



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **024**, s. 2026

13 JAN 2026

**USE OF THE INCIDENT MANAGEMENT REPORTING SYSTEM (IMRS) AS THE
OFFICIAL REPORTING PLATFORM FOR HAZARD-RELATED INCIDENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
All Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to Disaster Risk Reduction and Management Service (DRRMS) Advisory dated January 8, 2026, this Office advises all concerned personnel to use the Incident Management Reporting System (IMRS) as the official platform for reporting incidents such as fire, flooding, and other hazards causing learning interruptions or school damages. This transition is due to technical issues currently affecting the Rapid Assessment of Damages Report (RADaR) platform, which is temporarily unavailable.
2. All incident details must be encoded in the IMRS within eight (8) hours of occurrence, after which the system will auto-generate a report for online signing and approval. The signed Incident Management Report (IMR) shall be the official basis for validation, response planning, and fund augmentation, supported by a new audit trail for tracking submissions.
3. School Heads/DRRM Coordinators are directed to ensure the timely and accurate submission of reports, cascade reporting protocols to all relevant personnel, and document all problems, issues, needs, concerns, and observations (PINCOs) for submission to the DRRMS via email.
4. Access to the reporting form is limited to School Heads, Officers-in-Charge, or designated School DRRM Coordinators using their official DepEd email accounts. The platform is accessible through the DRRMS Virtual Operations Center at <https://sites.google.com/depd.gov.ph/drrms/operations/reporting-platforms>.
5. For further guidance, please refer to the attached IMR Briefer or contact the DRRMS at drrms@depd.gov.ph or (02) 635-3764. Immediate dissemination of and strict compliance with this Memorandum is desired.
5. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.:
Reference: as stated
To be included in the Perpetual Index
under the following subject:

SAFETY EDUCATION

SGOD/rag/DRRM_IMRS
2600421 26002/January 12, 2026



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DISASTER RISK REDUCTION AND MANAGEMENT SERVICE



ADVISORY

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

FROM :  **FELINO O. CASTRO V**
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.

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/deped.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@deped.gov.ph or at (02) 635-3764.

For information and compliance.