Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

January 28, 2026

DIVISION MEMORANDUM
No. 066 , s. 2026

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

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Office, through the School Governance and Operations Division (SGOD)–Disaster Risk Reduction and Management (DRRM) Unit, reiterates the released advisory dated January 8, 2026 re: Implementation of the DRRMS Incident Management Reporting System (IMRS) for Reporting the Effects of Hazards and Incidents and Requesting Response Interventions.

2. Below is the Incident Management Reporting System (IMRS) link: **https://shorturl.at/FkKyz.**

3. An online orientation will be conducted on February 6, 2026, 1:00pm-3:00pm via MS Teams through this link: https://shorturl.at/52dqU. **All school heads** are required to attend the said orientation.

4. The following information shall be used in accomplishing the IMRS:
   - Approver: School Head
   - Division DRRM Coordinator's Email: paula.meneses@deped.gov.ph
   - Regional DRRM Coordinator's Email: albert.manlutac@deped.gov.ph

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

5. This is to advise all concerned personnel to use the 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 the technical issues currently affecting the Rapid Assessment of Damages Report (RADAR) platform, which is temporary unavailable for use.

6. 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 IMRS 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.

7. In view of this, the Division DRRM Unit shall:

    a. Ensure the timely, complete, and accurate submission of incident reports in the IMRS immediately after the occurrence of any hazard-related incident affecting schools.

    b. 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.

    c. Document all problems, issues, needs, concerns, and observations (PINCOs) encountered at the school level and email them to the DRRMS for review and resolution.

8. 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.

9. Attached herewith is the advisory re: Implementation of the DRRMS Incident Management Reporting System (IMRS) for Reporting the Effects of Hazards and Incidents and Requesting Response Interventions.

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Republika ng Pilipinas

Department of Education

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

For information and compliance.

DRRMS Briefer on DRRM Rapid Data Collection

At present, the DepEd Disaster Risk Reduction and Management Services (DRRMS) Operations Center employs multimodal Information and Communication Technologies (ICTs) to effectively capture, process, and report data concerning multi-hazard risks, disasters, and incidents within a specified timeframe.

Reports are consolidated and made available online through the DRRMS virtual operations center portal (http://drrms.deped.gov.ph), comprising incident management reports, situation reports, and preparedness-for-response reports.

Data Collection Sources

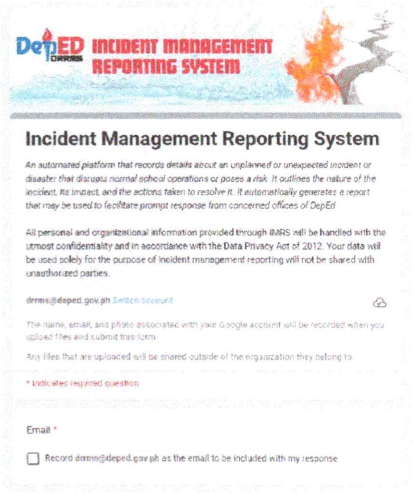
Information is gathered from various stakeholders including:

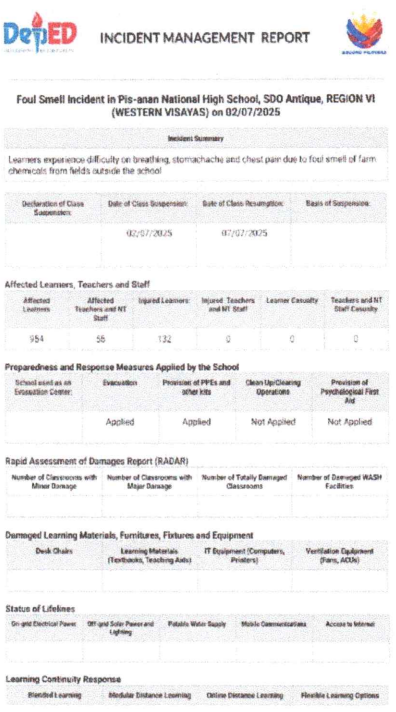
- DepEd DRRM Coordinators from Schools, Divisions, and Regions
- Government Agencies engaged in Disaster Preparedness and Response
- Scientific Institutions specializing in Hazard Early Warning
  Additionally, the DRRMS Operations Center consults existing DepEd Exposure Datasets. The collected data encompasses:
- Information on multiple hazards (e.g., earthquakes, floods, typhoons)
- Exposure to hazards and vulnerabilities (e.g., school hazard risk, school population, infrastructure status, and services)
- Current disaster preparedness for response and learning continuity capacities.

