



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

19 December 2024

DIVISION MEMORANDUM
No. 548, s. 2024

DISSEMINATION OF THE LOCALIZED POLICY ON INCIDENT REPORTING, RESPONSE AND POST-EVALUATION

To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In line with our commitment to ensuring the safety and well-being of all learners, teaching, and non-teaching personnel within the Schools Division of Nueva Vizcaya, we are pleased to announce the implementation of the **"Policy on Incident Reporting, Response, and Post-Evaluation."** This policy establishes a structured process for reporting, validating, and addressing incidents to ensure a clear and systematic approach to incident management. Attached herewith is the Incident Report template.
2. For strict compliance, appropriate action and immediate dissemination.

Encl.: As stated

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



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POLICY ON INCIDENT REPORTING, RESPONSE AND POST-EVALUATION

A. RATIONALE

The Incident Reporting, Response and Post – Evaluation Policy is designed to establish a structured process for reporting, validating, and addressing incidents within the Schools Division of Nueva Vizcaya. This is essential in order to have a clear, systematic approach to managing incidents to ensure the safety and well-being of the learners, the Teaching and Non-Teaching Personnel. By implementing clear guidelines, this policy ensures accountability, timely responses, and compliance with legal and ethical standards.

B. OBJECTIVES

General Objectives

To provide a standardized framework for managing incidents in all public schools of the Schools Division of Nueva Vizcaya

Specifically, it shall:

1. Ensure timely submission and verification of incident reports.
2. Define roles and responsibilities for individuals involved in the reporting process.
3. Establish clear protocols for escalating incidents to appropriate offices.
4. Strengthen the organization's ability to address media inquiries and navigate legal considerations effectively
5. Promote continuous improvement and learning through post-incident evaluations.

C. SCOPE AND LIMITATION

This policy applies to all public schools under the jurisdiction of the Schools Division of Nueva Vizcaya, including the Alternative Learning System (ALS) learners, teaching, and non-teaching personnel. It shall cover all unexpected incidents or events with destructive or serious consequences that causes damage to life, school property and facilities, except large scale incidents which are captured in the Rapid Assessment of Damages Report (RADAR), that may affect the safety, security, and overall functioning of the school. However, this policy is limited to incidents that occur within the school premises or those directly involving school personnel and students during school-related activities. It does not cover incidents that fall outside the school's official jurisdiction or activities.

The following specific incidents are to be reported pursuant to this policy:

1. Fire
2. Flood
3. Landslide/Mudslide



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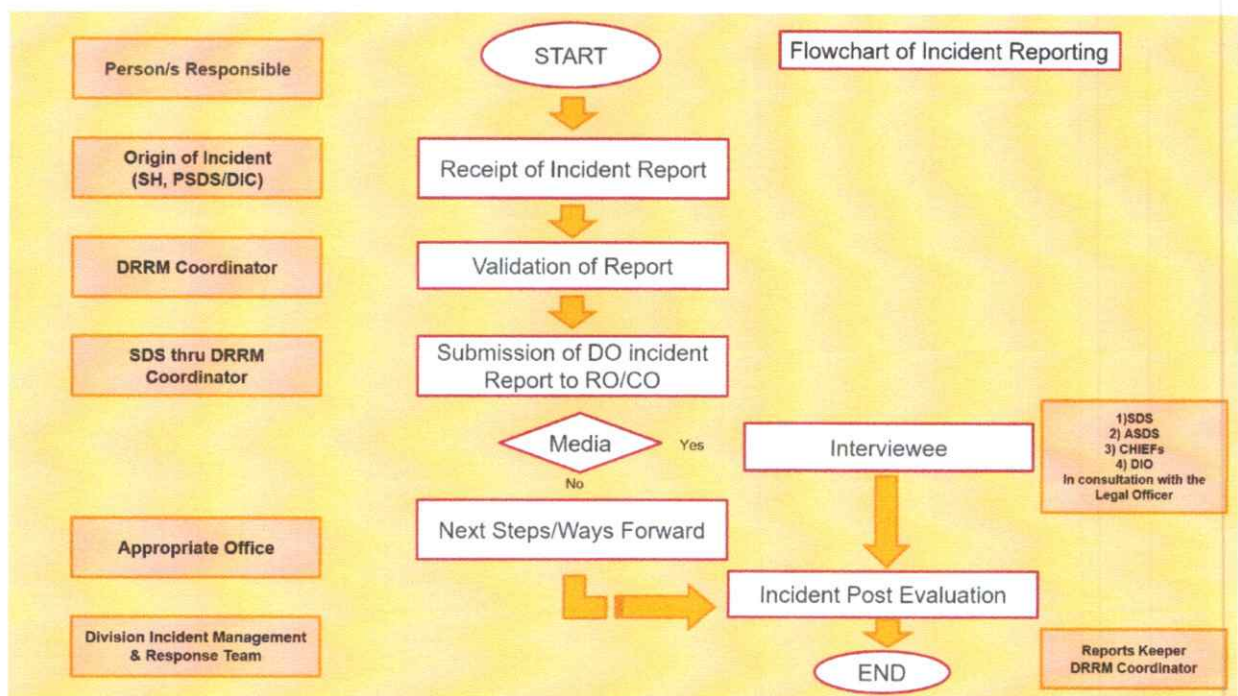


