



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. **433** s. 2022

**COMPLIANCE WITH THE USE OF
STANDARDIZED INCIDENT REPORT FORMS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors/OIC of the Districts
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 805, S. 2022 titled "*Compliance with the Use of Standard Incident Report Form*" in relation to Regional Memorandum No. 750, S. 2022 titled "*Reporting Significant Local Incidents to the Public Affairs Service and Authorization of Acceptance of Local Media Engagements*".
2. The aforementioned memoranda shall serve as the guidelines relative to Incident Reporting System. The Incident Report Form can be accessed through <https://bit.ly/IRForm-DepEd-VI> for your information and guidance.
3. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: Incident Report Form

Reference: Regional Memorandum 805, s.2022
Regional Memorandum 750, s. 2022

To be indicated in the Perpetual Index under
The following subjects:

COMMUNICATIONS

FORMS

REPORTS

MEDIA



Address: Banica, Roxas City,
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

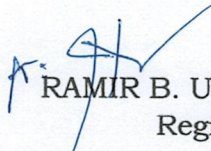
REGIONAL MEMORANDUM
No. 805 s. 2022

OCT 17 2022

COMPLIANCE WITH THE USE OF STANDARDIZED INCIDENT REPORT FORM

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. To standardize the reporting of significant local incidents, this Office provides the Incident Reporting Form that can be accessed through <https://bit.ly/IRForm-DepEd-VI>.
2. The Incident Report Form shall be submitted together with attachments such as, but not limited to:
 - Police Blotter Report;
 - Photographs; and
 - Documentary pieces of evidence.
3. The Schools Division Superintendent shall formally indorse the Incident Reporting Form upon submission to this Office.
4. To ensure that this Office and DepEd Public Affairs Service are aware of such incidents, the Division Information Officers shall submit an initial report, through any available communication platform, to the Regional Information Officer containing the following information:
 - Type of incident;
 - name of school/office and its address;
 - who are involved; and
 - the current status of the incident.
5. Should there be questions and concerns, contact Hernani D. Escullar Jr. via mobile: 09274391118 / 09605950838 or email: hernani.escullarjr@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: Incident Report Form
Reference: Regional Memorandum No. 750, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS

FORMS

REPORTS

MEDIA

DepEDRO6-PAU-Com-2022-664



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM
No. 750 s. 2022

SEP 28 2022

**REPORTING 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
All Others Concerned

1. Attached is an unnumbered Memorandum from the Office of the Undersecretary and Chief of Staff titled **Reporting Significant Local Incidents to the Public Affairs Service and Authorization of Acceptance of Local Media Engagements**.
2. The Division Information Officers are requested to submit a report on the significant incidents within their respective jurisdictions to the Regional Information Officer as soon as:
 - the concerned Schools Division Office has been informed of such incident; or
 - the Regional Information Officer has informed the Division Information Officer about the incident.
3. The significant local incidents include, but are not limited to:
 - natural and man-made calamities;
 - grave administrative and personnel cases;
 - security, health, and safety issues; and
 - viral issues and concerns.
4. The incident report should include the following:
 - Schools Division Office or 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; and
 - Ways forward.
5. The RIO and the concerned DIO will submit initial report as soon as possible through the RIO and DIO Facebook Messenger Group maintained by the Central Office.
6. The RIO and DIOs are allowed to accept interview requests from local media outlets, while invitation from national media outfits shall only be accepted upon the instruction and consent of the Spokesperson.



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Department of Education
REGION VI-WESTERN VISAYAS

7. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

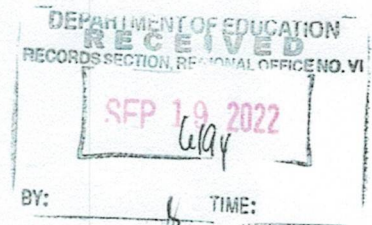
Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES LEGISLATIONS RULES AND REGULATIONS





Republic of the Philippines
Department of Education



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



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DepEd Philippines



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Republic of the Philippines
Department of Education

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 (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 or Viber/SMS at +63926-462-0868.

For your guidance and strict compliance.

Thank you.



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