




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

Office of the Schools Division Superintendent

MEMORANDUM

To : **Asst. Schools Division Superintendent
Chief Education Program Supervisor of CID and SGOD
Education Program Supervisors and PSDS
Functional Area Heads
Public Elementary and Secondary School Heads
All others concerned**

From : 
JOSE L. DONCILLO, CESO V
Schools Division Superintendent

Subject : **Dissemination of the Regional Memorandum dated
December 27, 2022
Re: New Incident Report Form**

Date : January 18, 2023

This is to inform the field of the unnumbered Regional Memorandum dated December 27, 2022 regarding the use of the new Incident Report (IR) Form. Copy of the said Memorandum is hereto attach.

Compliance thereto is hereby enjoined.



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CIP 5461/21/05/1163

To: Atty. Evan
for appropriate
action. ✓
11/7/23




Republic of the Philippines
Department of Education
REGION V - BICOL



Office of the Regional Director

MEMORANDUM

To : **ROV Chiefs of FD/Sections/Units
School Division Superintendents
Assistant Schools Division Superintendents
Division Information Officers
School Heads/Principal
School Information Coordinators
Guidance Counselors
All Others Concerned**

From : 
GILBERT T. SADSAD
Regional Director

Subject : **New Incident Report Form**

Date : **December 27, 2022**

Please be advised that effective January 2023, the new Incident Report (IR) Form shall be utilized in all schools and offices of DepEd Region V. A copy of which is hereby attached, and a soft copy shall be provided to the Division Information Officers by the Public Affairs Unit (see Annex 1). This is to standardize the use of a uniform Incident Report Form and reporting protocol to enhance our risk and crisis management system in the Region.

Likewise, all Functional Divisions, Sections and Units shall also utilize the form whenever an incident happens within their areas or jurisdiction. The Chief/Heads shall assign personnel who will be in-charge of the preparation and submission of the IR to the Office of the Regional Director via the Public Affairs Unit within 24 hours from the occurrence of the incident via a confidential link/drive which shall be made accessible to the Chiefs of the Functional Division/Sections/Unit and the assigned personnel.

All schools, and Schools Division Offices shall still follow the standard protocol in the submission of Incident Report as stated in the Regional Memorandum 218 s. 2018 and Regional Memorandum 120 s. 2019



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Please note that the new IR Form shall be requiring the following case codes for the nomenclature of the incidents:

CODE	TYPE OF INCIDENT	CODE	TYPE OF INCIDENT
CPI	Child Protection Issues	SS	School Site Issues
DL	Death of a Learner	PD	Prohibited/Illegal Drugs
DT	Death of a Teacher	FI	Fire Incidents
DP	Death of a Personnel	RB	Robbery (vs person with violence)
PI	Physical Injury (other than CPI/Abuse)	TH	Theft (vs property/ies)
DPr	Damage to Property	VA	Vehicular Accident
DPrC	Damage to Classroom	SH	Sexual Harassment (teacher/personnel)
DPrS	Damage to Schoolbuilding	HI	Health-related Issues
AC	Armed Conflict	AA	Other Incidents

For information, guidance, and strict compliance.

Annex 1.




Republic of the Philippines
Department of Education
REGION V - BICOL

INCIDENT REPORT FORM

Office/SDO/School _____
(i.e. ROV Admn-GSU/Tagazpi City/Albay Central School)

Incident Report No. _____
Case Code No. -Year (i.e. CPI 001-2022)

TYPE OF INCIDENT <i>Specify the incident i.e. fire, vehicular accident, armed conflict, robbery, for Child Protection Issues, specify per DO 40, s. 2012</i>	
DATE OF INCIDENT	
TIME OF INCIDENT	
PLACE/EXACT LOCATION OF INCIDENT	
PERSONS INVOLVED & 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. Use an additional sheet if needed)</i>	
DESCRIPTION/DETAILS OF THE INCIDENT <i>(Describe/narrate how the incident happened, sustained injuries, damages incurred, emotional state of the involved persons, impact to the school/workplace/community. Use additional sheet if needed with page number)</i>	

<p>ACTIONS TAKEN <i>(State the responses/initial actions taken, decisions made or implemented by the school authorities or immediate supervisors)</i></p>	
<p>FOLLOW UP RECOMMENDATIONS <i>(State suggestions that other concerned DepEd Officials/Offices must consider or must do to fully respond to the situation)</i></p>	
<p>PREPARED BY</p>	<p>NAME/POSITION/DESIGNATION/CONTACT NUMBER</p>
<p>DATE PREPARED</p>	
<p>RECEIVED & REVIEWED BY <i>(Should be the Designated Information Officer)</i></p>	<p>NAME/POSITION/DESIGNATION/CONTACT NUMBER</p>
<p>DATE/TIME RECEIVED</p>	
<p>NOTED BY</p>	<p>NAME/SDS/ASDS/CONTACT NUMBER</p>

Data Privacy Notice: In compliance to the Data Privacy Act of 2012, the data collected in this form shall be confidential and shall be processed according to the DepEd Data Privacy Policy and FOI and shall not be shared to any third/external party without the approval of the Regional Director and/or the Secretary of the Department of Education