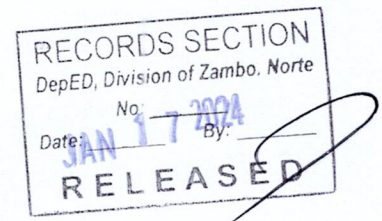




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

January 16, 2024

Division Memorandum

No. 44, s. 2024

INCIDENT REPORTING INVOLVING VIOLENCE IN SCHOOLS

To: PSDSs and PICDs
School Heads, Public Elementary and Secondary Schools
Division Information Officer and Alternate
District and School Information Coordinators

1. This has reference to Memorandum PAS-OD-2024-003 dated January 12, 2024 reiterating the request of the Public Affairs Service (PAS) to provide incident reports consistently involving violence in schools.

2. In this connection, the district and school information coordinators are requested to specifically report the following cases **within 12 hours** to the division office thru pac.sdozn@deped.gov.ph:

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

- c. Reports of health-related outbreaks (ex. COVID-19, monkeypox, dengue, malaria etc)
- d. Reports if disturbance of peace inside schools
- e. Reports of fire and other man-made incidents
- f. Reports of attacks on teachers, learners, school personnel

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.

3. Moreover, this office enjoins the PSDSs' and PICDs, and School Heads to supervise, assist and coordinate during the incident reporting. The initial local incident report must contain brief information of the issue/concern following the standard incident report form. Please see attached. An editable template may be accessed through depedzn.net/link/incidentreporttemplate.



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

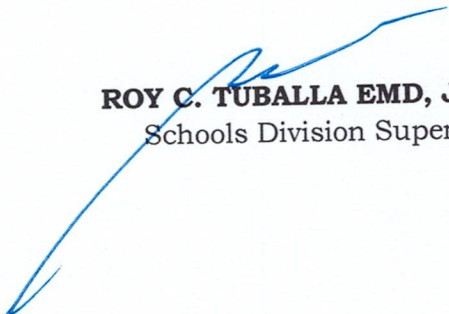

Website: www.depedzn.net



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

4. For any clarification and more information, please contact Nicollette Ria E. Tangon, EPS II, HRD/ DIO/ DPAC through 09176335061 or 09685211332 or through FB Messenger: Nicollette Ria.
5. For information, compliance and widest dissemination.


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

DICMC/nret/ Incident Reporting
DM 02-2024/01162024



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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

2nd Flr. Aguinaldo Bldg. - Motorpool Area, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 6316033; 6332120; 6337254

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.



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	

<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>	