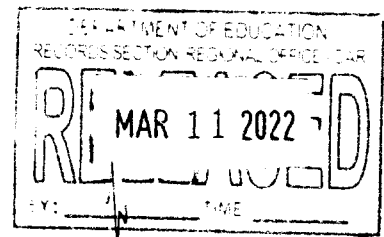




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



March 11, 2022

REGIONAL MEMORANDUM

No. 126-2022

**INCIDENT REPORTING PROCESSES AS TO COMMUNICATION
 CRISIS MANAGEMENT IN DEPED CAR**

To: Assistant Regional Director
 Regional Office Division Chiefs
 Schools Division Superintendents
 Division and District Information Officers and Alternates
 School Heads – Elementary and Secondary
 School Information Coordinators
 All Schools Division Offices
 All Others Concerned

1. To make reporting of incidents and providing Situation Reports (SitRep) more efficient, effective, and comprehensive as well as complement existing reporting systems such as DRRM's Rapid Assessment of Damages Report (RADaR), and the DepEd CAR Legal Services Information System (LSIS), this Office, for uniformity, enumerates the following guidelines:

Nature of Incident	Personnel in-charge for the preparation of the report	Action to be taken	Person in-charge to receive the incident report and other attachments
Theft/Robbery	Property Custodian and/or School Head	Prepare Incident Report Form	Immediately SDO (DIO) to RO (PAU) to CO (PAS)
Fire	Property Custodian and/or School Head	Prepare Incident Report Form	Immediately SDO (DIO) to RO (PAU) to CO (PAS)
Intrusion within the school premises by strangers	School Head	Prepare Incident Report Form	Immediately SDO (DIO) to RO (PAU) to CO (PAS)
Armed Conflict	School Head/ DRRM Coordinator	Prepare the Incident Report Form	Immediately SDO (DIO) to RO (PAU) to CO (PAS)
Proliferation of Illegal Drugs	Guidance Counselor and/or School Head	Prepare the Incident Report Form	Immediately SDO (DIO and Legal) to RO (PAU and Legal) to CO (PAS)
Gambling inside the school premises	Guidance Counselor and/or School Head	Prepare the Incident Report Form	Immediately SDO (DIO and Legal) to RO (PAU and Legal) to CO (PAS)
Claim for School Sites	Property Custodian and/or School Head	Prepare the Incident Report Form and access the LSIS (Legal Services Information System)	Immediately SDO (DIO and Legal) to RO (PAU and Legal) to CO (PAS)





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Infrastructure Damages (sudden collapse of school buildings, damaged ripraps, unstable ground, etc.)	Property Custodian and/or School Head	Prepare the Incident Report Form aside from the RADAR	SDO (DIO and DRRMO) to RO (PAU and DRRMO) to CO (PAS)
Death of Learner or DepEd personnel (within the school or outside the school if it happened during a legitimate school activity or during distance learning)	School Head	Prepare the Incident Report Form	Immediately SDO (SDS, DIO and Legal) to RO (RD, PAU and Legal) to CO (PAS)
Physical Injuries (other than as a result of bullying or child abuse)	School Head	Prepare the Incident Report form	Immediately SDO (DIO and Legal) to RO (PAU and Legal) to CO (PAS)
Child Protection Issues (this includes crimes or prohibited acts committed by the learners)	Guidance Counselor and/or school head	Prepare the Incident Report Form and Annexes/Appendices provided by DO 40, s. 2012; DO 55, s. 2013; DO 18, s. 2015 Access LSIS	If Bullying Case – Immediately If Child Abuse – within 48 hours If CAR and CICL – Immediately Child Protection Focal Person to SDO (DIO and Legal) to RO (PAU and Legal) to CO (PAS)
COVID-19 or medical condition related incidents	School Nurse/Designated Nurse and/or School Head	Prepare the Incident Report form	Immediately SDO (DIO and Medical Officer) to RO (PAU and ESSD) to CO (PAS)
Vehicular Accident	School Head	Prepare the Incident Report form	Immediately SDO (DIO) to RO (PAU) to CO (PAS)
Suicide	School Head/School Nurse/School Guidance Counselor	Prepare the Incident Report form	Immediately SDO (DIO) to RO (PAU) to CO (PAS)
Other analogous or similar incidents	School Head	Prepare the Incident Report form	Immediately SDO (DIO) to RO (PAU) to CO (PAS)

2. This unified incident reporting process aims to:
- a. localize the DepEd National Communications Framework
 - b. mitigate or prevent communication crises
 - c. provide faster or prompt action on matters
 - d. complement existing reporting tools or templates
 - d. protect the DepEd CAR organization





