



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay
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**Office of the Schools Division
Superintendent**

February 11, 2026

Division Memorandum
No. 082, s. 2026

**IMPLEMENTATION OF THE DRRMS INCIDENT MANAGEMENT REPORTING SYSTEM
(IMRS) FOR REPORTING THE EFFECTS OF HAZARDS AND INCIDENT AND
REQUESTING RESPONSE INTERVENTION**

TO: Public Schools District Supervisor
Elementary and Secondary School Heads and Principals
Disaster Risk Reduction and Management Coordinators
All others concerned

1. In line with the DRRMS Advisory dated January 8, 2026 with the same title, **all school incidents including fire incidents, flooding, and other hazard-related occurrence** shall be reported to **the Incident Management Reporting System (IMRS)** within **eight (8) hours** of incident occurrence.
2. Assigned school personnel shall submit the report through the Incident Management Reporting System (IMRS). The IMRS is the new and official response mechanism as alternative to the temporary unavailability of the Rapid Assessment of Damages Report (RADaR) platform.
3. To access the reporting form, navigate to '**Operations - Reporting Platform**' thorough <https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms>.
4. The Incident Management Report (IMR) will be generated by the system and shall be the basis for validation, monitoring, response planning and fund augmentation.
5. This Memorandum hereby supersedes all previous Division issuances inconsistent herewith, particularly those pertaining to incident reporting mechanisms and timelines.
6. For guidance please see attached briefer while for queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
7. For strict compliance with, information, guidance of all concerned.

VIRGILIO P. BATAN JR, CESO V
Schools Division Superintendent

Encl.:
Annex A. IMRS Briefer

Reference: as stated
To be indicated in the Perpetual Index under the following subjects:
DRRMS
IMRS
ZS-DM-SGOD-SMN-DRRM-2026-01-049-0
EKBSL-20260211

For the Schools Division Superintendent

[Signature]
ATTY. CHRISTINE JOYCE S. PACO

Attorney II – Legal Officer
In Charge of Office *S.*



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Enclosure to DM ___ s. 2026 titled "IMPLEMENTATION OF THE DRRMS INCIDENT MANAGEMENT REPORTING SYSTEM (IMRS) FOR REPORTING THE EFFECTS OF HAZARDS AND INCIDENT AND REQUESTING RESPONSE INTERVENTION"

Annex A. IMRS Briefer

1

Reporter can access the IMRS through:



<https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms>
 or scan the QR Code below.



<https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms>

2

Make sure to use your active DepEd email address.



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3

Incident Management Report Details

Affected School or DepED Facility

DepEd School ID Number
Indicate the 6 Digit School ID Number
567890

Name of School or DepEd Facility *

Sample NHS

Region *

REGION IX (ZAMBOANGA)

Back Next Page 2 of 28 Clear form

Fill out the necessary details.

4

Event/Incident/Disaster

Event/Incident/Disaster Identification *

Fire

Date Time
01/09/2026 08:125

Date and Time of Occurrence *

Please input actual date and time of occurrence of the incident

Incident/Disaster Summary *

A concise narrative summary of the incident

Insert brief summary

Photo Documentation of the Incident/Disaster *

Please upload a clear, geotagged photo with time stamp of the effects of an incident/disaster. You may use the GPS Map Camera to capture the time and location.

Indicate the details of the incident.



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Photo Documentation of the Incident/Disaster *

Please upload a clear, geo-tagged photo with time stamp of the effects of an incident/disaster. You may use the GPS Map Camera to capture the time and location details. You can upload 5 photos.

received_139050... X

Add File

5

Use geo-tagged photos for the documentation, you may download apps suitable for your device.

3. Rapid Damage Assessment

Number of Classrooms with Minor Damage *

Indicate number of classrooms with Minor Damage. Examples include damaged windows, doors, partitions, and similar elements.

2

Number of Classrooms with Major Damage *

Indicate number of classrooms with Major Damage. Examples include damage to components (e.g. roofs, frames, posts, exterior walls, etc.)

0

Number of Totally Damaged Classrooms *

Indicate number of Totally damaged classrooms. This refers to damage severe enough to render a room unfit for instructional use, typically involving significant structural components of the building. This necessitates reconstruction or rehabilitation aimed at restoring the school building to its original or prior condition. It entails comprehensive repairs or overhauls of the entire building or significant sections thereof.

0

6

Indicate all damages on the Rapid Damage Assessment.



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https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms

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5. Actions Taken

Initial Actions Taken by the School Officials *

Indicate initial response actions of the school officials to the incident

Sample

6. Recommended Actions *

Indicate recommended interventions and resource augmentation requests from DepEd and other agencies

Sample

Are you requesting for Technical Assistance (TA) and/or Resource Augmentation?

Yes, Requesting for TA for Major Damage Repairs

7

Fill-out the actions taken by the school and TA/resources need for augmentation.

