



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BICOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS

20 AUG 2026

August 18, 2026

CIRL No.: 2026-08-424 14

DIVISION MEMORANDUM

No. 424, s. 2026

REITERATION OF THE DEPED ORDER NO. 6, S. 2026 AND REMINDERS ON SCHOOL SAFETY AND SECURITY MEASURES

To: Assistant Schools Division Superintendent
Chief ES - SGOD & CID
OIC-Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Private Schools and Community Learning Centers
All Others Concerned

1. Pursuant to DepEd Order No. 6, s. 2026 (DO 6, s. 2026), Guidelines on Ensuring a Safe and Motivating Learning Environment, and consistent with the Department's commitment to ensuring the safety, security, welfare, and protection of learners, teaching and non-teaching personnel, and other stakeholders, all public elementary & secondary schools, and community learning centers are hereby reminded to strictly and consistently implement necessary safety and security measures to prevent unnecessary safety-related incidents within the school premises.

2. All school heads should ensure the following measures are properly implemented:

a. strengthen the safety and security of all learners and school personnel by ensuring that all designated entry and exit points are properly secured, monitored, and controlled at all times. It aims to limit the ingress and egress of unauthorized persons without the knowledge of school authorities and to minimize the possibility of untoward incidents within the school premises.

b. activate and position security personnel at the designated entry and exit point, particularly during arrival, dismissal, and other periods when there is increased movement of learners and personnel;

c. conduct appropriate inspection of bags, belongings, vehicles, and other items entering the school premises in accordance with DO 6, s. 2026 and established school protocols. This shall ensure that any dangerous, unauthorized, or other items that may cause harm or disruption are not brought inside the school premises.

d. strictly implements visitor management procedures. All visitors shall present valid identification, state the purpose of their visit, be properly recorded, and be allowed access only to authorized areas and upon the knowledge or approval of the school head;

e. maintains heightened vigilance and prompt action to any suspicious activity, individual, vehicle, or item observed within or around the school premises;



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f. orient security personnel and other school personnel on their roles, responsibilities, procedures, and appropriate responses to safety and security concerns;

g. ensures the proper use and maintenance of CCTV systems and other security equipment.;

h. immediately reports and appropriately respond to safety or security incidents in accordance with established and applicable emergencies and referral protocols. Emergency hotlines must be posted in all the conspicuous areas;

i. strictly observes the prohibition and regulation of portable electronic devices during instructional hours, consistent with DO 6, s. 2026 and its applicable exceptions, to minimize distractions and maintain the integrity of the learning environment; and,

j. ensure that teachers and other personnel constantly check on the well-being and behavior of learners. Teachers are encouraged to maintain open communication with learners and remain attentive to signs of emotional distress, behavioral changes, conflict, bullying, or unresolved concerns. Appropriate psychosocial support, guidance, intervention, and referral shall be provided whenever necessary.

3. Likewise, all schools are reminded of the proper and immediate reporting of all Learner Rights and Protection (LRP) incidents following the protocol cited in the Division Memorandum No. 281, s. 2025. (see Annex 1)

4. All School Heads are expected to exercise constant supervision and leadership in the implementation of these measures.

5. For strict compliance.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

RECEIVED
20 AUG 2025

CTRL No.: 2025-08-281

August 14, 2025

DIVISION MEMORANDUM

No. 281, s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 00308, S. 2025
RE: SUBMISSION OF INCIDENT REPORTS TO THE DEPED REGIONAL OFFICE V**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
OIC-Public Schools Division Superintendents & Secondary Schools Lead Principal
Elementary and Secondary School Heads
Section Heads
All others concerned

1. In line with the directive to act promptly on all incidents involving learners and DepEd personnel, this Office hereby disseminate herein attached Regional Memorandum No. 00308, s. 2025 dated 03 March 2025 re: Submission of Incident Reports to the DepEd Regional Office V (Enclosure 1 hereof).
2. The said Regional Memorandum provides the guidelines, timeline, and required template for the prompt and proper reporting of incidents occurring within and outside school and DepEd office premises, during school and office-related activities, or involving learners, teachers, and other personnel.
3. In compliance with the above-cited Memorandum, all concerned are hereby directed to take note of and strictly adhere to its provisions regarding the submission of Initial Report/Situation Reports and Incident Reports.
4. In addition to the said provided guidelines, please take note that in cases of **bullying, abuse and other forms of violence**, herein attached Enclosure 2 shall be followed for initial/situation reporting. The Initial Report/Situation Reports shall be relayed/sent via text message or Facebook Messenger App by the school head or section head to the OIC-Legal Officer/Division Information Officer **within an hour** upon discovery or occurrence of the incident.
5. For instances other than bullying, abuse and other forms of violence, Enclosure 3 of RM 00308, s. 2025 shall be followed for Initial/Situation Reporting.
6. The actual Incident Report (Enclosure No. 2, RM 00308, s. 2025) shall be submitted **immediately or within 24 hours** from the occurrence or discovery of the incident to the Schools Division Office through the OIC-Legal Officer/Division Information Officer.
7. Alongside with the incident report, an Intervention Plan must also be submitted **within 48 hours** from the occurrence or discovery of the incident. Template is attached as Enclosure 3 to this memorandum.