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4. Theft/Robbery
5. Physical Injury(to include rape and suicide cases)/ Food Poisoning requiring referral to a medical facility (RHU, Hospital)

By adhering to this policy, schools will be better equipped to manage incidents promptly and effectively, minimizing the potential impact on the learning environment and ensuring a safer school and learning centers for all.

D. POLICY FRAMEWORK & IMPLEMENTATION MECHANISM



This policy outlines a structured, step-by-step framework for implementation.

1. The responsibility of reporting the incident to the Division Office lies with the School Head (SH), with the report duly noted and endorsed by the Public Schools District Supervisor (PSDS) or the District In-Charge (DIC) of the area where the incident occurred.

2. The report is then validated by the Division DRRM Coordinator, who ensures accuracy and completeness based on gathered information from the incident's origin. Once validated, the Division DRRM Coordinator submits the finalized incident report to the Schools Division Superintendent then to the Regional Director for information and appropriate action.



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3. In the event of media intervention requiring an interview, the designated spokespersons of the office shall adhere to the following hierarchy: 1. Schools Division Superintendent (SDS), 2. Assistant Schools Division Superintendent (ASDS), 3. SGOD or CID Chiefs, 4. Division Information Officer (DIO). All interviews must be conducted in consultation with the Legal Officer to ensure the accuracy and appropriateness of statements.

4. In cases where interviews are not required, the identified courses of action shall be implemented immediately by the appropriate office. Following this, an incident post-evaluation will be conducted by the Division Incident Management and Response Team in coordination with the PSDS or DIC of the district where the incident originated.

All related reports and documentation shall be securely filed at the Records Office and/or with the Division DRRM Coordinator for future reference and accountability.

E. TERMS OF REFERENCE

To effectively manage and respond to incidents within the Schools Division of Nueva Vizcaya, ensuring the safety and well-being of all students and staff, the specified roles and responsibilities provide clear guidance and prevent any overlap. This ensures a coordinated and efficient response.

Person/s Responsible	Roles and Responsibilities
Schools Division Superintendent (SDS)	Role: Incident Overseer Responsibilities: <ul style="list-style-type: none">• Review and approve validated incident reports.• Act as the primary spokesperson for media inquiries.• Ensure all actions taken are in compliance with legal and ethical standards.
Assistant Schools Division Superintendent (ASDS)	Role: Incident Support Responsibilities: <ul style="list-style-type: none">• Assist the SDS in overseeing incident management.• Act as a secondary spokesperson for media inquiries.• Support the implementation of post-incident evaluations.



