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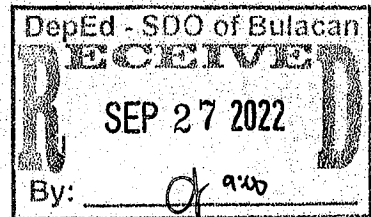
Reproduction No. 289, s. 2022

For dissemination and compliance.

ZENIA G. MOSTOLES, EdD, CESO V  
Schools Division Superintendent



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REGION III-CENTRAL LUZON



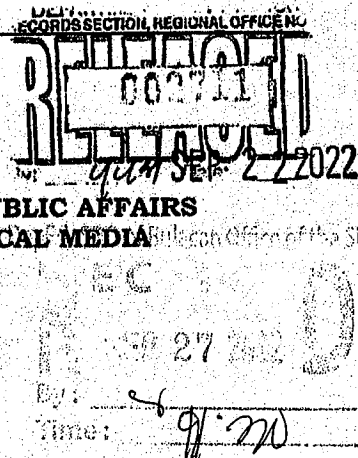
REGIONAL MEMORANDUM

No. \_\_\_\_\_, s. 2022

542

**REPORTING OF SIGNIFICANT LOCAL INCIDENTS TO THE PUBLIC AFFAIRS  
SERVICE AND AUTHORIZATION OF ACCEPTANCE OF LOCAL MEDIA  
ENGAGEMENTS**

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



1. This is to furnish all concerned personnel a copy of the Memorandum from Undersecretary and Chief of Staff Epimaco V. Densing III, CPA, MBA dated 13 September 2022 titled Reporting of Significant Local Incidents to the Public Affairs Service and Authorization of Acceptance of Local Media Engagements.
2. As stated in the said Memorandum, the Regional Information Officer (RI) and Division Information Officers (DIOs) are instructed to regularly and significantly submit reports of significant local incidents to the Public Affairs Service through the RIO/DIO Facebook Messenger Group and through the email pas.mediarrelations@deped.gov.ph.
3. It is also reiterated that the RIO and DIOs are allowed to accept interview requests from local media outlets from the region and/or division. However, interview invitations from national media outfits shall only be accepted upon the instruction and consent of the Spokesperson.
4. Additionally, School Information Coordinators are also requested to report incidents which occurred in their respective schools as stipulated in Regional Memorandum No. 245, s. 2021 titled Standardized Incident Reporting Of Schools Division Offices And Schools.
5. Attached for reference is a copy of the abovementioned Memoranda.
5. For information and urgent compliance of all concerned.

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

ORD1/pau1  
R03\_ORD\_FAU-MEMO-2022-00023/September 22, 2022



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The incident report should include the following:

- Region/ Schools 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

The concerned information officers shall submit an initial report as soon as possible through the **RIO/DIO Facebook Messenger group** to ensure the quick flow of information. Official and follow-up reports may then be sent to [pas.mediarelations@deped.gov.ph](mailto:pas.mediarelations@deped.gov.ph) (kindly indicate the Region/SDO and the type of incident in the email subject).

Additionally, RIOs and DIOs are allowed to accept interview requests from local media outlets in their respective regions and divisions. **However, interview invitations from national media outfits shall only be accepted upon the instruction and consent of the Spokesperson.**

To communicate media invitations and for further information, your staff may contact **Ms. Erika Antonio** of PAS – Communications Division through email at [ma.antonio001@deped.gov.ph](mailto:ma.antonio001@deped.gov.ph) or Viber/SMS at +63926-462-0868.

For your guidance and strict compliance.

Thank you.



