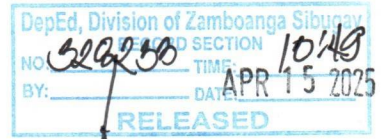




Republic of the Philippines
Department of Education

REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



15 April 2025

DIVISION MEMORANDUM

No. 192 s. 2025

**UTILIZATION OF INCIDENT REPORT TEMPLATE AND DRRM TEMPLATE
 REPOSITORY LINK FOR DRRM-RELATED REPORTING**

To: Assistant Schools Division Superintendents
 Chief Education Supervisor, SGOD & CID
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 All Others Concerned

1. In alignment with DepEd Order No. 37, s. 2015, titled “*The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework*,” all schools are enjoined to strengthen the integration of DRRM into their educational planning and programming. This framework serves as a guide for DRRM practitioners and stakeholders at all levels in crafting inclusive, responsive, and sustainable education and disaster response plans.
2. To reinforce the Department’s outcomes and ensure timely and data-driven interventions, this Division is adopting the use of centralized online tools for reporting and information management. These tools aim to streamline submission, retrieval, and analysis of DRRM-related data:

Particulars	Link
Incident Report Link	https://tinyurl.com/ZSIncReport
DRRM Templates Repository	https://tinyurl.com/ZSDRRMTemplates

3. To ensure uniformity, relevance, and efficiency in Division-level initiatives, all schools are required to use the standard Incident Report Template for any isolated events or situations that disrupt teaching and learning processes. The report must be completed and submitted within 48 hours of the incident’s occurrence.
4. Widest dissemination and strict compliance with this memorandum are hereby directed.

VIRGILIO P. BATAN, JR., CESO V
 Schools Division Superintendent

For the Schools Division Superintendent:

ALMA FRAULEIN M. GARCIA
 Senior Education Program Specialist – HRD
 In – Charge of the Office

Encl.: As stated
 Reference: as stated
 To be indicated in the Perpetual Index under the following subjects:
 DRRM REPORT LINK
 DRRM REPORT TEMPLATE
 ZS-DM-SGOD-SMN-DRRM-2025-04-0103-0
 EKBSL-20250415



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ATTACHMENT TO DM *PR* titled "UTILIZATION OF INCIDENT REPORT TEMPLATE AND DRRM TEMPLATE REPOSITORY LINK FOR DRRM-RELATED REPORTING"

INCIDENT REPORT

Date Prepared: _____

School Profile			
Region			
Division		Total no. of Learners:	
Name of School		Total no. of Teaching Personnel	
School ID		Total no. of Non-Teaching Personnel	
School Address			

To effectively manage an incident or crisis which occurred within the premises of the schools or offices, or which involves any learners and/or personnel of DepEd, this Incident Report template shall be accomplished and submitted within 24 to 48 hours from the onset of the incident.

Initial reports or advance information, for "FYI" purposes, should also be relayed through text (SMS) messaging and/or messenger applications within an hour after discovering the incident before submitting this incident report. The initial report must contain verified information of the WHAT, WHO, WHEN, WHERE, WSHY, and HOW of the situation or incident.

I. DETAILS OF THE INCIDENT

Type of Incident:		<i>Check appropriate column</i>	Yes	No
Incident Reported by:		Have work been suspended?		
Incident Occurred at:		Have classes been suspended?		
Date & Time of Incident:		If yes, have classes resumed as of reporting this incident?		
		<i>Provide needed data</i>	Male	Female
		No. of Affected Learners		
		No. of Affected Personnel		
		No. of Evacuees sheltered at school		

Actions Taken:	
Recommendations:	



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Support/Assistance Needed:	
Agencies Notified:	

I. DATA ON DAMAGES

(Check and provide needed data on the appropriate column or indicate N/A for not applicable items)

Are there damages on the following?	Yes	No	To be determined	If yes, how many?
Instructional Classrooms				
Non-Instructional Classrooms				
Building				
Covered Court				
Other School Facilities <i>(enumerate below, use separate sheet if necessary)</i>				

Prepared by: <i>(Name and Signature)</i>	Checked and Noted by: <i>(Name and Signature)</i>
School DRRM Coordinator	School Head

Vetted by:

ETHYL KIMBERLY S. LABADAN
PDO II, DRRM

Division Engineer/STA