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San Nicolas, Lungsod Iriga

(054) 884-5118

iriga.city@deped.gov.ph

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REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

8. Proper use and submission of the reports and intervention plan must strictly be followed.
9. All personnel tasked with preparing the Incident Report are reminded to treat all matters regarding the incident reported with the highest level of confidentiality to safeguard the welfare and privacy of the learners and all parties concerned.
10. All previous Memorandum and issuances inconsistent with this Memorandum are deemed superseded or amended accordingly.
11. For information, dissemination, and compliance.

MARIA-MAGNOLIA F. BRIOSO

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



San Nicolas, Lungsod Iriga
(054) 884-5118

MATATAG IRIGA
SCHOOL DIVISION OFFICE

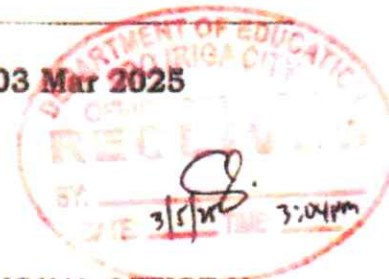


Republic of the Philippines
Department of Education
REGION V - BICOL



03 Mar 2025

REGIONAL MEMORANDUM
No. 0308 s. 2025



SUBMISSION OF INCIDENT REPORTS TO THE DEPED REGIONAL OFFICE V

To : ROV Chiefs of FD/Sections/Units
Schools Division Superintendents
Assistant Schools Division Superintendents
Division Information Officers
School Heads/ Principal
School Information Coordinators
All Others Concerned



1. To ensure that incidents are promptly acted upon by the concerned DepEd Personnel, this Office lays down the necessary guidelines on the preparation and submission of Incident Reports (see Enclosure 1), for uniformity purposes.
2. This is to streamline the current reporting systems and procedures relating to significant incidents within and outside the school and DepEd office premises; ensure that all incidents are given appropriate action by concerned offices; and enhance the risk and crisis management system in the Region.
3. All DepEd personnel in-charge of the Incident Report preparation are reminded to use the Incident Report Form (see Enclosure 2), as per Regional Memorandum dated December 27, 2022.
4. The Incident Report Form should be properly accomplished and signed by the designated/authorized personnel, duly indorsed by the Schools Division Superintendent. It **should not contain personal information of learners**; instead, aliases should be used.
5. The Schools Division Superintendent must ensure that the hard copy of the duly accomplished Incident Report shall be submitted to this Office, through its Records Section. For reports involving the implementation of DepEd's Child Protection Policy, the supporting documents/attachments and Annexes/Appendices as required by existing DepEd Orders, (such as but not limited to the intake sheets, intervention plan, etc.) as applicable, must likewise be submitted.

All offices and personnel who will be involved in the Incident Report preparation are reminded to handle learner rights and protection incidents with utmost confidentiality for the protection of both learners and teachers, in accordance with applicable existing DepEd Orders.



Republic of the Philippines
Department of Education
REGION V - BICOL

6. Effective March 2025, the e-copy in PDF of **all Incident Reports** shall be sent to the **official email of DepEd Region V** (region5@deped.gov.ph), **cc: ORD-Public Affairs Unit email** (pau.rov@deped.gov.ph). Incident Reports shall be submitted to this Office immediately or within 24 hours from the occurrence or discovery of the incident with the subject: **CONFIDENTIAL_IR_[IR CODE]_[SDO/SCHOOL]**.
7. Initial Report or Situation Reports (SitReps), otherwise known as *Advance Information for "FYT" purposes*, should be relayed by the Division Information Officer (DIO) through SMS or the Facebook Messenger App using the Initial Report/SitRep Format (see Enclosure 3) **within an hour** upon discovering the incident, if it will take a while preparing the formal Incident Report. The Initial Report shall be forwarded to the Regional Information Officer (RIO)/Public Affairs Unit (PAU) with verified information giving a clear picture of the *What, Who, When, Where, Why, and How* of a situation or an incident.
8. The duly designated Regional and Division Information Officers are tasked to receive the Incident Reports submitted unto the Regional Office and Schools Division Office, respectively. In case of a change of task designation, the concerned personnel must ensure proper turnover of data, along with its corresponding documents.
9. The RIO and all DIOs shall monitor the submission and compliance with this guidelines and extend necessary technical assistance in the accomplishment and reportorial requirements to this Office and the Central Office through the Public Affairs Service when necessary.
10. All Regional Memoranda and other regional issuances that are inconsistent with the provisions of these Guidelines are hereby modified, repealed, rescinded, or amended accordingly.
11. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
Regional Director

