



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

January 23, 2024

REGIONAL MEMORANDUM

No. 070 s. 2024

TO: Schools Division Superintendents
Division Information Officers
Division Public Assistance Coordinators
All Others Concerned

INCIDENT REPORTING INVOLVING VIOLENCE IN SCHOOLS

1. In reference to Memorandum PAS-OD-2024-003, field offices and schools are requested to provide **incident reports consistently**.
2. Relative to this, concerned offices shall submit spot reports (brief information) within 12 hours after the incident. A full incident report shall be submitted within 48 hours through the RIO/DIO Facebook Messenger Group and to the Media Relations Unit of PAS.
3. Attention is invited to the details of Incident Report Form template (Annex A).
4. Attached is a copy of the above-mentioned Memorandum, for reference.
5. Immediate dissemination and compliance of this Memorandum are desired.

JOCELYN DR. ANDAYA
Director IV

ORD/PAU





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>	