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https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms

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Name of Reporter *

Name of Reporter (DRRM Coord)

Reporter Position/Designation *

Sample Only: AO II

Mobile Contact Number *

09081234567

Name of Approver *

School Head

8

Make sure that indicated contact number is active.



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https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms

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Name of Approver *

School Head

Approver Position/Designation *

Principal/Head Teacher/TIC

Approver Email Address *

Schoolhead's@deped.gov.ph

Your School Division DRRM Coordinator Email Address *

drmm.zambosibugay@deped.gov.ph

Make sure that indicated email address and contact number is active.

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https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms

Your School Division DRRM Coordinator Email Address *

drmm.zambosibugay@deped.gov.ph

Your Regional Office DRRM Coordinator Email Address *

kathlenngrace.baguio@deped.gov.ph

A copy of your responses will be emailed to ethylkimberly.salut@deped.gov.ph.

Back Submit Page 28 of 28 Clear form

Never submit passwords through Google Forms.

This form was created outside of your domain. Contact form owner · Terms of Service · Privacy Policy

Does this form look suspicious? Report

Google Forms

Use this email address for Division and Regional DRRM Coordinator Email Address



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category:updates

Thanks for filling in this form: Incident Management Reporting System [Edit response](#)

Forms response receipts [Email receipts](#) [Import to Google Sheets](#)

Google Forms

Thanks for filling in this form: [Incident Management Reporting System](#)

Here's what was received.

[Edit response](#)

Incident Management Reporting System

An automated platform that records details about an unplanned or unexpected incident or disaster that disrupts normal school operations or creates a risk. It outlines the nature of the incident, its

Reply Forward

11

After clicking **Submit**, the reporter will receive a copy of his/her responses via email.

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https://www.gmail.com/yourmail

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is:starred

IMR esignature request re: Fire in 30332 DIPLAHAN NATIONAL HIGH SCHOOL, SDO Zamboanga REGION IX (ZAMBOANGA) on 05/01/2026 [Edit response](#)

noynics@gmail.com

Incident Management Report

May we request your esignature on the IMR Fire in 30332 DIPLAHAN NATIONAL HIGH SCHOOL, SDO Zamboanga Sibugay, REGION IX (ZAMBOANGA) on 05/01/2026.

[Review and sign](#)

One attachment · Scanned by Gmail · Add to Drive

Please be advised that the IMRS is a direct reporting system linked to and monitored by the Central Office; hence, only **verified and duly signed submissions are recognized as official reports**.

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The reporter and approver will receive the Incident Management Report (IMR) for review and virtual signature.



Incident reports will NOT be officially recorded by the system if the IMR is not properly verified and signed.



Republika ng Pilipinas
Department of Education

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

ADVISORY

FOR : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL, DIVISION, AND SCHOOL DRRM COORDINATORS**

FROM : **FELINO O. CASTRO V** *[Signature]*
Director IV

SUBJECT : **Implementation of the DRRMS Incident Management Reporting System (IMRS) for Reporting the Effects of Hazards and Incidents and Requesting Response Interventions**

DATE : January 8, 2026

This is to advise all concerned DepEd personnel to use the Incident Management Reporting System (IMRS) as the official platform for reporting incidents, including fire incidents, flooding, and other hazard-related occurrences that result in learning interruptions and infrastructural and non-infrastructural damages in schools. The introduction of this new response mechanism is due to technical issues currently affecting the Rapid Assessment of Damages Report (RADaR) platform, which is temporarily unavailable for use.

All incident management details on affected schools must be encoded in the IMRS within eight hours of incident occurrence. The IMRS shall auto-generate the report for online signing and approval by the reporter and approver prior to transmission to DRRMS. The signed IMR shall be the basis for validation, monitoring, response planning, and fund augmentation, including requests for related financial assistance. An audit trail has also been added to track all IMRs.

In view of this, Regional and Division DRRM Coordinators are requested to:

- Ensure the timely, complete, and accurate submission of incident reports in the IMRS immediately after the occurrence of any hazard-related incident affecting schools.
- Cascade the reporting protocols and tools to all School Heads and designated School DRRM Coordinators within their respective area of responsibility to ensure continuous, proper documentation and monitoring of all incidents and response interventions.
- Document all problems, issues, needs, concerns, and observations (PINCOs) encountered at the school level and email them to the DRRMS for review and resolution.

In addition, all School Heads (or the Officer-in-Charge) or the designated School DRRM Coordinators shall be the only DepEd personnel to access and utilize the reporting form using either the school's official email address or their individual DepEd email account.

The reporting form may be accessed through the DRRMS Virtual Operations Center at <https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms>.

From the homepage, navigate to "**Operations – Reporting Platforms**", then click on "**Fill Out Form**" to access the Google Form reporting tool.

For your guidance, a briefer on the use of the IMR is attached to this Advisory.

Should you have further questions or concerns, you may contact DRRMS through drrms@deped.gov.ph or at (02) 635-3764.

For information and compliance.