Encls: As stated
To be indicated in the Perpetual Index
under the following subjects:
INCIDENT REPORT SUBMISSION

ESSD-SPPS/mcgh/dsr
ORD-PAU/mmlj
ORD-Legal Unit/dgs
03/03/25

Nature of the Incident	Code	School Personnel in charge of the IR preparation	SDO Personnel- in-charge to receive the IR	RO Personnel-in- charge to receive the IR	Turn-around Time
Armed Conflict	AC	School Head/ DRRM Coordinator	SDO (DIO) cc: SDO/DRRM	RO (RIO) cc: ESSD/DRRM	Immediately
Cases of disease, outbreaks, and other health-related incidents needing immediate coordination and medical attention <i>(COVID-19, monkey pox, dengue, malaria, Foot and Mouth Disease, Food poisoning, etc.)</i>	HI	School Nurse, School Head	SDO (DIO) cc: SGOD/HNS	RO (RIO) cc: ESSD/HNS	Immediately
Damage to the School buildings, classrooms, facilities, and Properties	DS	Property Custodian and School Head	SDO (DIO) cc: SGOD/Physical Facilities Unit	RO (RIO) cc: ESSD/EPD/DRRM	Immediately
Death of a Learner/ Teacher/Personnel <i>(within the school or outside the school if it happened during a legitimate school activity)</i>	DL/DT /DP	School Head	SDO (DIO) cc: SGOD/LRPO	RO (RIO) cc: ESSD and/or LRPO, as applicable	Immediately
Earthquake and other disasters locally affecting learners and personnel	DI	DRRM Coordinator and School Head	SDO (DIO) cc: SGOD/DRRM	RO (RIO) cc: ESSD/LRPO	Immediately
Fire	FI	DRRM Coordinator, Property Custodian, and School Head	SDO (DIO) cc: SGOD/DRRM	RO (RIO) cc: ESSD/DRRM	Immediately

Gambling inside the school premises	GI	Guidance Counselor and School Head	SDO (DIO) cc: Legal Office	RO (RIO) cc: Legal Office	Immediately
Grave Administrative and Personnel Cases (reports of corruption allegations and/or cases)	GAC	School Head or Assistant School Head or the designated School Information Coordinator (SIC)	SDO (DIO) cc: Legal Office	RO (RIO) cc: Legal Office	Immediately
Incidents relating to Prohibited/Illegal Drugs or substance abuse	PD	School Head and Guidance Counselor	SDO (DIO) cc: Legal Office and SOOD/LRPO (if minors are involved)	RO (RIO) cc: ESSD/LRPO	Immediately
Intrusion/Trespassing within the school premises by strangers	TI	School Head	SDO (DIO) cc: Legal Office	RO (RIO) cc: Legal Office	Immediately
Learner Rights and Protection Incidents (this includes crimes or prohibited acts committed by learners)	LRPI	Guidance Counselor, Child Protection Focal Person, and School Head	SDO (DIO) cc: SOOD/LRPO	RO (RIO) cc: ESSD/LRPO	If Child Abuse - within 48 hours If Bullying Case - immediately If CAR and CICL - Immediately
Physical Injuries (other than as a result of Bullying or Child Abuse)	PI	School Head	SDO (DIO) cc: Legal Office	RO (RIO) cc: Legal Office	Immediately
Robbery	RB	Property Custodian and School Head	SDO (DIO) cc: SGOD/DRRM	RO (RIO) cc: ESSD/DRRM	Immediately
School Security and Safety (disturbance of peace inside the school, man-made incidents, attack on teachers, learners, and school personnel)	SS	School Head/ DRRM Coordinator	SDO (DIO) cc: SGOD/DRRM	RO (RIO) cc: ESSD/DRRM	Immediately

