



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
DepED, Division of Zambo. Norte
No: _____
Date: 15 2024 By: _____
RELEASED

February 13, 2024

Division Memorandum

No. 103, s. 2024

**UTILIZATION OF PRESCRIBED INCIDENT REPORT TEMPLATE
FOR DRRM-RELATED INCIDENTS**

TO: Public Schools District Supervisor
Elementary and Secondary School Heads and Principals
District Disaster Risk Reduction Management Coordinator
All others concerned

1. In line with DepEd MATATAG Agenda with the ZN Division Reform Agenda and strategic directions which highlights the importance of resiliency of the schools to continue delivering is accessible, quality and equitable basic education, this division shall be adopt the Incident Report Template that should be used for any DRRM-related incidences.
2. This is to ensure uniformity, appropriateness and promptness of actions undertaken by the Division Office to secure the continuous operations in the school level.
3. The report template shall be used for isolated incidents which affects the teaching and learning process in the school. The report shall be accomplished within 48 hours from the occurrence of the incident.
4. Duly signed and accomplished Incident Report shall be submitted to <https://bit.ly/increportzn>.
5. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 039.
6. Widest dissemination and strict compliance of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

Reference/s: as stated
Enclosure/s:
Annex A Incident Report Template

To be indicated in the Perpetual Index
under the following subjects:

Incident report

DRRM/EKBSL/DM-006-2024/2024IncidentReport/02132024





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Attachment to DM 107 2024 UTILIZATION OF PRESCRIBED INCIDENT REPORT TEMPLATE FOR DRRM-RELATED INCIDENTS

Annex A Incident Report Template Download it through
<https://depedzn.net/link/zndrrmtemplattess>

INCIDENT REPORT

Date Prepared: _____

School Profile	
Region	
Division	
Name of School	
School ID	
School Address	

To effectively manage an incident or crisis which occurred within the premises of the schools or offices, or which involves any personnel of DepEd, this Incident Report template shall be accomplished and submitted within 24 to 48 hours from the onset of the incident.

Initial reports or advance information, for "FYI" purposes, should also be relayed through text (SMS) messaging and/or messenger applications within an hour after discovering the incident before submitting this incident report. The initial report must contain verified information of the WHAT, WHO, WHEN, WHERE, WHY, and HOW of the situation or incident.

I. DETAILS OF THE INCIDENT

Type of Incident:		Check appropriate column	Yes	No	
Incident Reported by:			Have work been suspended?		
Incident Occurred at:			Have classes been suspended?		
Date & Time of Incident:			If yes, have classes resumed as of reporting this incident?		
<u>Narrative of the Incident (use separate sheet if necessary):</u>			Has the school been used as temporary shelter or evacuation center?		
		Provide needed data	Male	Female	
		No. of Affected Learners			
		No. of Affected Personnel			
		No. of Evacuees sheltered at school			



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Actions Taken:	
Recommendations:	
Support/Assistance Needed:	
Agencies Notified:	

I. DATA ON DAMAGES

(Check and provide needed data on the appropriate column or indicate N/A for not applicable items)

Are there damages on the following?	Yes	No	To be determined	If yes, how many?
Instructional Classrooms				
Non-Instructional Classrooms				
Building				
Covered Court				
Other School Facilities <i>(enumerate below, use separate sheet if necessary)</i>				

Prepared by: <i>(Name and Signature)</i>	Checked and Noted by: <i>(Name and Signature)</i>
SDRRM Coordinator	School Head/Principal