



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

24 February 2025

UNNUMBERED MEMORANDUM

REITERATION OF THE SUBMISSION OF INCIDENT REPORT (IR) AND ADVANCED REPORT (AR)

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

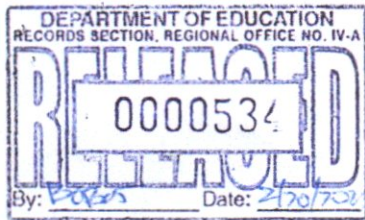
1. Attached herewith is the Regional Memorandum No. 126, s. 2025 dated February 20, 2025, entitled, Reiteration of the Submission of Incident Report (IR) and Advanced Report (AR).
2. For your information, guidance, and widest dissemination.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent

KMS/Reiteration of the Submission of Incident Report (IR) and Advanced Report (AR)/
S6-109857/2-24-25



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



DepEd-Division
of Batangas
ICT SECTION
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S6-109857

PAU-RM-2025-126

Date: 02/21/2025
Time: 10:35 AM
By: ICT HJ

20 February 2025

Regional Memorandum
No. 126, s. 2025

**REITERATION OF THE SUBMISSION OF
INCIDENT REPORT (IR) AND ADVANCED REPORT (AR)**

To **Schools Division Superintendents**

1. In line with the Department of Education's goal to manage significant incidents that occurred in the school or field offices, DepEd CALABARZON through the Public Affairs Unit (PAU) reminds the Schools Division Offices (SDOs) to submit significant incident reports (IRs) and advanced reports (ARs) to the Regional Office.
2. SDOs are highly encouraged to submit reports for the following incidents, especially occurring inside school campuses:
 - a. Reports of physical, mental, and sexual abuse allegations;
 - b. Reports of corruption allegations;
 - c. Reports on security, health, and safety issues;
 - d. Reports on fatal accidents or accidents resulting to injuries;
 - e. Any negative reports regarding the Department or schools, or DepEd personnel posted on any social media platforms or news outlets;
 - f. Online reports and chatter about collection of school contribution;
 - and
 - g. Other issues or matters that might cause a significant impact on the well-being of learners and DepEd personnel or in the operations of field offices and schools of the Department.
3. As instructed in DepEd Public Affairs Service Memorandum PAS-OD-2024-003, IRs must use the standard incident report form which can be downloaded here: <https://bit.ly/DepEd4AIncidentReportTemplate>. The offices are also advised to use their official letterhead when submitting their report.
4. Furthermore, a spot or an Advanced Report must be sent by the Division Information Officer (DIO) through the Messenger account of the Regional Information Officer or through the email of PAU at pau.calabarzon@deped.gov.ph upon learning about the incident. An AR may also be submitted in case the official incident report is not yet available.




Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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5. The Advanced Report must contain verified information giving a clear picture of the what, who, when, where, why, and how of the situation or the incident. DIOs may refer to the details below as guide in the submission of the AR:
 - a. WHAT – Briefly describe the incident/ situation
 - b. WHO – State who is/ are involved
 - c. WHEN- State the Date and Time of the incident
 - d. WHERE – State the Place where the incident happened
 - e. HOW- Briefly state how the incident happened and the initial actions
6. The DIO is expected to submit the IR to the Regional Office through email at pau.calabarzon@deped.gov.ph the soonest possible, within the day when the incident happened.
7. For questions or clarifications, kindly email the Public Affairs Unit.
8. For strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *ama*

OARDPAU1/ORDPAU2

Incident Report No. ____

INCIDENT REPORT FORM

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 <i>(State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors.)</i>	

FOLLOW UP RECOMMENDATIONS <i>(State suggestions that the other concerned DepEd Officials/Offices must consider or must do to respond to the situation fully)</i>	
PREPARED BY	
DATE PREPARED	
RECEIVED AND REVIEWED BY <i>(Designate Information Officer)</i>	
DATE AND TIME RECEIVED	
NOTED BY	