



Republic of the Philippines
Department of Education
Region VII, Central Visayas



DIVISION OF CEBU PROVINCE

IPHO Bldg., Sudlon, Lahug, Cebu City

August 12, 2016


Division Memorandum

No. 447 s. 2016

SAMPLE FORMAT IN PREPARATION OF INCIDENT REPORT

To : Assistant Schools Division Superintendent
Education Supervisors / Coordinators
District Supervisors / OICs
Elementary and Secondary School Heads

1. For uniformity and ease in reporting/recording, this Office is hereto issuing this sample format for the submission of incident report.
2. This report must be submitted within 24 hours of the time that the incident happened.
3. Immediate dissemination of and strict compliance of this memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent



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INCIDENT REPORT

NAME OF SCHOOL: _____ DISTRICT : _____

I. Background Information :

- A. Who : (Name) Grade / Section : _____
- B. When: (Date when it happened)
- C. Where : (Place)
- D. What : (Narration of the incident)

II. Action Taken :

Name and Signature of School Head