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3. The Incident Report Form (*please refer to Annex A*) should be properly accomplished and signed by designated/authorized personnel and preferably endorsed by the Schools Division Office. It should be sent to **car.pau@deped.gov.ph** or uploaded to the Google drive link: **<https://bit.ly/SDOIncidentReports>** within 72 hours.
4. On the other hand, **Situation Reports (SitReps) or initial reports** or sometimes referred as Advance Information for "FYI" purposes should be relayed (within 24 hours or immediately) either through SMS, Call, Email, Messenger, or Viber to the Office of the Regional Director – Public Affairs Unit.
5. The Advance Information/SitRep must give an immediate and clear picture of the What, Who, When, Where, Why, and How of the situation or incident. The giving of SitReps shall be handled by the School Information Officers and/or School Heads. (*Please see annex B for the Advance Report/ SitRep Format*).
6. The Advance Information/SitRep is as important as the Incident Report since it will provide a heads-up for concerned offices and prevent incidents to blow-up and be uncontrollable when Media will know of the incident before any DepEd Office.
7. The following are the contact numbers of the Office of the Regional Director – Public Affairs Unit:
 - a. **Email: car.pau@deped.gov.ph**
 - b. **Facebook Messenger: DepEd Tayo Cordillera**
 - c. **SMS or Call and Viber: Globe: 0916-4872-830; Smart: 0969-0410-241**
8. Immediate dissemination of and compliance with this Memorandum is desired.


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

ORD/PAU/gtjp/incident reporting



ANNEX A. Incident Report Form

INCIDENT REPORT FORM
(Adapted from the National Communications Framework)

TYPE OF INCIDENT:	(Specify the type of incident)
DATE AND TIME OF INCIDENT:	(Indicate the exact date and time when the incident occurred)
EXACT LOCATION OF INCIDENT:	(Indicate specific venue or location of incident)
INVOLVED PERSON/S & SPECIFIC PARTICIPATION:	(Include full name, age, gender, designation, grade level, involvement in the incident. If there are minors involved, names should be withheld by the SDO – Child Protection Specialist and/or Division Legal Officer)
NARRATIVE DETAILS OF INCIDENT	(Describe in detail how the incident happened. Use back page if needed)
ACTION TAKEN:	(Narrate responses/decisions implemented by school authorities. Use back page if needed)
RECOMMENDATIONS:	(Give suggestions that higher DepEd officials/other government agencies and authorities must do to fully respond to the incident. Use back page is needed)
AGENCIES OR OTHER AUTHORITIES NOTIFIED:	(Enumerate other authorities involved)
PREPARED BY: _____	DATE RECEIVED: (to be accomplished by SDO Focal person)
Position/Designation Date Accomplished:	
REVIEWED BY: _____	RECEIVED BY: (to be accomplished by SDO Focal person)
SDS/ASDS/ SGOD Chief/CID Chief	



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ANNEX B. SitRep Format/Initial Report Template

INITIAL REPORT TEMPLATE

WHAT:	<i>Briefly describe the incident/event/situation</i>
WHEN:	<i>Provide date and time of incident</i>
WHERE:	<i>State place of incident</i>
WHO:	<i>State who are directly involved</i>
HOW:	<i>Describe how the incident happened and current actions undertaken</i>
REPORTED BY:	<i>Name of the reporter (DIO or SIC). Include designation/position</i>

Details of the SitRep/Initial Report should be verified before reporting it to the DIO or RO-PAU (within 24 hours). Below is an example of an Initial Report or SitRep if it is sent via SMS/Email/Messenger for reference:

SitRep/Initial Report Example:

WHAT: Vehicular Accident

WHEN: February 3, 2022: around 6:00 p.m.

WHERE: Km. 24 Halsema Highway, Atok, Benguet

WHO: Victims: 1. Ros Marie Calikay, grade 11; 2. Pipita Leson, grade 11; 3. Frederika Agosto, Teacher III, all residents of Pinsao, Baguio City and learners of Baguio City NHS.

HOW: After joining a competition in Sagada, Mt. Province, the group hired a van bound for Baguio City being driven by Sonny Boy Lagra. The group's vehicle fell in a steep ravine along Km 24, Atok, Benguet. The victims were rushed to the Baguio City General Hospital and now are in stable conditions. The cause of the accident is not yet known.

Johnson A. Palakeng, SIC
Baguio City NHS

Send SitRep/Initial Report to either the following:

SMS: Globe: 0916-4872-830; Smart: 0969-0410-241

Messenger: DepEd Tayo Cordillera

Email: car.pau@deped.gov.ph