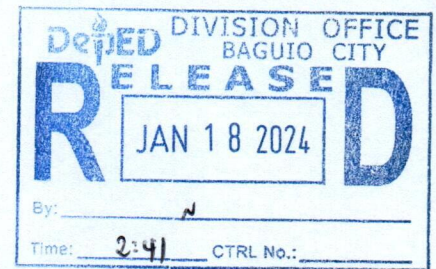




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



18 January 2024

DIVISION MEMORANDUM

No. **036-2024**

**WIDE DISSEMINATION OF MEMORANDUM PAS-OD-2024-003, THE
"REITERATION OF INCIDENT REPORTING INVOLVING VIOLENCE IN
SCHOOLS"**

To: Chiefs, CID and SGOD
Public Schools District Supervisors
Public School Heads
School Information Officers (SIOs)


Division Information Officer (DIO)
Division Child Protection Unit (CPU) / Learner Rights and Protection
Office (LRPO)
Division Child Rights in Education Desk (CREDe), and
All Others Concerned

1. The Office of the Public Affairs Service (PAS) issued Memorandum PAS-OD-2024-003 which is the *Reiteration of Incident Reporting Involving Violence in Schools*, copy of which is hereto attached as "Enclosure 1";
2. The purpose of the memorandum is to ensure a quick and accurate flow of information on incidents occurring in field offices and schools;
3. The memorandum likewise provided the list of cases that should be reported as soon as possible:
 - a. As regards requiring submission of reports of **physical, mental, and sexual abuse allegations and/or cases in coordination with Child Protection Unit if learners are involved**, this does not supersede the reportorial requirements pursuant to DepEd Child Protection Policies¹ and Regional Memorandum relative to compliance in reporting child abuse, bullying incidents, and Children in Conflict with the Law (CICL) and Children-at-Risk (CAR)-related reports through the Legal Services Information System (LSIS);

¹ DepEd Order No. 40, s. 2012, DepEd Order No.55, s. 2013, and DepEd Order No. 18, s. 2015.



4. The required report/s to be submitted and mode of reporting are as follows:
 - a. Spot Report – brief information to be submitted by the concerned officer (Division Information Officer) within 12 hours after the incident in the established Messenger group chat with Public Affairs Service if the incident report is not yet available; **and/or**
 - b. Full Incident Report – to be submitted by the concerned officer (DIO) within 48 hours after the incident through the RIO/DIO Facebook Messenger Group and to the Media Relation Unit of PAS (pas.mediarelations@deped.gov.ph) using the **standard incident report form** (“Enclosure 2”)
5. The School Information Officers (SIOs) and school heads are responsible to submit spot reports on the relevant cases to the DIO within six (6) hours after the incident **if** the full incident report is not yet available within twelve (12) hours after the incident;
6. In no case that the full incident report will be submitted by the SIOs and school heads to the DIO beyond 24 hours from the incident. Enough time is necessary to conduct a final validation before the full incident reports will be submitted to the RIO and PAS;
7. The DIO shall set up the official platforms to be used by all SIOs and school heads in informing and reporting to the DIO any incident which is covered by the attached PAS Memorandum;
8. For concerns and inquiries, kindly contact the DIO, Mr. Jerry C. Ymson at telephone number 442-7819.
9. For strict compliance.


SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent





ENCLOSURE " 1 "

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



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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.



ENCLOSURE " 2 "

Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

Annex A

Incident Report No. 00

INCIDENT REPORT FORM

RO/SDO:

School:

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



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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>	