



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

March 18, 2020

DIVISION MEMORANDUM  
No. 142, 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- CID & SGOD*  
*Public Schools District Supervisors/Acting PSDSs*  
*School Heads/Principals of Public Elementary and Secondary Schools*  
*All Others Concerned*

1. Attached please find is Regional Memorandum No. 0181, s. 2020 entitled re: ***“Prescribed Form for Unified Reporting of Incidents Involving All Schools Division Offices and School in DepEd Regional Office VII”***, which is self-explanatory.
2. In this connection, schools are enjoined to send in advance a 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 to the Office of the Schools Governance and Operations Division of DepEd-Bohol via email at [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph) or fax to **(038) 501-7537**.
3. For more details, please refer to the attached communication.
4. Widest dissemination of and compliance this Memorandum is desired.

  
**BIANITO A. DAGATAN, Ed.D., CESO V**  
Schools Division Superintendent 

SGOD/dvd



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

Office of the Regional Director

Copy for:  
- ASDC  
- SCAD  
- Mr. Lupa  
- Request the SCAD to disseminate to the field  
MAR 13 2020  
AS/16/20

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: Doña 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) 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



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

Actions Taken:	Recommendations:
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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.



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