



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

Office of the Schools
Division Superintendent

September 29, 2025

DIVISION MEMORANDUM

No. **659**, s. 2025

**UNIFORMITY IN THE SUBMISSION OF INCIDENT REPORTS INVOLVING
SCHOOL VIOLENCE AND OTHER ISSUES**

To: Assistant Schools Division Superintendent
Chief CID and SGOD
Education Program Supervisors
PSDS/APSDS
Principals/School Heads
All Others Concerned

1. To ensure appropriate and prompt actions on incidents reported by the schools, this Office, adapting Memorandum PAS-OD-2024-003 by the DepEd Public Affairs Service, requests all schools to provide incident reports consistently and not later than two (2) days after the occurrence of the incident.
2. Specifically, the following cases shall be reported within the reglementary period mentioned in paragraph 1.
 - 2.1 Grave administrative and personnel cases
 - 2.1.1 Reports of corruption allegations and/or cases
 - 2.1.2 Reports of physical, mental, and sexual abuse allegations and/or cases (In coordination with the Child Protection Committee if learners are involved)
 - 2.2 Security, health, and safety issues involving a teacher, learner, or personnel, or the school
 - 2.2.1 Reports of health-related outbreaks
 - 2.2.2 Reports of disturbance of peace inside the school
 - 2.2.3 Reports of fire and other man-made incidents
 - 2.2.4 Reports of attacks on teachers, learners, and school personnel
 - 2.2.5 Reports of crimes/offenses committed by a teacher, learner, or school personnel



Address: 0050 Lino Chatto Drive, Brgy. Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
Email Address: deped.bohol@deped.gov.ph





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- 2.2.6 Reports involving self-inflicted harm, injuries done to other individuals, whether slight, less serious, or serious, or the death of an individual
- 2.3 Viral issues and concerns circulated on social media platforms like Facebook, X (Twitter), Instagram, TikTok, and the like
- 2.4 Other issues and concerns affecting the school, teachers, personnel, and learners
3. Please see the attachment for the standard incident report form. Download the Microsoft Word (.docx) template at <https://bit.ly/46UyFrH>.
4. You may personally submit the report to the Office of the Legal Unit or email the same to legalunit.bohol@deped.gov.ph.
5. For your information, guidance, and strict compliance.

FAY C. LUAREZ, EdD, PhD TM, CESO VI
Schools Division Superintendent



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INCIDENT REPORT FORM

Incident Report No. _____
(Format: School Year-Three-digit number)
Ex. 2025-2026-001

School:	
District:	
Address:	
TYPE OF INCIDENT (Specify the incident. i.e., vehicular incident, harassment, personal affairs, armed conflict, suicide, bullying, poisoning, etc.)	
DATE OF INCIDENT	
TIME OF INCIDENT	
PLACE OF INCIDENT (Exact location)	
PERSONS INVOLVED AND THEIR SPECIFIC PARTICIPATION (Describe/narrate how the incident happened, sustained injuries, damage 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)	



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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 (Principal/ School Head)	
DATE PREPARED	
1st INDORSEMENT (PSDS/ APSDS)	
RECEIVED AND REVIEWED BY	KENNETH T. LAMOSTE, LPT, JD <i>Legal Assistant I</i>
NOTED BY	JESSIE A. FUENTES, LPT, MA, JD <i>Attorney III</i>

Adapted from
Department of Education Public Affairs Service
Memorandum PAS-OD-2024-003



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