



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

05 August 2025

DIVISION MEMORANDUM
No. 458-2025

**SUBMISSION OF RAPID ASSESSMENT OF DAMAGES REPORT (RADaR)
AND INCIDENT REPORTS**

To: Chief Education Supervisors
Public Schools District Supervisors
All Public School Heads
All School DRRM Coordinators
All Others Concerned

1. In line with DepEd Order No. 21, s. 2015, titled "Disaster Risk Reduction and Management Coordination and Information Management Protocol," the Schools Division Office is mandated to monitor the status of schools during emergencies, crises, or any incidents related to Disaster Risk Reduction and Management (DRRM)
2. To streamline the submission of incident-related data, all schools are required to accomplish and submit the Rapid Assessment of Damages Report (RADaR) and corresponding Incident Reports using the following link:
<https://tinyurl.com/SDOBaguioRADaR2025>.
3. Attached herewith is the **process flow** for accomplishing and submitting the form to ensure consistency and accuracy in reporting.
4. For queries or clarifications, please contact Mr. Cliftone K. Bangse-il, Division DRRM Coordinator, through cliftone.bangseil@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS

OIC – Assistant Schools Division Superintendent

SGOD/SMN/DRRM/ckb



PROCESS FLOW OF SUBMISSION

