



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



PAU-RM-2025-126

20 February 2025

**Regional Memorandum**  
No. 126, s. 2025

## REITERATION OF THE SUBMISSION OF INCIDENT REPORT (IR) AND ADVANCED REPORT (AR)

To **Schools Division Superintendents**

1. In line with the Department of Education's goal to manage significant incidents that occurred in the school or field offices, DepEd CALABARZON through the Public Affairs Unit (PAU) reminds the Schools Division Offices (SDOs) to submit significant incident reports (IRs) and advanced reports (ARs) to the Regional Office.
2. SDOs are highly encouraged to submit reports for the following incidents, especially occurring inside school campuses:
  - a. Reports of physical, mental, and sexual abuse allegations;
  - b. Reports of corruption allegations;
  - c. Reports on security, health, and safety issues;
  - d. Reports on fatal accidents or accidents resulting to injuries;
  - e. Any negative reports regarding the Department or schools, or DepEd personnel posted on any social media platforms or news outlets;
  - f. Online reports and chatter about collection of school contribution; and
  - g. Other issues or matters that might cause a significant impact on the well-being of learners and DepEd personnel or in the operations of field offices and schools of the Department.
3. As instructed in DepEd Public Affairs Service Memorandum PAS-OD-2024-003, IRs must use the standard incident report form which can be downloaded here: <https://bit.ly/DepEd4AIncidentReportTemplate>. The offices are also advised to use their official letterhead when submitting their report.
4. Furthermore, a spot or an Advanced Report must be sent by the Division Information Officer (DIO) through the Messenger account of the Regional Information Officer or through the email of PAU at [pau.calabarzon@deped.gov.ph](mailto:pau.calabarzon@deped.gov.ph) upon learning about the incident. An AR may also be submitted in case the official incident report is not yet available.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



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5. The Advanced Report must contain verified information giving a clear picture of the what, who, when, where, why, and how of the situation or the incident. DIOs may refer to the details below as guide in the submission of the AR:
  - a. WHAT – Briefly describe the incident/ situation
  - b. WHO – State who is/ are involved
  - c. WHEN- State the Date and Time of the incident
  - d. WHERE – State the Place where the incident happened
  - e. HOW- Briefly state how the incident happened and the initial actions
6. The DIO is expected to submit the IR to the Regional Office through email at [pau.calabarzon@deped.gov.ph](mailto:pau.calabarzon@deped.gov.ph) the soonest possible, within the day when the incident happened.
7. For questions or clarifications, kindly email the Public Affairs Unit.
8. For strict compliance.

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

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INCIDENT REPORT FORM

**SDO:**

**School:**

<p><b>TYPE OF INCIDENT</b>  <i>(Specify the incident. i.e. vehicular incident, harassment, personnel affairs, armed conflict, bullying, etc.)</i></p>	
<p><b>DATE OF INCIDENT</b></p>	
<p><b>TIME OF INCIDENT</b></p>	
<p><b>PLACE/EXACT LOCATION OF INCIDENT</b></p>	
<p><b>PERSONS INVOLVED AND THEIR SPECIFIC PARTICIPATION</b>  <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></p>	
<p><b>DESCRIPTION/DETAILS OF THE INCIDENT</b>  <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></p>	
<p><b>ACTIONS TAKEN</b>  <i>(State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors.)</i></p>	

<b>FOLLOW UP RECOMMENDATIONS</b> <i>(State suggestions that the other concerned DepEd Officials/Offices must consider or must do to respond to the situation fully)</i>	
<b>PREPARED BY</b>	
<b>DATE PREPARED</b>	
<b>RECEIVED AND REVIEWED BY</b> <i>(Designate Information Officer)</i>	
<b>DATE AND TIME RECEIVED</b>	
<b>NOTED BY</b>	