



Republic of the Philippines
Department of Education

REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE

DEPED LANA O DEL NORTE		
RECORDS SECTION CONTROL NO.		
RELEASED		
08 JUL 2026	3:45	BY
DATE	TIME	BY

July 7, 2026

DIVISION MEMORANDUM
No. 343, s. 2026

**IMPLEMENTATION OF THE INCIDENT REPORTING SYSTEM FOR
REPORTING THE EFFECTS OF HAZARDS AND INCIDENTS AND
REQUESTING RESPONSE INTERVENTIONS**

To: Assistant Schools Division Superintendent
Division Office Personnel
Public Schools District Supervisors and Coordinating Principals
Public Elementary and Secondary School Heads
All Teaching and Nonteaching Personnel
All Others Concerned

1. Relative to the Advisory from the Director IV of the Disaster Risk Reduction and Management Services (DRRMS), Director Felino O. Castro V, this Office hereby announces the migration of usage from the **Rapid Assessment of Damages Report (RADaR)** to the **Incident Management Reporting System (IMRS)** in the reporting of impacts of hazards and incidents to learners, teaching and non-teaching personnel, schools, learning resources, ICT equipment and other educational assets, among others.
2. Submission of incident reports shall be through the DRRMS Virtual Emergency Operations Center official microsite at:

<https://sites.google/depd.gov.ph/drrms/operations/reporting-platforms>
3. For relevant queries, please contact our Division DRRM Coordinator at 0946-075-8698 or email us at drrm.depdlanaodelnorte@gmail.com.
4. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Reference: Executive Order No. 29, s. 2017

To be indicated in the Perpetual Index under the following subjects:
REPORTING INCIDENT MANAGEMENT REPORTING SYSTEM

SCHOOLS



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
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Department of Education

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

ADVISORY

FOR : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL, DIVISION, AND SCHOOL DRRM COORDINATORS**

FROM : **FELINO O. CASTRO V** *[Signature]*
Director IV

SUBJECT : **Implementation of the DRRMS Incident Management Reporting System (IMRS) for Reporting the Effects of Hazards and Incidents and Requesting Response Interventions**

DATE : January 8, 2026

This is to advise all concerned DepEd personnel to use the Incident Management Reporting System (IMRS) as the official platform for reporting incidents, including fire incidents, flooding, and other hazard-related occurrences that result in learning interruptions and infrastructural and non-infrastructural damages in schools. The introduction of this new response mechanism is due to technical issues currently affecting the Rapid Assessment of Damages Report (RADaR) platform, which is temporarily unavailable for use.

All incident management details on affected schools must be encoded in the IMRS within eight hours of incident occurrence. The IMRS shall auto-generate the report for online signing and approval by the reporter and approver prior to transmission to DRRMS. The signed IMR shall be the basis for validation, monitoring, response planning, and fund augmentation, including requests for related financial assistance. An audit trail has also been added to track all IMRs.

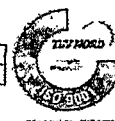
In view of this, Regional and Division DRRM Coordinators are requested to:

- Ensure the timely, complete, and accurate submission of incident reports in the IMRS immediately after the occurrence of any hazard-related incident affecting schools.
- Cascade the reporting protocols and tools to all School Heads and designated School DRRM Coordinators within their respective area of responsibility to ensure continuous, proper documentation and monitoring of all incidents and response interventions.
- Document all problems, issues, needs, concerns, and observations (PINCOs) encountered at the school level and email them to the DRRMS for review and resolution.



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In addition, all School Heads (or the Officer-in-Charge) or the designated School DRRM Coordinators shall be the only DepEd personnel to access and utilize the reporting form using either the school's official email address or their individual DepEd email account.

The reporting form may be accessed through the DRRMS Virtual Operations Center at <https://sites.google.com/depd.gov.ph/drrms/operations/reporting-platforms>.

From the homepage, navigate to **"Operations – Reporting Platforms"**, then click on **"Fill Out Form"** to access the Google Form reporting tool.

For your guidance, a briefer on the use of the IMR is attached to this Advisory.

Should you have further questions or concerns, you may contact DRRMS through drrms@depd.gov.ph or at (02) 635-3764.

For information and compliance.



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