School Sites Issues	SSI	Property Custodian and School Head	SDO (DIO) cc: Legal Office	RO (RIO) cc: Legal Office	Immediately
Theft	TH	Property Custodian and School Head	SDO (DIO) cc: SGOD/DRRM	RO (RIO) cc: ESSD/DRRM	Immediately
Violation of No Collection Policy	NCP	School Head	SDO (DIO) cc: Legal Office	RO (RIO) cc: Legal Office	Immediately
Viral Issues and Concerns on Social Media <i>(any issue picked up by the national and local media with 200 shares and above on FB, Twitter, and Tiktok)</i>	VI	School Head	SDO (DIO)	RO (RIO)	Immediately
Other types of incidents <i>(not included in the list)</i>	OI	School Head	SDO (DIO)	RO (RIO)	Immediately

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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

INCIDENT REPORT

SDO: _____

School: _____

TYPE OF INCIDENT <i>(Specify the incident i.e vehicular incident, harassment, personnel affairs, armed conflict, bullying, child abuse, etc.)</i>	
DATE OF INCIDENT	
TIME OF INCIDENT	
PLACE/EXACT LOCATION OF INCIDENT	
PERSONS INVOLVED AND THEIR SPECIFIC PARTICIPATION <i>(Indicate full name, age, gender, position/designation/grade level. Involvement in the incident. Names of minors should be withheld; use of alias is suggested)</i>	
DESCRIPTION/DETAILS OF THE INCIDENT <i>(Describe/narrate how the incident happened, sustained figures, damages incurred, emotional state of the involved persons, and impact on the school/workplace/community)</i>	
ACTIONS TAKEN <i>(State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors)</i>	

FOLLOW UP RECOMMENDATIONS <i>(State suggestions that the other concerned DepEd Officials/Offices must consider or must do to respond to the situation fully)</i>	
PREPARED BY:	<i>Name/Position/Designation/Contact Number</i>
DATE PREPARED:	
RECEIVED AND REVIEWED BY:	<i>Name/Position/Designation/Contact Number</i>
DATE AND TIME RECEIVED	
NOTED BY	<i>Name/SDS/ASDS/Contact Number</i>



CONFIDENTIAL

Republic of the Philippines
Department of Education

LEARNER RIGHTS AND PROTECTION INTERVENTION PLAN

Schools Division Office: _____

School Head: _____

School: _____

School I.D. No.: _____

District: _____

Reported Incident: _____

LRP Case No.: _____

- | | |
|--|--|
| ☐ Bullying | ☐ Child Labor |
| ☐ Child Abuse | ☐ Suicide |
| ☐ CAR | ☐ Child Trafficking |
| ☐ CICL | ☐ OSAEC/CSAEM |
| ☐ Other Acts of Abuse
(Learner-to-Learner) | ☐ Corporal Punishment |

OBJECTIVES	INTERVENTION STRATEGY	TIME FRAME (Indicate the Start Date and Expected Duration)	PERSONS INVOLVED	RESOURCES NEEDED	EXPECTED OUTCOME

**add more rows as necessary*

Monitoring and Evaluation

Prepared by:

Name of School Head

Noted by:

SHARA LYN R. VARGAS
Project Development Officer

Approved by:

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555
region5@depd.gov.ph

Doc. Ref. Code	LRPIntPlan	Rev	00
Effectivity	09.10.24	Page	2 of 3



aaaa

Date: _____

ENCLOSURE: Sample of Intervention Plan for Bullying and Cyberbullying

PSYCHOSOCIAL INTERVENTION PROGRAM Six (6) Weeks Intervention Plan Individual/Group Counseling for the Bully, Bullied, and Bystanders					
OBJECTIVES	INTERVENTION STRATEGY	TIME FRAME (Indicate the Start Date and Expected Duration)	PERSONS INVOLVED (Recipient and Provider of Intervention)	RESOURCES NEEDED	EXPECTED OUTCOME
To build rapport with the clients To discuss the rules and procedures of the program	Counseling Session	2 sessions on the 1st week with 1 hour/session	Guidance Counselor Jose Dela Cruz, Grade 5 – Section Jane Reyes Grade 5 – Section	Facility for Counseling Session	Learner/s will be able to trust the counselor and understand the purpose of the program
To orient the learners about bullying and cyberbullying	Psychoeducation on bullying and Cybersafety	2 sessions on the 2nd week with 1 hour/session	Guidance Counselor Grade 5 – Section learners	Facility for Orientation	Understanding bullying and its impact on self and others
To develop a sense of control over her emotions and be able to face everyday challenges calmly and positively.	Mindfulness exercise-body scan	Can be done for 30 minutes every day before starting chores for 2 weeks	Guidance Counselor Jose Dela Cruz, Grade 5 – Section Jane Reyes Grade 5 – Section	Facility for Session	Increase feelings of empowerment over the situation.