



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

March 18, 2020

DIVISION MEMORANDUM

No. 090, s. 2020

**PRESCRIBED FORM FOR THE UNIFIED REPORTING OF INCIDENTS INVOLVING ALL
SCHOOLS DIVISION OFFICES AND SCHOOLS IN DEPED REGIONAL OFFICE VII**

To: Division Office Personnel
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Attached is the Regional Memorandum No. 0181, s. 2020 titled **Prescribed Form for the Unified Reporting of Incidents Involving All Schools Division Offices and Schools in DepEd Regional Office VII**, directing the utilization of the prescribed Incident Report (see Enclosure 1) form to unify all reporting of incidents involving teachers, learners and nonteaching personnel from all Schools Division Offices and schools in this region.
2. All concerned schools are requested to submit incident reports, using the prescribed form enclosed in the said Memorandum, **within 24 hours from the time of the occurrence of the incident**. Download the prescribed form from the DepEd RO VII website (region7.deped.gov.ph)
3. Please see attached Regional Memorandum for details.
4. Immediate dissemination of this memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent
Office of the Schools Division Superintendent

JIAL/MKP/ADMIN/atm



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

MAR 13 2020

REGIONAL MEMORANDUM

No. **0181**, s. 2020

PRESCRIBED FORM FOR THE UNIFIED REPORTING OF INCIDENTS INVOLVING ALL SCHOOLS DIVISION OFFICES AND SCHOOLS IN DEPED REGIONAL OFFICE VII

To: Schools Division Superintendents/OICs
Division Information Officers/Alternates
All Others Concerned

1. To help strengthen public information convergence and improve the facilitation of news dissemination in the Department of Education, this Office, through its Public Affairs Unit, hereby directs the utilization of the prescribed Incident Report (see Enclosure 1) form to unify all reporting of incidents involving teachers, learners and non-teaching personnel from all Schools Division Offices and schools in this region.

2. All concerned Schools Division Offices and/or schools are requested to submit incident reports, using the prescribed form enclosed in this Memorandum, **within 24 hours from the time of the occurrence of the incident.**

The following processes shall be observed during the preparation of the said incident report:

- a. Download the prescribed form from the DepEd RO VII website (region7.deped.gov.ph).
- b. Fill out all necessary details in the form. (Make sure that important details are stated correctly. Pictures, Police Blotter and other related documents may be attached to the report. The Head of Office (School Head/Schools Division Superintendent) or any authorized signatory shall approve the said report.)
- c. Send, **in advance**, a soft copy of the report via email at region7@deped.gov.ph or fax to (032) 414-7399, and copy furnish your respective division offices. (Submission of an original copy of the report to your respective division offices, copy furnished this Office may follow after sending it in advance to the aforementioned email address.)



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City

Telephone Nos.: (032) 231:1433; (032) 414-7399

Email Address: region7@deped.gov.ph

3. The prescribed format is enclosed in this Memorandum and is available for downloading in DepEd RO VII official website (region7.deped.gov.ph) or upon receipt of this Memorandum.

4. Immediate dissemination of and compliance with this Memorandum is enjoined.



SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director III
OIC-Office of the Regional Director

STJ/CAE/PAU/ARV



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

INCIDENT REPORT

Incident Information Form

Incident Type : _____ Date of Incident: _____
Time of Incident : _____ Place of Incident: _____

INCIDENT DESCRIPTION

(Be as specific as possible)

PERSONS INVOLVED

NAME	PARTICIPATION	CONTACT DETAILS
	Victim	
	Perpetrator	
	Witness	
	Other Persons Involved	

Police Notified? Yes, if yes please attached a copy of the Police Report
 No

Actions Taken:	Recommendations:
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REPORTED BY

The recipient of herein report acknowledges the confidentiality hereof and shall prevent the unauthorized disclosure of certain proprietary and confidential information stated above.

Name: _____

Position: _____

School/ Division: _____

*** Must be submitted within 24 hours from time of occurrence.



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