



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY


October 3, 2022

DIVISION MEMORANDUM
NO. _____ 428 _____, s. 2022

**REPORTING OF SIGNIFICANT LOCAL INCIDENTS TO THE PUBLIC AFFAIRS
SERVICE AND AUTHORIZATION OF ACCEPTANCE
OF LOCAL MEDIA ENGAGEMENTS**

To: **OIC, Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Administrative Officer V
Education Program Supervisors
Section Heads
Public Elementary and Secondary School Heads
All Others Concerned**
This Division

1. In connection with the attached Regional Memorandum No. 600, s. 2022 and Memorandum from the Office of Undersecretary and Chief of Staff, this Office instructs the Division Information Officer to regularly and consistently submit reports of significant local incidents to the Public Affairs Service (PAS).
2. To facilitate the easy submission of the DIO to the Regional Information Officer (RIO) and PAS, the School Information Coordinators (SICs) in coordination with the School Disaster Risk Reduction and Management (SDRRM) Coordinators are directed to consistently and regularly submit significant local incidents based on its nature.
3. This issuance aims to ensure accurate reporting, acknowledging, and archiving of issues happening on the ground.
4. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols in the conduct of this activity. Thereby ensuring that there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity and political affiliation.
5. Immediate dissemination of and strict compliance with this Memorandum is required.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

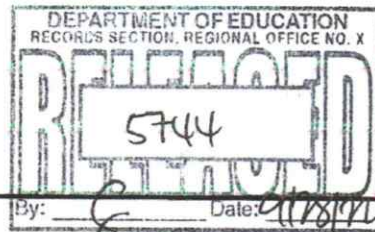
To be indicated in the Perpetual Index
Under the following subjects:

PAS LOCAL INCIDENTS LOCAL MEDIA ENGAGEMENTS
OASDS/DLL





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



September 23, 2022

REGIONAL MEMORANDUM
No. 600, s. 2022

REPORTING OF SIGNIFICANT LOCAL INCIDENTS TO THE PUBLIC AFFAIRS
SERVICE AND AUTHORIZATION OF ACCEPTANCE
OF LOCAL MEDIA ENGAGEMENTS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This issuance refers to the **Unnumbered Memorandum** titled **Reporting of Significant Local Incidents to the Public Affairs Service and Authorization of Acceptance of Local Media Engagements**, which instructs all Regional Information Officers (RIOs) and Division Information Officers (DIOs) of the Department of Education (DepEd) to regularly and consistently submit reports of significant local incidents to the Public Affairs Service (PAS).
2. This issuance aims to ensure accurate reporting, acknowledging, and archiving of issues happening on the ground.
3. Attached is the Memorandum for the complete details.
4. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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

PAS LOCAL INCIDENTS LOCAL MEDIA ENGAGEMENTS

ORD-PAU/Fath



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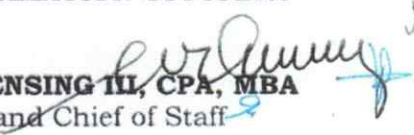


Republic of the Philippines
Department of Education

MEMORANDUM

FOR : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

ATTN : **REGIONAL INFORMATION OFFICERS
DIVISION INFORMATION OFFICERS**

FROM : **EPIMACO V. DENISING III, CPA, MBA** 
Undersecretary and Chief of Staff

SUBJECT : **REPORTING OF SIGNIFICANT LOCAL INCIDENTS TO THE
PUBLIC AFFAIRS SERVICE AND AUTHORIZATION OF
ACCEPTANCE OF LOCAL MEDIA ENGAGEMENTS**

DATE : 13 September 2022

To ensure accurate reporting, acknowledging, and archiving of issues happening on the ground, all Regional (RIOs) and Division Information Officers (DIOs) of the Department of Education (DepEd) is instructed to regularly and consistently submit reports of significant local incidents to the Public Affairs Service (PAS).

Significant local incidents include:

1. Natural and Man-made Calamities

- a. Reports on casualties and damages sustained by DepEd infrastructures
- b. Reports on class cancellations and other announcements from LGUs

2. Grave administrative and personnel cases

- a. Reports on sexual harassment
- b. Reports on corruption
- c. Reports on physical and mental abuse

3. Security, health, and safety issues

- a. Reports on health-related outbreaks (ex. COVID-19, Monkeypox, Dengue, Malaria)
- b. Reports on disturbance of peace inside schools

4. Viral issues and concerns

- a. Any issue picked up by national and regional media with 200 shares above on Facebook, Twitter, and/or TikTok



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Republic of the Philippines
Department of Education

The incident report should include the following:

- Region/ Schools Division Office/school where the incident occurred
- Date and time of the incident
- Type of incident
- Focal person and their contact information
- Major points of the incident
- Ways forward

The concerned information officers shall submit an initial report as soon as possible through the **RIO/DIO Facebook Messenger group** to ensure the quick flow of information. Official and follow-up reports may then be sent to pas.mediarelations@deped.gov.ph (kindly indicate the Region/SDO and the type of incident in the email subject).

Additionally, RIOs and DIOs are allowed to accept interview requests from local media outlets in their respective regions and divisions. **However, interview invitations from national media outfits shall only be accepted upon the instruction and consent of the Spokesperson.**

To communicate media invitations and for further information, your staff may contact **Ms. Erika Antonio** of PAS – Communications Division through email at ma.antonio001@deped.gov.ph or Viber/SMS at +63926-462-0868.

For your guidance and strict compliance.

Thank you.



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