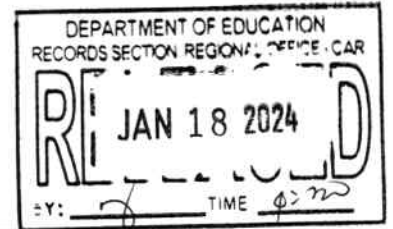




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



January 18, 2024

**REGIONAL MEMORANDUM**

No. 037.2024

**REITERATION OF INCIDENT REPORTING INVOLVING VIOLENCE IN SCHOOLS**

To: Assistant Regional Director  
Schools Division Superintendents  
Regional Information Coordinator  
Division Information Coordinators  
School Information Coordinators  
All Others Concerned

1. To ensure a quick and accurate flow of information on incidents occurring in field offices and schools, incident reports must be submitted within 48 hours through the RIO/DIO Facebook Messenger Group and to the Media Relations Unit of PAS.
2. Concerned officers shall submit spot reports within 12 hours after the incident in the established Messenger group chats with PAS if the official incident report is not yet available.
3. The initial local incident report must contain brief information, including:
  - a) Region/School Division Office/ school where the incident occurred
  - b) Date and time of the incident
  - c) Type of incident
  - d) Focal person and their contact information
  - e) Major points of the incident
  - f) Ways forward
4. Cases involving the following must be reported as soon as possible:
  - a) Grave administrative and personal cases
    - i. Reports of corruption allegations and/or cases
    - ii. Reports of physical, mental, sexual abuse allegations and/or cases (in coordination with Child Protection Unit if learners are involved)
  - b) Security, health, and safety issues
    - i. Reports of health-related outbreaks (ex. COVID-19, Monkeypox, dengue, malaria, etc.)
    - ii. Reports of disturbance of peace inside schools
    - iii. Reports of fire and other man-made accidents
    - iv. Reports of attacks on teachers, learners, and school personnel
  - c) Viral issues and concerns
    - i. Any issue picked up by national and regional media with 200 shares above on Facebook, Twitter, and/or TikTok.

5. A standard template for the incident report is attached as Annex A.
6. For questions or clarifications, you may contact Ms. Manilyn D. Botilas through email at [car.pau@deped.gov.ph](mailto:car.pau@deped.gov.ph) or telephone number, (074) 422-1318.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director/Director IV 

PAU/CBM/kaye/IncidentReporting  
January 18, 2024

**INCIDENT REPORT FORM****RO/SDO:** \_\_\_\_\_**School:** \_\_\_\_\_

<b>TYPE OF INCIDENT</b> (Specify the incident i.e. vehicular incident, harassment, personal affairs, armed conflict, bullying, etc.)	
<b>DATE OF INCIDENT</b>	
<b>TIME OF INCIDENT</b>	
<b>PLACE/EXACT LOCATION OF INCIDENT</b>	
<b>PERSONS INVOLVED AND THEIR SPECIFICA PARTICIPATION</b> (Indicate full name, age, gender, position/designation/grade level. Involvement in the incident. Names of minors should be withheld; use of alias is suggested)	
<b>DESCRIPTION/DETIALS OF INCIDENT</b> (Describe/narrate how the incident happened, sustained figures, damages incurred, emotional state of the involved persons, and impact on the school/workplace/community.)	
<b>ACTIONS TAKEN</b> (State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors.)	
<b>FOLLOW-UP RECOMMENDATIONS</b> (State suggestions that the other concerned DepEd officials/Offices must consider or must do to respond to the situation fully.)	
<b>PREPARED BY</b>	
<b>DATE PREPARED</b>	
<b>RECEIVED AND REVIEWED BY</b> (Designate Information Officer)	
<b>DATE AND TIME RECEIVED</b>	
<b>NOTED BY</b>	