

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**  
 Dagupan City



Division Memorandum No. 308 s., 2019

MEMO TO : **Assistant Schools Division Superintendent  
 Chief Education Supervisors, SGOD & CID  
 Education Program Supervisors  
 Public Schools District Supervisors  
 All School Heads, Assistant School Heads,  
 & School DRRM Coordinators/Alternates**

**RELEASED**  
 DEFED  
 DATE: 9-4-19  
 BY: [Signature]  
 TNJ008

FROM : **Office of the Schools Division Superintendent**

SUBJECT : **PROVISION OF PSYCHOLOGICAL FIRST AID FOR ALL  
 LEARNERS AND PERSONNEL AFFECTED BY VIOLENT  
 INCIDENTS AND CONFLICT**

DATE : **September 3, 2019**

1. Please be informed of the attached DepEd Memorandum (OUA Memo 12-0819-0292), entitled "**Provision of Psychological First Aid for all Learners and Personnel Affected by Violent Armed Conflicts.**"
2. For each incident, Division DRRM Coordinators shall lead the assessment, planning, implementation and monitoring of PFA activities tailor fitted for needs and profile of target learners and personnel. This shall include deployment of Trained PFA providers, and if needed, referral pathways for learners and personnel identified for further specialized psychological support services.
3. In addition, the Division reiterates that all public schools should make the necessary review and enhancement of their respective, preparedness measures, School DRRM-CCA Plan as well as School Contingency Plan.
4. This is to reiterate further the usage of the **RADAR 1 & 2 templates** as stipulated in DO21,s. 2015—for Large Scale Hazards ( *Tropical Cyclones ,Earthquakes, etc*), while School Incident Report template shall be used for **Small Scale Hazards** affecting only the school (please see attached form hereto).
5. As DepEd response intervention, SDOs are directed to facilitate the provision of appropriate Psychological First Aid (PFAs) interventions to affected learners and personnel following all incidents of violent incidents and armed conflict affecting schools and must be conducted before the resumption of classes.
6. For queries, please utilized the SDO Dagupan DRRM Official Info Chat.
7. For your information, reference and guidance.

DEPED  
**RECEIVED**  
 DATE: 9-4-19  
 TIME: 3:02  
 REYNANTE B. INFANTE  
 IT OFFICER

*[Signature]*  
**LORNA S. BUGAYONG, CESO VI**  
 Schools Division Superintendent



Republika ng Pilipinas

# Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**RECEIVED**  
AUG 27 2019  
9:26 6982

MEMO 12-0819-0092  
**MORANDUM**  
August 2019

**For: Regional Directors and BARMM Minister for Education  
Schools Division Superintendents**

**Subject: PROVISION OF PSYCHOLOGICAL FIRST AID FOR ALL  
LEARNERS AND PERSONNEL AFFECTED BY VIOLENT  
INCIDENTS AND ARMED CONFLICT**

In light of recent incidents of armed violence, and the mandate of the Department of Education to protect and promote learner welfare and the right to quality education at all times, **Schools Division Offices are directed to facilitate provision of appropriate Psychological First Aid (PFA) interventions to affected learners and personnel following all incidents of violent incidents and armed conflict affecting schools.**

**RELEASE**  
**DEPED**  
DATE: 8-27-19  
BY: K. To  
4905

As facilitating the return to normalcy requires addressing the immediate needs of affected learners and personnel in the aftermath of critical incidents, PFA should be conducted **before** the resumption of regular classes.

For each incident, Division Disaster Risk Reduction and Management (DRRM) Coordinators shall lead the assessment, planning, implementation, and monitoring of PFA activities tailor-fitted for the needs and profile of the target learners and personnel. This shall include deployment of trained PFA providers, and if needed, referral pathways for learners and personnel identified for further specialized psychological support services.

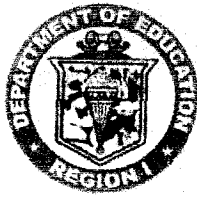
Funds and other support needed for this purpose may be requested by the Schools Division Superintendent from the Disaster Risk Reduction and Management Service.

For immediate and appropriate action.

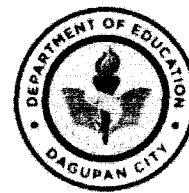
**ALAIN DELA PASCUA**  
Undersecretary

**Office of the Undersecretary for Administration**

Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Bagyo Preparedness Camp, Education Facilities/Temp (Buildings)  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326537203, +6326376207  
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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
 SCHOOLS DIVISION OFFICE  
 Dagupan City



**SCHOOL INCIDENT REPORT:**

Region: 1  
 Division: SDO DAGUPAN  
 Instructional District: \_\_\_\_\_

School Name: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>Nature Of Incident:</b>	<input type="checkbox"/> High Tide/Flash Floods <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Playground, Slips, Trips & Falls <input type="checkbox"/> Fire (classroom, office, events, electrical wirings et al) <input type="checkbox"/> Health Threat (Dengue, Malaria, disease outbreak) <input type="checkbox"/> Health Threat (Dengue, Malaria, disease outbreak) <input type="checkbox"/> Structural Collapse (as a result of engineering failures) <input type="checkbox"/> Hazardous Materials Incident <input type="checkbox"/> Aggressive, Threatening Behavior towards Learners, Teachers or School Heads <input type="checkbox"/> Crime against Learners <input type="checkbox"/> Crime against Teachers <input type="checkbox"/> Crime against School Heads <input type="checkbox"/> Crime against Non-Teaching Personnel <input type="checkbox"/> Shooting Incident <input type="checkbox"/> Other security threat as a result of civilian violence (kidnapping, bombing, hostage taking, et al) <input type="checkbox"/> Others, Please Specify: _____					
	<b>Complete Date And Time of Incident:</b>	<b>School Used As Evacuation Center Due to the Incident?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>No. Of Classroom used as EC:</b>	<b>No. of Days used as EC:</b>	<b>No. of TLS Needed:</b>	
<b>Damages Incurred Due To The incident</b>	<b>Classroom</b>	<b>School Furniture</b>	<b>Learning Materials:</b>	<b>Computer Equipment used for instruction</b>		
	<b>No. Damaged</b>	<b>Classification</b>				
<b>Casualties incurred due to the incident</b>	<b>Personnel:</b>			<b>Learners:</b>		
	<b>Complete Name</b>	<b>Designation</b>	<b>Status</b>	<b>Complete Name</b>	<b>Grade Level</b>	<b>Status</b>
<b>Actions Taken:</b>						
<b>Needs Identification Requiring Assistance:</b>						

**Note: This template should only be utilized for SMALL SCALE HAZARDS affecting only the school.**  
 Schools should accomplished and submit the Rapid Assessment of Damages Report (RADAR)Forms 1 and 2 following the instructions in DO 21,s. 2015 for all Large Scale Hazards (Tropical Cyclones ,Earthquakes, etc); Other Appropriate Attachments should be included, such as but not limited to PNP report (blotter)/BFP Report /LGU report (as Applicable) and pictures of damages due to the incident (if Any).

Prepared By: \_\_\_\_\_  
 School DRRM Coordinator

Approved By: \_\_\_\_\_  
 School Head/Principal