



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

January 22, 2024

Division Memorandum No. 032s. 2024

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads
All Others Concerned

REITERATION OF INCIDENT REPORTING INVOLVING VIOLENCE IN SCHOOLS

1. This is in relation to the Regional Memorandum No. 037 s. 2024 titled Reiteration of Incident Involving Violence in Schools.
2. See the Attached Regional Memorandum.
3. All educational institutions, whether privately or publicly owned, situated within the Schools Division of Abra are required to adhere to the designated procedures when reporting incidents of violence transpiring within the school premises. It is important that both private and public schools within the division meticulously follow the prescribed protocols to ensure the accurate and timely reporting of cases related to violence in educational settings.
4. The concerned officers in schools shall use the standard template for the incident report. The standard template is attached to this Memo.
5. For information dissemination and strict compliance to this Memo is mandated.


AMADOR D. GARCIA SR., PhD, CESO VI
Schools Division Superintendent

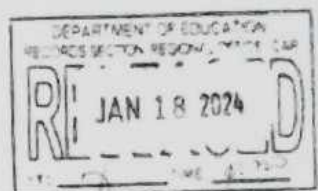


Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone No.: (074)614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>

DepED MATATAG
Mangy Matatag, Naging Malakap



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



January 18, 2024

REGIONAL MEMORANDUM
 No. 037, 2024

REITERATION OF INCIDENT REPORTING INVOLVING VIOLENCE IN SCHOOLS


To: Assistant Regional Director
 Schools Division Superintendents
 Regional Information Coordinator
 Division Information Coordinators
 School Information Coordinators
 All Others Concerned

1. To ensure a quick and accurate flow of information on incidents occurring in field offices and schools, incident reports must be submitted within 48 hours through the RIO/DIO Facebook Messenger Group and to the Media Relations Unit of PAS.
2. Concerned officers shall submit spot reports within 12 hours after the incident in the established Messenger group chats with PAS if the official incident report is not yet available.
3. The initial local incident report must contain brief information, including:
 - a) Region/School 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. Cases involving the following must be reported as soon as possible:
 - a) Grave administrative and personal cases
 - i. Reports of corruption allegations and/or cases
 - ii. Reports of physical, mental, sexual abuse allegations and/or cases (in coordination with Child Protection Unit if learners are involved)
 - b) Security, health, and safety issues
 - i. Reports of health related outbreaks (ex. COVID-19, Monkeypox, dengue, malaria, etc.)
 - ii. Reports of disturbance of peace inside schools
 - iii. Reports of fire and other man-made accidents
 - iv. Reports of attacks on teachers, learners, and school personnel
 - c) Viral issues and concerns
 - i. Any issue picked up by national and regional media with 200 shares above on Facebook, Twitter, and/or TikTok.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 427 - 1318
 Email Address: car@deped.gov.ph
 DepEd Tayo Cordillera <https://depedcar.ph>

5. A standard template for the incident report is attached as Annex A.
6. For questions or clarifications, you may contact Ms. Marilyn D. Bonillas through email at marilyn.d.bonillas@ceiso.gov.ph or telephone number, (074) 422-1318.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.


ESTELA P. LEON-CARIÑO EAD, CESO III
Regional Director / Director *for*

PAU / CIM / Sops / Incident Reporting
January 18, 2024

INCIDENT REPORT FORM

RO/SDO: _____

School: _____

TYPE OF INCIDENT (Specify the incident i.e. vehicular incident, harassment, personal affairs, armed conflict, bullying, etc.)	
DATE OF INCIDENT	
TIME OF INCIDENT	
PLACE/EXACT LOCATION OF INCIDENT	
PERSONS INVOLVED AND THEIR SPECIFICA PARTICIPATION (Indicate full name, age, gender, position/designation/grade level, involvement in the incident. Names of minors should be withheld; use of alias is suggested)	
DESCRIPTION/DETIALS OF INCIDENT (Describe/narrate how the incident happened, sustained figures, damages incurred, emotional state of the involved persons, and impact on the school/workplace/community.)	
ACTIONS TAKEN (State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors)	
FOLLOW-UP RECOMMENDATIONS (State suggestions that the other concerned DepEd officials/Offices must consider or must do to respond to the situation fully.)	
PREPARED BY	
DATE PREPARED	
RECEIVED AND REVIEWED BY (Designate Information Officer)	
DATE AND TIME RECEIVED	
NOTED BY	