of the endorsement letter and attachments to the SDO through the Division Information Officer.

Enclosure 3:

PREPARING THE INITIAL REPORT/SITREP



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; **Email Address:** region3@deped.gov.ph





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

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

WHAT: (briefly describe the incident/situation)

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

WHERE: (state place of the incident/situation)

WHO: (state who is/are involved)

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

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

Example: (sent via SMS or Messenger App)

Initial Report/FYI

WHAT: Fire incident

WHEN: March 5, 2021 around 3 p.m.

WHERE: ABC Elementary School

WHERE: Sto. Domingo, Mexico, Pampanga

HOW: At around 3 p.m, the school utility personnel noticed a smoke coming from Bldg. 1. Immediately he proceeded and found out that there is a fire in one of the classrooms. He rushed to inform the school head who then immediately notified the fire station and asked help from the barangay center. School personnel who were around at that time helped in stopping the fire by using the water hose. The BFP personnel arrived on time and prevented the fire from fully consuming the said classroom. School head with the help of concerned adviser and property custodian now accounting for damaged properties. Formal incident report to follow.

- Juan Cruz, School Head/Maria de Leon, DIO



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph



Certificate No. AJA17-0077