2<sup>nd</sup> Flr. Aguinaldo Bldg. - Motorpool Area, DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: (02) 6316033; 6332120; 6337254

DepEd Philippines

@depedphilippines

@DepEd\_PH

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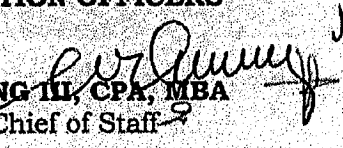


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**MEMORANDUM**

**FOR :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

**ATTN :** REGIONAL INFORMATION OFFICERS  
DIVISION INFORMATION OFFICERS

**FROM :** EPIMACO V. DENSING III, CPA, MBA   
Undersecretary and Chief of Staff

**SUBJECT :** REPORTING OF SIGNIFICANT LOCAL INCIDENTS TO THE  
PUBLIC AFFAIRS SERVICE AND AUTHORIZATION OF  
ACCEPTANCE OF LOCAL MEDIA ENGAGEMENTS

**DATE :** 13 September 2022

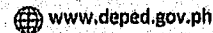
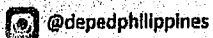
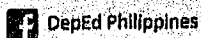
To ensure accurate reporting, acknowledging, and archiving of issues happening on the ground, all Regional (RIOs) and Division Information Officers (DIOs) of the Department of Education (DepEd) is instructed to regularly and consistently submit reports of significant local incidents to the Public Affairs Service (PAS).

Significant local incidents include:

- 1. Natural and Man-made Calamities**
  - a. Reports on casualties and damages sustained by DepEd infrastructures
  - b. Reports on class cancellations and other announcements from LGUs
- 2. Grave administrative and personnel cases**
  - a. Reports on sexual harassment
  - b. Reports on corruption
  - c. Reports on physical and mental abuse
- 3. Security, health, and safety issues**
  - a. Reports on health-related outbreaks (ex. COVID-19, Monkeypox, Dengue, Malaria)
  - b. Reports on disturbance of peace inside schools
- 4. Viral issues and concerns**
  - a. Any issue picked up by national and regional media with 200 shares above on Facebook, Twitter, and/or TikTok



2<sup>nd</sup> Flr. Aguinaldo Bldg. - Motorpool Area, DepEd Complex, Meralco Avenue, Pasig City  
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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



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**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](https://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.

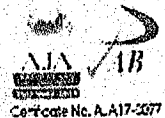
Enclosure 3:

**PREPARING THE INITIAL REPORT/SITREP**



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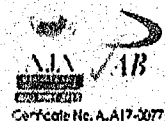
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	<ul style="list-style-type: none"><li>• School Head</li></ul>		SDO (DIO and Legal) to RO (RIO and Legal)
Intrusion within the school premises by strangers	<ul style="list-style-type: none"><li>• SIC</li><li>• School Head</li></ul>	Prepare the Incident 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"><li>• Property Custodian or DRRM Coordinator if caused by disaster</li><li>• SIC</li><li>• School Head</li></ul>	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"><li>• Guidance Counselor</li><li>• SIC</li><li>• School Head</li></ul>	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"><li>• Guidance Counselor</li><li>• SIC</li><li>• School Head</li></ul>	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"><li>• SIC</li><li>• School Head</li></ul>	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"><li>• DRRM Coordinator</li><li>• SIC</li><li>• School Head</li></ul>	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"><li>• SIC</li><li>• School Head</li></ul>	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"><li>• SIC</li><li>• School Head</li></ul>	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO) to RO (RIO)

Enclosure 2:



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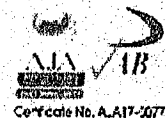
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**NATURE OF INCIDENTS THAT NEED TO BE REPORTED TO THE SDO AND RO**

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"> <li>Property Custodian</li> <li>SIC</li> <li>School Head</li> </ul>	Prepare the Incident Report Form and other attachments	Immediately SDO (DIO) to RO (RIO)
Robbery	<ul style="list-style-type: none"> <li>Property Custodian</li> <li>SIC</li> <li>School Head</li> </ul>	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"> <li>Guidance Counselor</li> <li>SIC</li> <li>School Head</li> </ul>	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"> <li>SIC</li> <li>School Head</li> </ul>	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"> <li>SIC</li> <li>School Head</li> </ul>	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"> <li>Property Custodian</li> <li>SIC</li> </ul>	Prepare the Incident Report Form and other attachments	Immediately



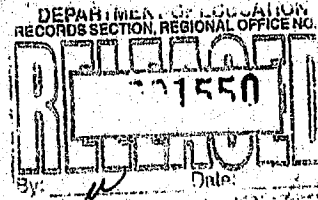
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**REGIONAL MEMORANDUM**

No. 245, s. 2021

**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](http://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.

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

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



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