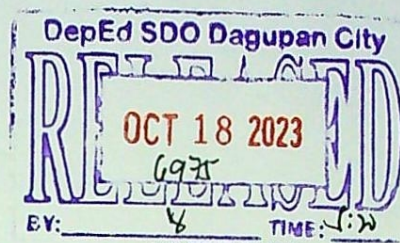




Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division**

**Superintendent**

**Division Memorandum**

**No. 289 s. 2023**

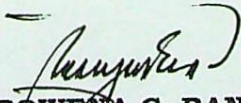
**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID/ SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Learner Rights and Protection School Coordinators  
All Others Concerned

**FROM: THE SCHOOLS DIVISION SUPERINTENDENT**

**DATE:** October 16, 2023

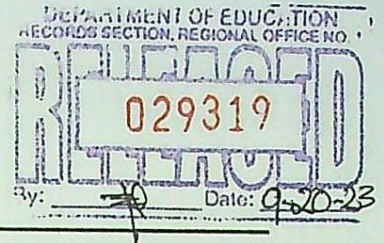
**SUBJECT: REITERATION IN THE SUBMISSION OF LOCAL INCIDENT  
REPORTS FROM SCHOOLS DIVISION OFFICES AND SCHOOLS**

1. In relation with the Regional Memorandum No. 961 s. 2023, this Division reiterates the Submission of Local Incident Reports from Schools Division Offices and Schools.
2. To effectively manage incidents within the premises of the schools or Department of Education (DepEd) offices, which involves DepEd personnel and/or learners, all Schools Division Offices (SDO) and schools are instructed to submit local incident reports to this office, through the Public Affairs Unit (PAU).
3. The Incident Report Form (Enclosure 1) shall be properly accomplished and signed by the designated/authorized personnel, endorsed by the SDOs, and submitted through PAU's email at [pau.region1@deped.gov.ph](mailto:pau.region1@deped.gov.ph), within 72 hours after the occurrence of the incident.
4. Please see the attached Memorandum for more details and other relevant information.
5. Immediate and wide dissemination of this memorandum is desired.

  
**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
REGION I



SEP 20 2023

REGIONAL MEMORANDUM  
No. 961, s. 2023

**REITERATION IN THE SUBMISSION OF LOCAL INCIDENT REPORTS  
FROM SCHOOLS DIVISION OFFICES AND SCHOOLS**

To: Schools Division Superintendents  
Division Information Officers  
Elementary and Secondary School Heads  
All Others Concerned

1. To effectively manage incidents within the premises of the schools or Department of Education (DepEd) offices, which involves DepEd personnel and/or learners, all Schools Division Offices (SDOs) and schools are instructed to submit local incident reports to this office, through the Public Affairs Unit (PAU).
2. The Incident Report Form (Enclosure 1) shall be properly accomplished and signed by designated/authorized personnel, endorsed by the SDOs, and submitted through PAU's email at [pau.region1@deped.gov.ph](mailto:pau.region1@deped.gov.ph), **within 72 hours after the occurrence of the incident.**
3. Initial Report or Situation Report (SitRep) should be relayed or sent as a message in advance, either through SMS, messenger or email to PAU, **within or at least three hours from the discovery of the incident.**
4. The SitRep must contain verified information of the What, Who, When, Where, Why, and How of a situation or incident and shall include the source of the information.
5. Schools shall submit their Incident Report to the SDO. The SDO will then submit to the Regional Office (RO). The RO will forward to the Public Affairs Service.
6. The Division Information Officers shall coordinate with the concerned personnel to ensure prompt submission of incident reports as herein stated.



DepEd RO1

PAU 23 0055



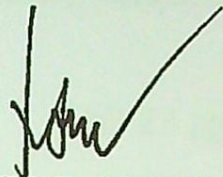
Flores St., Catbangen, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I

[region1@deped.gov.ph](mailto:region1@deped.gov.ph)

[www.depedro1.com](http://www.depedro1.com)

7. For widest dissemination and strict compliance.



**TOLENTINO G. AQUINO**  
Director IV

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

COMMUNICATIONS

FORMS

REPORT

ORD-PAU/jds/RM\_SubmissionofIncidentReports  
September 19, 2023