



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

03 Apr 2024

DIVISION MEMORANDUM
SGOD No. **044**, s. 2024

UTILIZATION OF PRESCRIBED INCIDENT REPORT TEMPLATE FOR DRRM-
RELATED INCIDENTS

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the DepEd MATATAG Agenda which highlights the importance of resiliency of the schools to continue delivering basic education that is accessible, quality, and equitable, this division shall adopt the Incident Report Template that shall be used for any DRRM-related incidents.
2. This is to ensure uniformity, appropriateness, and promptness of actions undertaken by the Division Office to secure continuous operations at the school level.
3. Anent this, personnel concerned are advised to refer to the enclosure for the Incident Report template that shall be used for isolated incidents that affect the teaching and learning process in the school. The report shall be accomplished by the School DRRM Coordinator.
4. A duly signed and accomplished Incident Report shall be submitted to the SGOD Office - Disaster Risk Reduction and Management or via FB Messenger at **Jane Lasaca within 48 hours** from the occurrence of the incident.
5. For inquiries and clarifications, personnel concerned may contact Jane Michelle E. Lasaca, PDO II DRRM at 0917-1685464.
6. Widest dissemination and strict compliance of this memorandum is desired.

LEONARDO M. BALALA CESO V
Schools Division Superintendent

Encl.: As stated
Reference: N o n e



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

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

CALAMITY	PROCEDURE
SAFETY EDUCATION	SCHOOLS

JMEL/DM- utilization on prescribed incident report template for DRRM-related incidents
0000/April 03, 2024



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

INCIDENT REPORT

Date Prepared: _____

SCHOOL PROFILE	
Region	
Division	
Name of School	
School ID	
School Address	

To effectively manage an incident or crisis which occurred within the premises of the schools or offices, or which involves any personnel of DepEd, this Incident Report template shall be accomplished and submitted within 24 to 48 hours from the onset of the incident.

Initial reports or advance information, for "FYI" purposes, should also be relayed through text (SMS) messaging and/or messenger applications within an hour after discovering the incident before submitting the incident report. The initial report must contain verified information of the WHAT, WHO, WHEN, WHERE, WHY, and HOW of the situation or incident.

I. DETAILS OF THE INCIDENT

Type of Incident		Check appropriate column	Yes	No
Incident Reported by		Have work been suspended?		
Incident Occurred at		Have classes been suspended?		
Date and Time of Incident		If yes, have classes resumed as of reporting this incident?		
Narrative of the Incident <i>(use separate sheet if necessary):</i>		Has the school been used as temporary shelter or evacuation center?		
		<i>Provided needed data</i>	Male	Female
		No. of Affected Learners		
		No. of Affected Personnel		
		No. of Evacuees sheltered at school		





Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

Actions Taken	
Recommendations	
Support/Assistance Needed	
Agencies Notified	

II. DATA ON DAMAGES

(Check and provide needed data on the appropriate column or indicate N/A for not applicable items)

Are there damages on the following?	Yes	No	To be determined	If yes, how many?
Instructional Classrooms				
Non-Instructional Classrooms				
Building				
Covered Court				
Other School Facilities <i>(enumerate below, use separate sheet if necessary)</i>				

Prepared by:	Checked and noted by:
<i>(Name and Signature)</i>	<i>(Name and Signature)</i>
SDRRM Coordinator	School Head/ Principal



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph