



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 054

To : SGOD Chief
All School Heads
Division Information Officer
Division Child Protection Focal
Division DRRM Coordinator
Division Health and Nutrition Unit

Subject : **REITERATION OF INCIDENT REPORTING INVOLVING VIOLENCE
IN SCHOOLS IN DAVAO REGION**

Date : January 26, 2024

Pursuant to Regional Memorandum ORD-2024-009 regarding incident reporting involving violence in schools, the designated Division Information Officers shall submit spot reports to the Regional Office and the established Messenger group chat of the Public Affairs Service within 12 hours after the incident if the official incident report is not yet available. The full report shall be submitted within 48 hours using the attached Incident Report Form.

The Initial local incident report must contain brief information, including:

- Region/Schools Division Office/ School where the incident occurred.
- Date and Time of the incident
- Type of incident
- Focal person and their contact information
- Major points of the incident
- Ways forward

Specifically, the following cases must be reported as soon as possible:

1. Grave administrative and personnel cases

- a. Reports of corruption allegations and/or cases
- b. Reports of physical, mental, and sexual abuse allegations and/or cases (in coordination with Child Protection Unit if learners are involved)

2. Security, health, and safety issues

- a. Reports of health-related outbreaks (ex. COVID-19, Monkeypox, Dengue, Malaria, etc.)
- b. Reports of disturbance of peace inside schools
- c. Reports of fire and other man-made incidents
- d. Reports of attacks on teachers, learners, school personnel

3. Viral issues and concerns

- a. Any issue picked up by national and regional media with 200 shares above on Facebook, Twitter, and/or Tiktok.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Attached herewith is the standard template for incident reporting. Please see Annex A for the standard incident report form.

For guidance and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

[Handwritten signature]
1/30/24

Schools Division of Digos City
RECORDS SECTION
RELEASED
24-11579
DATE: JAN 30 2024 TIME: 1:00 PM
BY: *[Handwritten signature]*

SGOD/araa



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

RECOMOS

24-27208



DepEd Schools Division Office - Davao Region
Regional Office No. XI

Republic of the Philippines
Department of Education
DAVAO REGION

22 JAN 2024

115579
11:18

Office of the Regional Director

REGIONAL MEMORANDUM
ORD-2024-009

To : Schools Division Superintendents

Subject: Reiteration of Incident Reporting Involving Violence
In Schools in Davao Region

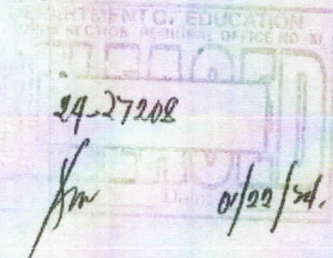
Date : January 18, 2024

As per Memorandum PAS-OD-2024-003 regarding incident reporting involving violence in schools, the designated Division Information Officers shall submit spot reports to the Regional Office and the established Messenger group chat of the Public Affairs Service within 12 hours after the incident if the official incident report is not yet available. The full report shall be submitted within 48 hours using the attached Incident Report Form.

For guidance and compliance.

ALLAN G. FARNAZO
Director IV

PAU1/mgvj



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph

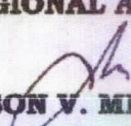


Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

MEMORANDUM
PAS-OD-2024-003

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ATTN : REGIONAL AND DIVISION INFORMATION OFFICERS

FROM : 
JASON V. MERCENE
Supervising Administrative Officer
Officer-in-charge
Public Affairs Service – Officer of the Director IV

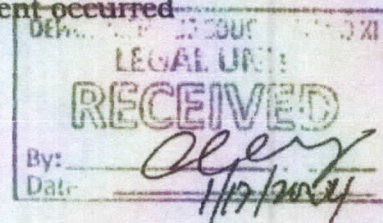
SUBJECT : REITERATION OF INCIDENT REPORTING INVOLVING
VIOLENCE IN SCHOOLS

DATE : 12 January 2024

To ensure a quick and accurate flow of information on incidents occurring in field offices and schools, the Public Affairs Service (PAS) reiterates its request to provide **incident reports consistently**.

The **initial local incident report** must contain brief information, including:

- Region/School Division Office/school where the incident occurred
- Date and Time of the incident
- Type of incident
- Focal person and their contact information
- Major points of the incident
- Ways forward

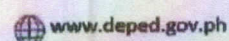
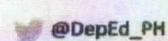
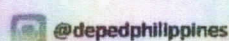
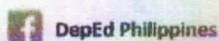


Specifically, we request that the following cases be reported as soon as possible:

- 1. Grave administrative and personnel cases**
 - a. Reports of corruption allegations and/or cases
 - b. Reports of physical, mental, and sexual abuse allegations and/or cases (in coordination with Child Protection Unit if learners are involved)
- 2. Security, health, and safety issues**
 - a. Reports of health-related outbreaks (ex. COVID-19, Monkeypox, dengue, Malaria, etc.)
 - b. Reports of disturbance of peace inside schools
 - c. Reports of fire and other man-made incidents
 - d. Reports of attacks on teachers, learners, school personnel



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



3. Viral issues and concerns

- a. Any issue picked up by national and regional media with 200 shares above on Facebook, Twitter, and/or TikTok.

The concerned officers shall submit spot reports (brief information) within 12 hours after the incident in the established Messenger group chat with PAS if the official incident report is not yet available.

The full incident report shall be submitted within 48 hours through the **RIO/DIO Facebook Messenger Group** and to the **Media Relations Unit of PAS** to ensure a quick flow of information. Official and follow-up reports should be sent to pas.mediarelations@deped.gov.ph.

Please see Annex A for the standard incident report form.

For questions or clarifications, your staff may contact **Ms. Ma. Erika Camille Antonio-Belmonte** through email at ma.antonio001@deped.gov.ph or Viber/SMS at +639264620868.

Attached herewith is the standard template for incident reporting.

For your compliance.

Thank you.



Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

Annex A

Incident Report No. 00

INCIDENT REPORT FORM

RO/SDO:

School:

<p>TYPE OF INCIDENT <i>(Specify the incident. i.e. vehicular incident, harassment, personnel affairs, armed conflict, bullying, etc.)</i></p>	
<p>DATE OF INCIDENT</p>	
<p>TIME OF INCIDENT</p>	
<p>PLACE/EXACT LOCATION OF INCIDENT</p>	
<p>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></p>	
<p>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></p>	
<p>ACTIONS TAKEN</p>	



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DepEd Philippines



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