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School Governance and Operations Division (SGOD) or Curriculum Implementation Division (CID) Chiefs	Role: Incident Advisors Responsibilities: <ul style="list-style-type: none"> • Provide expert advice and support during incident management. • Act as tertiary spokespersons for media inquiries. • Assist in the coordination of post-incident evaluations.
Office Legal Officer	Role: Legal Consultant Responsibilities: <ul style="list-style-type: none"> • Review all incident reports and media statements to ensure legal compliance. • Provide legal advice and guidance during the incident management process. • Ensure that all communications and actions adhere to legal and ethical standards. • Consult with the SDS, ASDS, and DIO on media interactions to ensure the accuracy and appropriateness of statements.
Division Information Officer (DIO)	Role: Media Liaison Responsibilities: <ul style="list-style-type: none"> • Coordinate media communications in consultation with the Legal Officer. • Ensure the accuracy and appropriateness of statements made to the media. • Support the SDS and ASDS in media interactions.
School Head (SH)	Role: Incident Coordinator Responsibilities: <ul style="list-style-type: none"> • Report incidents to the Division Office. • Ensure reports are noted and endorsed by the PSDS/DIC. • Oversee the initial response and documentation of the incident. • Coordinate with the Division DRRM Coordinator for report validation.
Public Schools District Supervisor (PSDS) / District In-Charge (DIC)	Role: Incident Endorser Responsibilities: <ul style="list-style-type: none"> • Review and endorse incident reports submitted by the School Head.



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	<ul style="list-style-type: none"> • Provide support and guidance to the School Head during the incident management process. • Coordinate with the Division Incident Management and Response Team for post-evaluation.
Division DRRM Coordinator	<p>Role: Incident Validator</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Validate the accuracy and completeness of incident reports. • Gather additional information as needed from the incident's origin. • Submit finalized incident reports to the Schools Division Superintendent and Regional Director. • Maintain records of all incident reports and related documentation and provide a copy thereof to the records office.
<p>Division Incident Management and Response Team</p> <p>Lead: ASDS</p> <p>Members:</p> <p>Chief SGOD Chief CID Legal Officer III Senior Education Program Specialist – School Management Monitoring and Evaluation (SMME) Medical Officer III Administrative Officer V - Admin Project Development Officer – II/Disaster Risk Reduction and Management (DRRM) Coordinator</p>	<p>Role: Post-Evaluation Team</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Conduct post-evaluation of incidents in coordination with the PSDS/DIC. • Analyze the incident response and identify areas for improvement. • Prepare a post-evaluation report with recommendations for future actions. • Ensure that lessons learned are documented and shared with relevant stakeholders.

F. COMMUNICATION PLAN

To maintain consistency in disseminating the policy, it will be shared during management committee meetings and through the issuance of a memorandum to the field to ensure widespread awareness. Regular awareness campaigns will be carried out to enhance understanding and encourage compliance. Furthermore, the plan emphasizes fostering an open and supportive culture that encourages incident reporting without fear of reprisal, thereby upholding transparency and accountability across all levels.



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G. MONITORING AND EVALUATION

To ensure the policy's compliance and effectiveness, incident records will be regularly reviewed to identify emerging trends. Periodic audits of the reporting process will also be conducted to confirm adherence to the policy and address any gaps identified.

H. EFFECTIVITY

This policy shall take effect immediately upon approval of the Schools Division Superintendent through the issuance of a Division Memorandum.



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Date: _____

INCIDENT REPORT

WHAT: (Provide the name of the incident.)	
WHEN: (Specify the date(s) and exact time when the incident occurred)	
WHO: (Identify the affected individuals or population)	
INCIDENT DETAILS: (Detail the relevant information that led to the incident or attach the report from the relevant agency/agencies, including the impact of the incident on the affected learners or personnel.)	
IMMEDIATE ACTIONS TAKEN by the SCHOOL: (Describe the actions taken by the school in response to the incident.)	
NEXT STEPS and WAYS FORWARD: (Outline the next steps and future actions to be taken.)	

Note: Ensure that the necessary reports from relevant agencies are attached

Prepared By: _____

Noted By: _____

(School Head)

(PSDS/DIC)



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