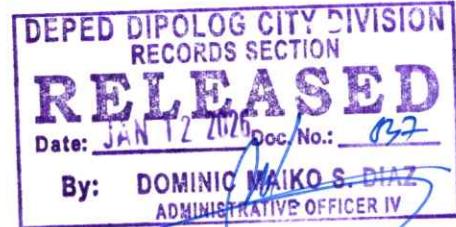




Republic of the Philippines
Department of Education
Region IX - Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



January 9, 2026

DIVISION MEMORANDUM

No. 012, s. 2026

**IMPLEMENTATION OF THE DRRMS INCIDENT MANAGEMENT REPORTING SYSTEM
(IMRS) FOR REPORTING THE EFFECTS OF HAZARDS AND INCIDENTS AND
REQUESTING RESPONSE INTERVENTIONS**

To: School Heads
School DRRM Coordinators/Alternate SDRRMCs
School DRRM Teams
All Others Concerned Division DRRMS Team
All Others Concerned

1. This Division Memorandum is issued to advise all concerned DepEd personnel on the implementation and utilization of 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.
2. 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.
3. 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.
4. In view of this, School DRRM Coordinators and their alternates are hereby directed to:
 - a. Ensure the timely, complete, and accurate submission of incident reports in the IMRS immediately after the occurrence of any hazard-related incident affecting their respective schools, within eight (8) hours of incident occurrence.
 - b. Coordinate with the School Head or Officer-in-Charge to ensure proper documentation and reporting of all incidents and response interventions.
 - c. Familiarize themselves with the IMRS reporting protocols and tools to ensure continuous and proper documentation and monitoring of all incidents.
 - d. Document all problems, issues, needs, concerns, and observations (PINCOs) encountered at the school level during and after incidents for inclusion in the IMRS report.
 - e. Monitor the status of submitted reports and follow up on response interventions and financial assistance requests as needed.
5. 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.



Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd - Schools Division of Dipolog City

6. The reporting form may be accessed through the **DRRMS Virtual Operations Center** at: <https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms>
7. From the homepage, navigate to "**Operations – Reporting Platforms**", then click on "**Fill Out Form**" to access the Google Form reporting tool.
8. For your guidance, kindly check the briefer video thru this link: <https://tinyurl.com/IMRSBriefer2026>
9. For questions and/or clarifications, you may contact the **DIVISION DRRM COORDINATOR**, Mr. Christian James S. Paco at **[09614615305]** or email drrm.dipolog@deped.gov.ph
10. Immediate and widest dissemination of this Memorandum is desired.



MA. LIZA R. TABILON EdD., CESO V
Schools Division Superintendent

Encl.: Briefer on the Use of IMR
Reference: Advisory from Felino O. Castro V, Director IV, dated January 8, 2026

To be indicated in the Perpetual Index under the following subjects:
DRRM | INCIDENT MANAGEMENT | REPORTING SYSTEM | IMRS | HAZARDS | EMERGENCY RESPONSE | DISASTER REPORTING

CJSP/20260109-DM IMRS IMPLEMENTATION 2026

