



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

October 10, 2022

REGION MEMORANDUM
ORD No. 25, s. 2022

**REPORTING OF SIGNIFICANT LOCAL INCIDENTS TO THE PUBLIC AFFAIRS
SERVICE AND AUTHORIZATION OF ACCEPTANCE OF LOCAL MEDIA
ENGAGEMENTS**

To: Schools Division Superintendents
Designated Division Information Officers
School Information Coordinators
All Concerned

1. Relative to the unnumbered memorandum dated September 13, 2022, with the subject: Reporting of Significant Local Incidents to the Public Affairs Service and Authorization of Acceptance of Local Media Engagements, the Office of the Regional Director - Public Affairs Unit would like to reiterate the same to the field offices.
2. To ensure accurate reporting, acknowledging, and archiving of issues happening on the ground, all the Designated Division Information Officers (DIOs) are instructed to consistently submit reports of significant local incidents to the Public Affairs Service (PAS).
3. To ensure the quick flow of information, an initial report shall as soon as possible be submitted to the Facebook Messenger Group of the Information Leaders of SOCCSKSARGEN so that the Regional Information Officer (RIO) can submit the same to the Public Affairs Service.
4. Significant local incidents shall include:
 - a. Natural and Man-made Calamities
 - b. Grave administrative and personnel cases
 - c. Security, health, and safety issues
 - d. Viral issues and concerns
5. Aside from its narrative, the incident reports shall include the following:
 - a. Region/Schools 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
6. The official incident report shall be in a pdf format and shall be sent to pas.mediarelations@deped.gov.ph and cc reahjoy.halique@deped.gov.ph. The



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org Email: region12@deped.gov.ph





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Region and SDO and the type of the incident shall be indicated in the email subject.

7. Furthermore, the RIO and DIOs are allowed to accept interview requests from local media partners. However, **interview invitations from national media outlets shall only be accepted upon the instruction and consent of the Spokesperson.**

8. For more details, you may call Reah Joy L. Sevillano-Halique, Administrative Officer V-Public Affairs Unit through telephone number 083 228-1893.

9. For the information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: Unnumbered Memorandum

Reference: Unnumbered Memorandum

Allotment: None

To be indicated in the Perpetual Index under the following subjects:
PUBLIC INFORMATION MEDIA RELATIOS

RJSH/ORD-PAU/RM/ REPORTING OF SIGNIFICANT LOCAL INCIDENTS TO THE PUBLIC AFFAIRS SERVICE AND AUTHORIZATION OF ACCEPTANCE OF LOCAL MEDIA ENGAGEMENTS/017/October 10, 2022



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org Email: region12@deped.gov.ph

