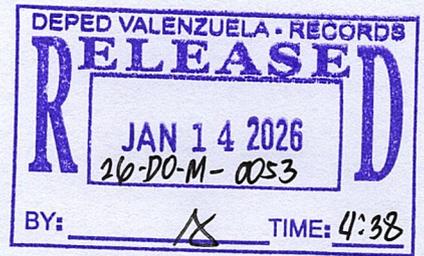


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0046, s. 2026

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

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Others Concerned

1. For the information and guidance of all concerned, attached is **Regional Memorandum No. 019, s. 2026**, dated January 12, 2026, from **Jocelyn DR. Andaya**, Regional Director, NCR and Concurrent OIC–Office of the Assistant Secretary for Operations, mandating the use of the Incident Management Reporting System (IMRS) as the official platform for reporting all incidents, emergencies, and disaster-related events affecting schools and offices within the National Capital Region, for appropriate action.
2. Particular attention is directed to paragraph nos. 2, 3, 4, and 5, for reference.
3. For further information or clarification, please coordinate with the Disaster Risk Reduction and Management Service (DRRMS) via email at drarms@deped.gov.ph or by telephone at (02) 635-3764.
4. Immediate dissemination and compliance with this memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: as stated
Reference: RM No. 019, s. 2026
To be indicated in the Perpetual Index
under the following subjects:

DRRMS Incident Management Reporting System (IMRS)

ASB/SGOD January 14, 2026

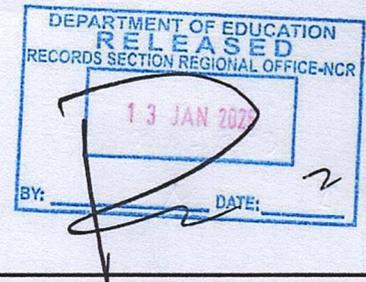


Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 12, 2026

REGIONAL MEMORANDUM

No. 019, s. 2026

To: Schools Division Superintendents
Chiefs of Functional Divisions
Schools Division DRRM Coordinators
All Others Concerned

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

In reference to the Advisory entitled "Implementation of the DRRMS Incident Management Reporting System (IMRS) for Reporting the Effects of Hazards and Incidents and Requesting Response Interventions" dated January 8, 2025, this Office hereby reiterates the mandatory use of the Incident Management Reporting System (IMRS) as the official and primary platform for reporting all incidents, emergencies, and disaster-related events affecting schools and offices within the National Capital Region.

Accordingly, the following guidelines shall be strictly observed:

1. All incident management details involving affected schools shall be encoded in the IMRS within eight (8) hours from the time of incident occurrence.
2. The IMRS shall automatically generate the incident report for online review, signing, and approval by the designated reporter and approver prior to its transmission to the DRRMS.
3. In view thereof, Regional and Schools Division DRRM Coordinators are hereby directed to:
 - a. Ensure the timely, complete, and accurate submission of all hazard- and incident-related reports through the IMRS immediately after occurrence;
 - b. Cascade the prescribed reporting protocols and tools to all School Heads and designated School DRRM Coordinators within their respective areas of responsibility to ensure continuous, proper documentation and monitoring of incidents and corresponding response interventions; and
 - c. Document and consolidate all problems, issues, needs, concerns, and observations (PINCOs) encountered at the school level and formally endorse the same to the DRRMS for appropriate review and action.



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



4. The IMRS reporting form may be accessed through the DRRMS Virtual Operations Center via:

<https://sites.google.com/depd.gov.ph/drrms/operations/reporting-platforms>

5. For further inquiries, you may contact the DRRMS through drrms@depd.gov.ph or at (02) 635-3764.
6. Immediate and wide dissemination of this Memorandum is hereby enjoined.

JOCELYN DR. ANDAYA 
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations

pbl/essd



Address: 6 Misamis St., Bago Bantay, Quezon City
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