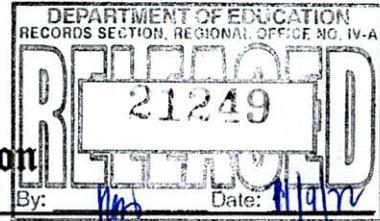




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



07 November 2022

Regional Memorandum
No. 736 s. 2022

**SUBMISSION OF SIGNIFICANT LOCAL INCIDENT REPORTS
AND GRANTING OF MEDIA INTERVIEWS**

To **Schools Division Superintendents**
School Heads

1. Pursuant to Memorandum dated September 13, 2022 from Undersecretary and Chief of Staff Epimaco V. Densing III, Schools Division Offices (SDOs) and schools are instructed to submit significant local incident reports to DepEd CALABARZON Regional Office through the Public Affairs Unit.
2. SDOs and schools are highly encouraged to submit reports for the incidents listed below. Complete details and samples of the significant incidents can be found in the attached memorandum from DepEd Central Office.
 - a. Natural and Man-made Calamities
 - b. Grave administrative and personnel cases
 - c. Security, health, and safety issues
 - d. Viral issues and concerns
3. The incident report should include the following:
 - a. Region/ Schools Division Office/ school where the incident occurred
 - b. Date and time of the incident
 - c. Type of incident
 - d. Focal person and their contact information
 - e. Major points of the incident
 - f. Ways forward
4. Schools will first submit their incident report to their SDO. The SDO will then submit the incident report to the Regional Office. SDOs are instructed to submit the incident report to the Public Affairs Unit at pau.calabarzon@deped.gov.ph. The Regional Office will be the office in-charged in forwarding the report to the Central Office.




Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph





Process flow of submission of Incident Report

5. In addition, schools and SDOs are allowed to accept interview requests from local media outlets in their respective Division. However, for interview requests from the national media or any media outlet with a national counterpart, the field office must first coordinate the request with the Regional Information Officer (RIO), Mr. Ariel M. Azuelo at pau.calabarzon@deped.gov.ph.
6. For guidance and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *ama*

pau/mjpd