



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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March 28, 2025


**DIVISION MEMORANDUM**

No. 92 s. 2025

**PREPARATION OF INCIDENT REPORTS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors and Division Coordinators  
Public Schools District Supervisors and OIC-PSDSs  
Public Elementary School Heads  
Public Secondary School Heads  
All others concerned

1. In compliance with the Regional Memorandum No. 308 s. 2025 and the Central Office Memorandum PAS-OD-2024-003, this Office hereby disseminates these general guidelines in incident reporting.
2. Enclosed in this memorandum are the following:
  - List of Incidents and in-charge of reporting
  - Incident Report form (English template)
  - Incident Report form (Filipino template)
3. The incident report must be duly and accurately accomplished, in either English or Filipino language, and signed by the authorized/ designated personnel.
4. Names of minors should be withheld in the Incident Reports. For such cases, the use of aliases is encouraged. Other personal information that would lead to the identification of a minor is likewise encouraged to be redacted from the report.
5. For reports involving the implementation of DepEd's child protection policy, the supporting documents or attachments (such as, but not limited to intake sheets, intervention plan, etc.) shall also be attached. These attachments, containing the personal identity of the minors/ learners involved, shall be placed in a **sealed envelope**.
6. The personnel in-charge of handling and transmitting the incident reports are reminded to exercise **extreme caution** in protecting the confidentiality of those involved in the incidents.
7. Immediate & widest dissemination and compliance of this Memorandum are directed.

  
JOSE L. DONCILLO, CESO V  
Schools Division Superintendent





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Enclosure:  
**List of Incidents**

<b>Nature of Incident</b>	<b>School Personnel in charge of the IR Preparation</b>
Armed Conflict	School Head & DRRM Coordinator
Cases of disease outbreaks and other health-related incidents needing immediate coordination and medical attention ( <i>COVID-19, monkey pox, dengue, malaria, food poisoning, etc.</i> )	School Nurse & School Head
Damage to School buildings, classrooms, facilities and properties	Property custodian & School head
Death of a learner, teacher, or personnel ( <i>within the school or outside if during an official school activity</i> )	School Head
Earthquake, typhoon, flooding or other natural calamities locally affecting learners and personnel	DRRM Coordinator & School Head
Fire	DRRM Coordinator, Property Custodian & School Head
Gambling inside the school premises	Guidance Counselor and School Head
Grave Administrative and Personnel Cases ( <i>reports of corruption allegations or cases of physical, mental and sexual abuse</i> )	School Head, Asst School head/ & Designated School Information Coordinator (SIC)
Incidents relating to prohibited/ illegal drugs or substance abuse	Guidance counselor & School Head
Intrusion/ Trespassing within the school premises by strangers	School Head
Learner rights and protection incidents ( <i>this includes crimes or prohibited acts committed by learners</i> )	Guidance counselor, Child Protection Focal Person & School Head
Physical Injuries ( <i>other than those resulting from Bullying or Child Abuse</i> )	School Head
Robbery	Property Custodian and School Head
School Security and Safety ( <i>disturbance of peace inside the school, man-made incidents, attack on teachers, learners, and school personnel</i> )	School Head & DRRM Coordinator
School site issues	Property custodian & School head
Theft	Property custodian & School head
Violation of No Collection Policy	School Head
Viral Issues and Concerns on Social Media ( <i>any issue picked up by the national and local media/ social media post with at least 200 shares on Facebook, X – formerly twitter, Threads, and TikTok</i> )	School Head
Other types of incidents not included in the list but deemed necessary to be reported	School Head



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Template:  
[https://bit.ly/tempIR\\_SorProv](https://bit.ly/tempIR_SorProv)



Enclosure:  
**Incident Report Form (English)**

Case Number: \_\_\_\_\_  
*(To be filled by SDO Personnel)*

**INCIDENT REPORT FORM**

*Adapted from Memorandum PAS-OD-2024-003 & RM no. 308 s. 2025*

Region/SDO: **Region V - Bicol / Sorsogon**

School *(with School ID)*: \_\_\_\_\_

<b>Type of Incident</b> <i>(Specify the incident. i.e. vehicular incident, harassment, personnel affairs, armed conflict, bullying, etc.)</i>	
<b>Date of Incident</b>	
<b>Time of Incident</b>	
<b>Place/ Exact Location of Incident</b>	
<b>Persons Involved and their Specific Participation</b> <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>	
<b>Description/ Details of the Incident</b> <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>	



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<b>Actions Taken</b> <i>(State the responses/initial actions taken, decisions made or implemented by the school authorities or immediate supervisors.)</i>	
<b>Follow-up Recommendations</b> <i>(State suggestions that the other concerned DepEd Officials/Offices must consider or must do to respond to the situation fully)</i>	
<b>Prepared By</b>	Contact No: _____
<b>Date Prepared</b>	
<b>Received and Reviewed by</b>	<b>ROMAN B. JEBULAN</b> Division Information Officer
<b>Date and Time Received</b>	
<b>Noted By</b>	<b>JOSE L. DONCILLO, CESO V</b> Schools Division Superintendent





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Template:  
[https://bit.ly/tempIR\\_SorProv](https://bit.ly/tempIR_SorProv)



Enclosure:  
**Incident Report Form (Filipino)**

Case Number: \_\_\_\_\_

(To be filled by SDO Personnel)

**INCIDENT REPORT FORM**

*Adapted from Memorandum PAS-OD-2024-003 & RM no. 308 s. 2025*

Rehiyon/SDO: **Rehiyon V - Bicol / Sorsogon**

Paaralan (na may School ID): \_\_\_\_\_

<b>Uri ng Insidente</b> ( <i>Tukuyin ang insidente. hal. Behikulong aksidente, pang-aabuso, armadong labanan, bullying, atbp.</i> )	
<b>Petsa ng Insidente</b>	
<b>Oras ng Insidente</b>	
<b>Lugar/ Eksaktong Lokasyon ng Insidente</b>	
<b>Mga taong kasangkot at ang kanilang partikular na pakikilahok</b> ( <i>Isulat ang buong pangalan, edad, kasarian, posisyon/ Katungkulan, baitang, at pagkakasangkot sa insidente. Huwag isama ang pangalan ng mga menor de edad; Iminumungkahi ang paggamit ng alyas</i> )	
<b>Paglalarawan/ Mga Detalye ng Insidente</b> ( <i>Isalaysay ang naganap na insidente, ilan ang nakaranas, pinsalang natamo, emosyonal na kalagayan ng mga kasangkot, at epekto sa paaralan Lugar na pinagtatrabahuan/ komunidad.</i> )	



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<b>Mga Aksyon na Ginawa</b> <i>(Ilahad ang paunang aksyon/desisyon /mga ipinatupad ng awtoridad ng paaralan o mga nakatalagang tagapangasiwa)</i>	
<b>Follow-up na Rekomendasyon</b> <i>(Maglahad ng suhestiyong dapat isaalang-alang ng ibang mga opisyaes ng DepEd/ tanggapan para sa lubusang tugon sa sitwasyon.)</i>	
<b>Inihanda ni</b>	Numero ng Contact: _____
<b>Petsa ng Paghahanda</b>	
<b>Natanggap at Sinuri ni:</b>	<b>ROMAN B. JEBULAN</b> Division Information Officer
<b>Petsa at Oras ng Pagtanggap:</b>	
<b>Noted:</b>	<b>JOSE L. DONCILLO, CESO V</b> Schools Division Superintendent

