



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 February 2025

**DIVISION MEMORANDUM**  
DM No. 173, s. 2024

**REITERATION OF THE SUBMISSION OF INCIDENT REPORT (IR) AND  
ADVANCED REPORT (AR)**

**To:** Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District/School Information Officers  
All Others Concerned

1. In compliance with Regional Memorandum No. 126, s. 2025, dated February 20, 2025, all field offices and schools are reminded to submit incident reports whenever the following incidents occur, especially within school premises:
  - a. physical, mental and sexual abuse allegations;
  - b. corruption allegations;
  - c. security, health and safety issues;
  - d. fatal accidents or accidents resulting to injuries;
  - e. Any negative reports regarding the DepEd or schools, or DepEd personnel on any social media platforms or news outlets;
  - f. Online reports and chatter about collection of school contribution; and
  - g. Other issue or matters that might cause a significant impact on the well-being of learners and DepEd personnel or in the operations of field offices and schools of the Department.
2. Incident reports must be submitted using the standard Incident Report Form, which can be downloaded here: <https://bit.ly/DepEd4AIncidentReportTemplate>. Reports should be on the official letterhead and submitted to [wilbert.porteza@deped.gov.ph](mailto:wilbert.porteza@deped.gov.ph)
3. Thereafter, the Incident Report shall be submitted by the Division Information Officer to the Regional Office through email at [pau.calabarzon@deped.gov.ph](mailto:pau.calabarzon@deped.gov.ph) the soonest possible, within the day when the incident happened.
4. Furthermore, the Division Information Officer is required to submit a spot or an Advanced Report through the Messenger account of the Regional Information Officer or through the email of Public Affairs Unit at [pau.calabarzon@deped.gov.ph](mailto:pau.calabarzon@deped.gov.ph) upon

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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(042) 784-0391, (042) 784-0321

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learning of the incident. An Advanced Report must also be submitted in case the official incident report is not yet available.

5. For inquiries, you may contact the Division Information Officer through 042 – 7840321 local 100.
6. Immediate dissemination of this Memorandum is highly desired.
7. For strict compliance.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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