



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 17, 2024

REGION MEMORANDUM
ESSD-2024-004

**STANDARDIZED TEMPLATE FOR INCIDENT REPORTING INVOLVING
VIOLENCE IN SCHOOLS**

To: Schools Division Superintendents

1. This is in reference to the Department of Education Memorandum by the Public Affairs Service PAS-OD-2024-003. The Public Affairs Services (PAS) reiterates its request for provision of incident reports consistently.
2. The initial local incident report must contain basic information including Region/SDO/School where the incident occurred, date and time, type of incident, focal person and their contact information, major points of the incident, ways forward.
3. The following cases must be reported as soon as possible:
 - a. Grave Administrative and Personnel Cases
 - Reports of corruption allegations and/or cases
 - Reports of physical, mental and sexual abuse allegations and/or cases
 - b. Security, health and safety issues
 - Reports of health-related outbreaks (ex. COVID 19, Monkeypox, Dengue, Malaria, etc)
 - Reports of disturbance of peace inside schools
 - Reports of fire and other man-made incidents
 - Reports on attack on teachers, learners and school personnel
 - c. Viral issues and concerns
 - Any issue picked by national and regional media with 200 shares above on social media platforms
4. Spot reports (brief information) shall be submitted within **12 hours after the incident** in the established Messenger Group Chat with PAS in cases where the official incident report is not yet available). Full incident reports on the other hand shall be submitted **within 48 hours** through the RIO/DIO Facebook GC and to the Media Relations Unit of PAS. Please see Annex A for the standardized template.
5. Official and follow up reports can be sent to pas.mediarelations@deped.gov.ph.
6. For questions and concerns, contact, Ms. Maria Erika Camille Antonio-Belmonte through email at ma.antonio001@deped.gov.ph or Viber/SMS at 09264620868.



Address: 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

7. For the information, dissemination and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: Incident Report Form

Reference: DepEd PAS Memorandum PAS-OD-2024-003

Allotment: None

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

SCHOOL HEALTH PROGRAMS

INCIDENT REPORT

ABB / ESSD-SHS/ RM/ STANDARDIZED TEMPLATE FOR INCIDENT REPORTING INVOLVING VIOLENCE IN SCHOOLS /005 /January 17, 2024



Address: 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

Enclosure 1 to Region Memorandum ESSD-2024-004

Annex A

Incident Report No. 00

INCIDENT REPORT FORM

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>	
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	



2nd Flr. Aguinaldo Bldg. - Motorpool Area, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 6316033; 6332120; 6337254



Address: 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

(State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors.)	
FOLLOW UP RECOMMENDATIONS (State suggestions that the other concerned DepEd Officials/Offices must consider or must do to respond to the situation fully)	
PREPARED BY	
DATE PREPARED	
RECEIVED AND REVIEWED BY (Designate Information Officer)	
DATE AND TIME RECEIVED	
NOTED BY	