



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

September 9, 2025

REGIONAL MEMORANDUM

No. 491, s. 2025

SUPPLEMENTAL INCIDENT REPORTING TEMPLATE FOR COMPLIANCE

TO: **Schools Division Superintendents**
This Region

1. To ensure that all initial incident reports are concise, clear, and easily comprehensible for the concerned stakeholders, a supplemental reporting template shall be utilized in the reporting of cases to the Central Office. The parts thereof are as follows:

- **Incident** – Brief description of the incident
- **Summary of Facts** – Concise facts-what happened, when, where, and who was affected
- **Source of News** – Origin of the information (e.g., school report, RO, SDO, LGU, media, Facebook post)
- **Recommendations/Ways Forward** – Key recommended actions or decisions

2. Please be advised that the **formal incident report**, prepared using the existing/previous template, shall still be submitted alongside the additional incident report.

3. For your information, reference, and guidance.


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Regional Office IX, C=PH
Date: 2025.09.09 22:00:11+08'00'
RUTH L. FUENTES, CESO III
Regional Director

ESSD/SRBA/lcse/RM
114/September 04, 2025