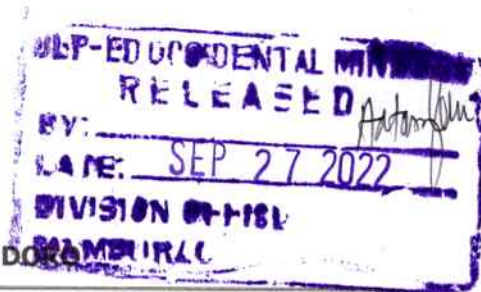




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division  
Superintendent

September 27, 2022

**DIVISION MEMORANDUM**  
No. 000350, s. 2022

**REPORTING OF SIGNIFICANT LOCAL INCIDENTS TO THE SDO  
and AUTHORIZATION OF ACCEPTANCE OF LOCAL MEDIA ENGAGEMENTS**

To : OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the Unnumbered Regional Memorandum re **Reporting of Significant Local Incidents to the Public Affairs Service and Authorization of Acceptance of Local Media Engagements**, all School Information Coordinators (SICs) are instructed to submit reports of significant local incidents regularly and consistently to this Office.
2. Any occurrences that may have the tendency to be viral and picked up by local and national media (Significant Local Incidents) should be immediately reported to this Office for appropriate action.
3. Significant Local Incidents may include, but are not limited to the following:
  - a. **Natural and Man-made Calamities** - report on casualties and damages sustained by DepEd infrastructures and resources
  - b. **Grave administrative and personnel cases** - report on sexual harassment, corruption, physical and mental abuse, etc. concurred and cleared for reporting by the Legal officer
  - c. **Security, health, and safety issues** - report on health-related outbreaks, e.g. COVID-19, monkeypox, dengue, malaria, etc. and report on disturbance of peace inside the schools
  - d. **Viral issues and concerns** - any issue involving learners, DepEd teaching and non-teaching personnel, and DepEd officials picked up by national, regional, and local media with 200 shares and above on Facebook, Twitter and/or Tiktok.
4. All schools through the **School Information Coordinators** (SICs) are expected to submit Incident Reports that have complete, verified, and true information to avoid confusion in the DepEd Central Office.

cid/mqtb



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1840/0929-630-1538  
✉ occidental.mindoro@deped.gov.ph  
📘 DepEd Tayo Occidental Mindoro

5. In addition, as a matter of protocol, should there be any interview requests from national media, it shall only be accepted upon the instruction and consent of the Schools Division Superintendent.
6. For queries and clarifications, please contact Dr. Mary Queen T. Bernardo, Education Program Supervisor/Division Information Officer at 0929-630-1546.
7. For information and strict compliance.



**LYNN G. MENDOZA, EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: As Stated

Reference: Unnumbered Regional Memorandum dated September 19, 2022

To be indicated in the Perpetual Index

under the following subjects:

AUTHORIZATION

SCHOOL INFORMATION COORDINATORS

SIGNIFICANT LOCAL INCIDENTS

NATIONAL MEDIA