



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



10 April 2025

Regional Memorandum
No. 269, s. 2025

**Monitoring Educational Development for Immediate Action
(MEDIA) Guidelines and Flowchart**

To **Schools Division Superintendents**

1. In line with the Department of Education's goal to effectively and efficiently address significant incidents that occurred in the school and/or field offices, DepEd CALABARZON provides the reporting and submission of action process flowchart as well as additional guidelines in addressing issues or concerns referred to the Regional Office. This process shall be known as the **Monitoring Educational Development for Immediate Action (MEDIA)**.
2. This flowchart shall guide the Regional Office and the Schools Division Offices in addressing concerns referred by the functional strands at the DepEd Central Office and particularly from the Operations Strand. It will also be used to refer reports monitored or received by the Regional Office. The flowchart is attached for the reference of all concerned.
3. At the Regional Office level, the Assistant Regional Director is the designated Regional Action Officer while the Public Affairs Unit Head shall serve as the alternate action officer. At the Division level, the Assistant Schools Division Superintendent is the designated Division Action Officer while the designated Division Information Officer shall serve as the alternate.
4. The Regional and Division Action Officers as well as their alternates shall be members of a Group Chat using a messaging app. The referral of reports, submission of actions, and other pertinent communication shall be made through this communication channel.
5. Submission of incident reports and advanced reports must use the template downloadable at <https://bit.ly/DepEd4AIncidentReportTemplate> as stipulated in Regional Memorandum No. 126, s. 2025 titled Reiteration of the Submission of Incident Report (IR) and Advanced Report (AR). Division Action Officers are requested to submit the report/s via the messaging app and through this link:



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

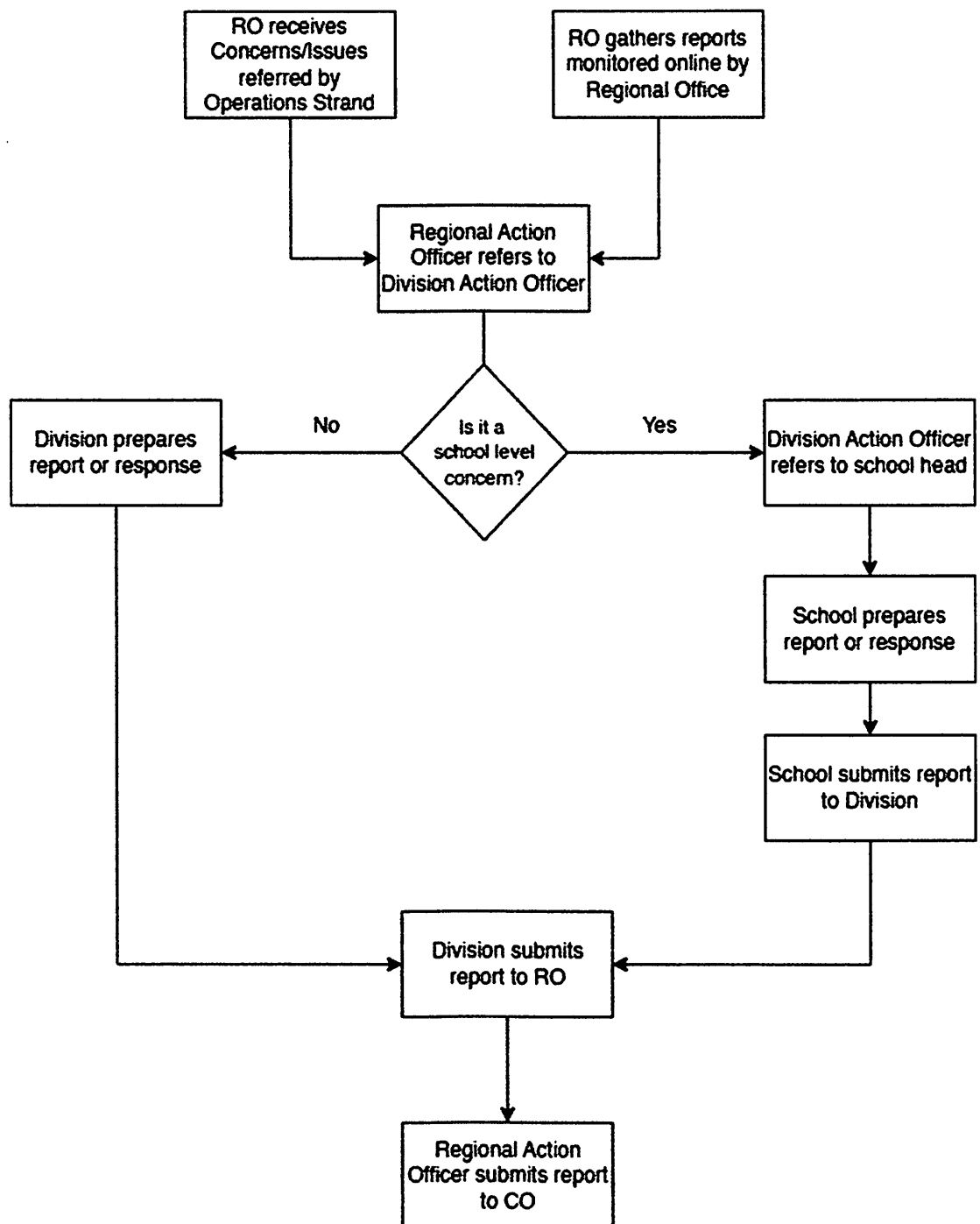
<https://forms.office.com/r/qUq4J1yBXr>. Reports are expected to be submitted not later than 7:00 a.m. daily or as needed.

6. Strict compliance with this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

ORDPAU2

Flowchart for Monitoring Educational Development for Immediate Action (MEDIA) Flowchart



Incident Report No. ____

INCIDENT REPORT FORM

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 <i>(State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors.)</i> | |

| | |
|--|--|
| 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> | |
| PREPARED BY | |
| DATE PREPARED | |
| RECEIVED AND REVIEWED BY <i>(Designate Information Officer)</i> | |
| DATE AND TIME RECEIVED | |
| NOTED BY | |