



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

10 SEP 2025

DIVISION MEMORANDUM
NO. 445 s. 2025

**REITERATION ON THE SUBMISSION OF INCIDENT REPORT
WITH INTERVENTION PLAN**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC- CES, School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Secondary and Integrated Schools
All Others Concerned

1. In relation to the Regional Memorandum No. 787, s. 2025 titled **Reiteration on the Submission of Incident Report with Intervention Plan**, this Office, through Division Information Officer (DIO), requests our schools to submit advance information to the DIO within the soonest possible time after an incident happens within your respective schools.
2. The advance information must be clear, short, concise, and must adhere to the following template:
 - **School:**
 - **Incident:** [Brief description of the incident]
 - **Summary of Facts:** [Concise facts – what happened, when, where, who was affected, etc.]
 - **Source of News:** [Origin of information, e.g., school report, RO, SDO, LGU, media, facebook post, etc.]
 - **Recommendation/Ways Forward:** [Key recommended actions or decisions]
 - **Contact Details:** [Name and contact number of school head/information office]
3. The advance information template must be submitted to all or any of the following:
Email: capiz@deped.gov.ph cc: yzardaclaurette.ballera@deped.gov.ph
Viber: 09817252244
4. The schools are likewise reminded to submit the Incident Report and Intervention Plan to the division office for proper endorsement to higher office. Template may be accessed through this link <http://bit.ly/4mWQnk5>.



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5. Should there be a concern or clarification regarding this matter, contact **Yzarda Claudette D. Ballera, Division Information Officer** via mobile/Viber: 09817252244 or email: yzardaclaudette.ballera@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: RM No. 787, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS INCIDENT REPORTING



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

REGIONAL MEMORANDUM
No. 787 s. 2025

AUG 20 2025

**REITERATION ON THE SUBMISSION OF INCIDENT REPORT WITH
INTERVENTION PLAN**

To: Schools Division Superintendents
Regional Information Officer
All Others Concerned

1. In relation to Regional Memorandum No. 051, s. 2024 titled **Submission of Incident Report with Intervention Plan**, this Office, through the Public Affairs Unit, requests the Schools Division Information Officers, through their respective Primary or Alternate Information Officer, to submit advance information to the Regional Information Officer within the soonest possible time after an incident happens within their respective division.

2. The advance information must be clear, short, concise, and must adhere to the following template:

- **Division Office:**
- **Incident:** [Brief description of the incident]
- **Summary of Facts:** [Concise facts — what happened, when, where, who was affected, etc.]
- **Source of News:** [Origin of information, e.g., school report, RO, SDO, LGU, media, Facebook post]
- **Recommendation/Ways Forward:** [Key recommended actions or decisions]
- **Contact Details:** [Name and contact number of school head/information officer]

3. The advance information template must be submitted to all or any of the following:


Email: region6.pau@deped.gov.ph cc: hernani.escullarjr@deped.gov.ph
Viber: 09274391118

4. The Schools Division Offices are likewise reminded to submit the Incident Report and Intervention Plan template that can be accessed through <https://bit.ly/IRIP2024>.



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5. The accomplished Incident Report and Intervention Plan must be indorsed by the Schools Division Superintendent and submitted to region6.pau@deped.gov.ph.
6. Should there be a concern or clarification regarding this matter, contact Hernani D. Escullar Jr. via mobile/Viber: 09274391118 / 09605950838 or email: hernani.escullarjr@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl.: As Stated
Reference: As Stated
To be indicated in the Perpetual Index
under the following subjects:

CALAMITY
COMMUNICATIONS
DATA
FACILITIES
MANUALS
POLICY

HDE/Folio – Template for issuance
DepEDRO6-PAU-Com-2025-0791/August 20, 2025



Republic of the Philippines
Department of Education
REGION VI WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 051 s. 2024

JAN 22 2024

SUBMISSION OF INCIDENT REPORT WITH INTERVENTION PLAN

To: Schools Division Superintendents
Regional Information Officer
All Others Concerned

1. Attached is a Memorandum from the Supervising Administrative Officer, Office in-Charge, Office of the Director IV, Public Affairs Service, Department of Education, dated January 12, 2024, regarding the **Reiteration of Incident Reporting Involving Violence in Schools**, which is self-explanatory.
2. The Incident Report with Intervention Plan template can be accessed through <http://bit.ly/HIP2024>.
3. Should there be a concern or clarification regarding this matter, contact Hernani Escullaga Jr. via mobile: 09274391118 / 09603950838 or email: hernani.escullaga@deped.gov.ph
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIL B. UYICO EdD, CESO III
Regional Director

Enclosure: As Stated

Reference: None

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

CALAMITY
COMMUNICATIONS
DATA
FACILITIES
MANUALS
POLICY



Address: Duran Street, Taguig City, 1600
Telephone No: (02) 117 0439 / 117 0440
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

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 (e.g., 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.mediarrelations@pasd.pa.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.antonio@pasd.pa.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
REGION VI-WESTERN VISAYAS

INCIDENT REPORT FORM

Incident Report No. _____

Region:

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>	



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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 <i>(State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors.)</i>	
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>	
PREPARED BY <i>(Name, position/designation, and contact details)</i>	
DATE PREPARED	
RECEIVED AND REVIEWED BY <i>(Designated Regional/Division Information Officer)</i>	
DATE AND TIME RECEIVED	
APPROVED/NOTED BY <i>(Regional Director/Schools Division Superintendent)</i>	



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

INTERVENTION PLAN

Recipient	Intervention/Activities	Person/s Involved	Timeline	Remarks

Prepared by: _____

Approved by: _____



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS
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