DEPARTMENT OF EDUCATION
DIVISION OF SARANGANI
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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

12 Oct 2026

DIVISION MEMORANDUM
No. **102**, s. 2026

GUIDELINES ON SCHOOL INCIDENT REPORTING FOR ISOLATED AND WIDESPREAD HAZARD-RELATED INCIDENTS IN THE SCHOOLS DIVISION OF SARANGANI

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads and Staff
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010; DepEd Order No. 21, s. 2015, entitled Disaster Risk Reduction and Management Coordination and Information Management Protocol; and DepEd Order No. 37, s. 2015, entitled The Comprehensive Disaster Risk Reduction and Management in Basic Education Framework, the Department of Education is mandated to strengthen disaster risk reduction and management mechanisms, institutionalize coordination and information management protocols, and ensure the timely and systematic reporting of hazards, incidents, and their effects on schools, learners, and personnel. In this regard, the Schools Division Office of Sarangani hereby establishes guidelines for the reporting of isolated and widespread hazard-related incidents to facilitate accurate information consolidation, timely response, appropriate intervention, and the protection of learners, personnel, and education facilities.

2. The implementation of the School Inicdent Reporting System is to establish a standardized and timely incident reporting mechanism for isolated and widespread hazard-related incidents affecting schools.

4. All School Heads and concerned personnel are hereby directed to use the appropriate incident reporting form based on the nature and extent of the incident. The Incident Report Form for Isolated Hazards shall be used for isolated incidents affecting an individual school and shall be accomplished and submitted within seventy-two (72) hours from the occurrence of the incident. Meanwhile, the Incident Management Reporting System (IMRS) shall be used for widespread incidents affecting multiple schools due to a common hazard, with incident details encoded within eight (8) hours from occurrence, in accordance with applicable DepEd DRRMS directives.

5. For clarifications and further information, please contact Mr. Marlon P. Agad at 094177754660.

8. For the information, guidance, and strict compliance of all concerned..

Digitally signed by
Frinal Nelyn Botes
Adobe Acrobat version:
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ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS
DRRM POLICY AND GUIDELINES

MPA/SGOD-DRRM/ - Guidelines on School Incident Reporting for Isolated and Widespread Hazard-Related Inicdents in the Schools Division of Sarangani.
0797/October 12, 2026

ENCLOSURE No. 1

A. **School Incident Report Form for Isolated Hazard**
(You may access the template through the link below)

Link: **https://bit.ly/SIRF_IsolatedHazard**

B. **Incident Management Reporting System (IMRS)**
(You may access the template through the link below)

Link: **https://bit.ly/IncidentManagementReportingSystem**

IMRS Approver:

Division DRRM: marlon.agad@deped.gov.ph

SDS: sarangani@deped.gov.ph

Region 12: agney.taruc@deped.gov.ph