




Republic of the Philippines
Department of Education
Region XII
DIVISION OF SARANGANI
Alabel, Sarangani Province



Division Memorandum
No. 272, s. 2014

TO : All School Heads, Teacher Leaders and Principals
Private, Elementary and Secondary Schools
All Others Concerned

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **INCIDENT REPORT FORMAT ON FLOODING AND OTHER
UNTOWARD INCIDENT IN YOUR RESPECTIVE AREA OF
RESPONSIBILITY**

DATE : August 26, 2014

1. On the intensity and frequency of disaster experienced in the locality, expediting the operationalization of DRRM in education, it is important and urgent to come up with a mechanism in incident reporting happening in your area of responsibility to prepare, guarantee protection and increase resiliency of DepEd constituents in the face of disaster.
2. All schools in public and private both elementary and secondary are encouraged to submit incident report IMMEDIATELY within 24 hours using common format enclosed herein for your guidance:

Enclosure No. 1 - Incident Report Form

Enclosure No. 1 - Damage And Needs Assessment Analysis Form

3. All reports shall be submitted to the Division DRRM Coordinator in the person of Mr. Marlon P. Agad or send through email: nolram_1714@yahoo.com or you may send SMS for advance information at Ph Mobile No. 0919-331-6232.
4. Submission of reports are for strict compliance in order to evaluate the level of awareness and preparedness of all schools during disasters and emergencies.
5. Immediate dissemination of and strict compliance with this memorandum is directed.

Encls: As stated

Enclosure No. 1 - Incident Report Form

INCIDENT REPORT FORM

Date of report: _____

Name of person reporting: _____

Position: _____

Division/School: _____

Date/time of incident: _____

Location: _____

Describe in detail the particulars of the incident (who was involved, what happened, impact on personnel, learners, description of perpetrators, actions taken).

Basic information:

1. What
2. When
3. Where
4. Other details
5. Steps/responses have been taken

Implications to school operations/activities:

Follow-up action requested:

Follow-up action taken:

Date report received by DRRMO:

Signature: _____
Reporting official

Date: _____

