



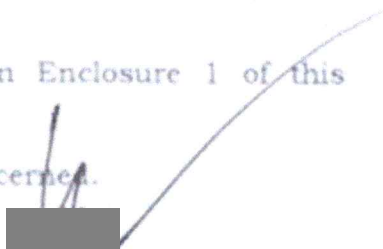
REGIONAL MEMORANDUM

No. 121, s. 2026

**REITERATION OF POLICIES ON PROMPT REPORTING OF
SIGNIFICANT LOCAL INCIDENTS IN SCHOOLS AND OFFICES**

To: Assistant Regional Director
Schools Division Superintendents
Public Elementary and Secondary School Heads
Regional and Division Information Officers
All Concerned Personnel

1. This Memorandum is issued to reiterate the provisions of Regional Memorandum No. 003 s.2024 or the Roles and Functions of the Crisis Communication Management Team in Crisis Communication and Media Relations in the Regional Office, Schools Division Offices, and Public Elementary and Secondary Schools in Region III on the required prompt reporting of local incidents in schools and DepEd offices in the region.
2. As stated in the said Memorandum, the Crisis Communication Management Team in the RO, SDOs, and schools shall "prepare the necessary reports specified in RM No. 245 s.2021 titled Standardized Incident Reporting such as but not limited to the Incident Report Form and Situational Report (SitRep), and submit them to the Schools Division Office through the Division Information Officer."
3. Furthermore, "the Regional Information Officer (RIO) and Division Information Officers (DIOs) are instructed to regularly and promptly submit reports of significant local incidents to the Public Affairs Service through the RIO/DIO Facebook Messenger Group and through the email pas.mediarclations@deped.gov.ph" copy furnished pau.ro3@deped.gov.ph.
4. An updated Incident Report template is found in Enclosure 1 of this Memorandum.
5. For information, guidance, and compliance of all concerned.



TOLENTINO G. AQUINO
Regional Director

Encl: As stated
To be indicated in the Perpetual Index
under the following subjects:
MEDIA PUBLIC AFFAIRS
CRISIS COMMUNICATION INCIDENT REPORT
ORD1/pau1