



Republic of the Philippines  
**Department of Education**  
**REGION VII – CENTRAL VISAYAS**  
**SCHOOLS DIVISION OF CEBU PROVINCE**

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

March 16, 2020

**DIVISION MEMORANDUM**

No. 141, s. 2020

**PRESCRIBED FORM FOR THE UNIFIED REPORTING OF INCIDENTS  
INVOLVING ALL SCHOOLS DIVISION OFFICES AND SCHOOLS IN DEPED  
REGIONAL OFFICE VII**

**TO: Assistant Schools Division Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors (PSDSs)/OICs  
Principal/Heads of Elem./Secondary Schools  
Teachers and Non-Teaching Personnel**

1. Disseminating the herein Regional Memorandum No. 0181, s. 2020 dated 13 March 2020 with the same title as above.
2. To note, the prescribed Incident Information Form was disseminated via Division Memorandum No. 102, s. 2020 dated March 3, 2020. For more information, please find the herein attached RM No. 0181, s. 2020.
3. Wide dissemination of this memorandum is desired.

  
**MARILYN S. ANDALES, ED.D., CESO V**  
Schools Division Superintendent



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City  
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Email Address: [cebu.province@deped.gov.ph](mailto:cebu.province@deped.gov.ph) ; [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)  
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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

*0661878/A*

Office of the Regional Director

MAR 13 2020

REGIONAL MEMORANDUM

No. **0181**, s. 2020

**PRESCRIBED FORM FOR THE UNIFIED REPORTING OF INCIDENTS INVOLVING ALL SCHOOLS DIVISION OFFICES AND SCHOOLS IN DEPED REGIONAL OFFICE VII**

To: Schools Division Superintendents/OICs  
Division Information Officers/Alternates  
All Others Concerned

1. To help strengthen public information convergence and improve the facilitation of news dissemination in the Department of Education, this Office, through its Public Affairs Unit, hereby directs the utilization of the prescribed Incident Report (see Enclosure 1) form to unify all reporting of incidents involving teachers, learners and non-teaching personnel from all Schools Division Offices and schools in this region.
2. All concerned Schools Division Offices and/or schools are requested to submit incident reports, using the prescribed form enclosed in this Memorandum, **within 24 hours from the time of the occurrence of the incident.**

The following processes shall be observed during the preparation of the said incident report:

- a. Download the prescribed form from the DepEd RO VII website ([region7.deped.gov.ph](http://region7.deped.gov.ph)).
- b. Fill out all necessary details in the form. (Make sure that important details are stated correctly. Pictures, Police Blotter and other related documents may be attached to the report. The Head of Office (School Head/Schools Division Superintendent) or any authorized signatory shall approve the said report.)
- c. Send, **in advance**, a soft copy of the report via email at [region7@deped.gov.ph](mailto:region7@deped.gov.ph) or fax to (032) 414-7399, and copy furnish your respective division offices. (Submission of an original copy of the report to your respective division offices, copy furnished this Office may follow after sending it in advance to the aforementioned email address.)



Address: Dofia M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: [region7@deped.gov.ph](mailto:region7@deped.gov.ph)

3. The prescribed format is enclosed in this Memorandum and is available for downloading in DepEd RO VII official website ([region7.deped.gov.ph](http://region7.deped.gov.ph)) or upon receipt of this Memorandum.

4. Immediate dissemination of and compliance with this Memorandum is enjoined.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director III  
OIC-Office of the Regional Director

STJ/CAE/PAU/ARV



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

INCIDENT REPORT

Incident Information Form

Incident Type : \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
Time of Incident : \_\_\_\_\_ Place of Incident: \_\_\_\_\_

**INCIDENT DESCRIPTION**

(Be as specific as possible)

**PERSONS INVOLVED**

NAME	PARTICIPATION	CONTACT DETAILS
	Victim	
	Perpetrator	
	Witness	
	Other Persons Involved	

Police Notified?



Yes, if yes please attached a copy of the Police Report  
No

<b>Actions Taken:</b>	<b>Recommendations:</b>
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**REPORTED BY**

The recipient of herein report acknowledges the confidentiality hereof and shall prevent the unauthorized disclosure of certain proprietary and confidential information stated above.

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
School/ Division: \_\_\_\_\_

\*\*\* Must be submitted within 24 hours from time of occurrence.



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