



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City

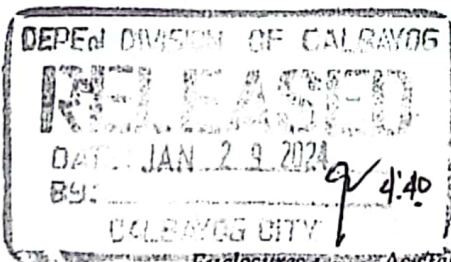
January 29, 2024

**REITERATION OF INCIDENT REPORTING
 INVOLVING VIOLENCE IN SCHOOLS**

DIVISION MEMORANDUM
 No. OSI, s. 2024

Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary & Secondary School Heads
 All Others Concerned

1. Attached hereto is Memorandum PAS-OD-2024-003 dated January 12, 2024 by the Public Affairs Unit, all school heads are hereby reminded to provide **incident reports consistently** to the office of the Legal Officer or through the Division Information Officer on incidents involving violence, safety, health, security and other similar cases occurring in the field offices and schools.
2. All concerned are directed to refer to the said memorandum for the specific cases and/or report required. Attached also is the standard template for the Incident Report Form.
3. Immediate and wide dissemination of this memorandum is desired.



M. A. Cadayona, Jr.
MARGARITO A. CADAYONA, JR., PhD., CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Enclosures: As stated

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

| | | |
|------------------------|--|-------------------------------------|
| School Administrators | Education Program Supervisors | Public Schools District Supervisors |
| Unit Heads | Curriculum Implementation Division | Division Information Officer |
| Public Affairs Service | Schools Governance & Operations Division | |
| Legal Services Unit | | |