



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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