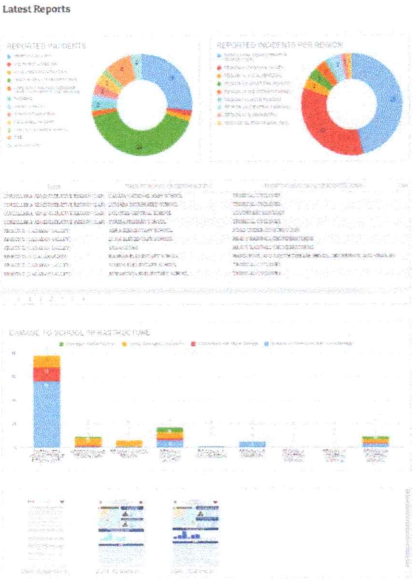
Rapid Data Collection Methods Utilized by the DRRMS Operations Center:

1. Trusted Media and Government Sources: Reliable online media sources (LGU, NGA, News)
2. Point-to-Point Communication: Direct voice or instant messaging with DRRM coordinators in affected divisions or schools.
3. Online Reporting Systems: Employed to gather reports on incidents, initial management actions, rapid damage assessments, needs analyses, and preparedness for disaster responses and learning continuity.

4. Document Reviews of Manually Submitted Reports: Analyzing submitted reports, plans, and other documents from schools to extract pertinent information.
5. Geographic Information Systems (GIS): Utilized to map and analyze spatial data for enhanced situational awareness.







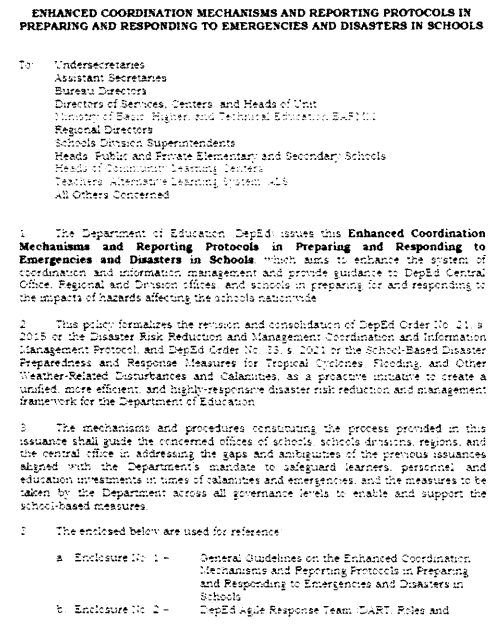
Reporting Forms | Auto Generated Reports | Reporting Dashboard

DRRMS Incident Management Reporting System

This automated platform records details about unplanned or unexpected incidents or disasters that disrupt normal school operations or present risks. It outlines the nature of the incident, its impact, and the actions taken to address it. Automatically generating a report, the system facilitates a prompt response from the relevant DepEd offices.

Ongoing Initiatives for Continuous Improvement

- **Data and Information Governance:**



ENHANCED COORDINATION MECHANISMS AND REPORTING PROTOCOLS IN PREPARING AND RESPONDING TO EMERGENCIES AND DISASTERS IN SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers, and Heads of Unit
Commission on Higher Education (CHED)
Regional Directors
Schools Division Superintendents
Heads, Public and Private Elementary and Secondary Schools
Heads of Community Learning Centers
Teachers, Alternative Learning System (ALS)
All Others Concerned

1. The Department of Education (DepEd) issues this **Enhanced Coordination Mechanisms and Reporting Protocols in Preparing and Responding to Emergencies and Disasters in Schools**, which aims to enhance the system of coordination and information management and provide guidance to DepEd Central Office, Regional and Division offices, and schools in preparing for and responding to the impacts of hazards affecting the schools nationwide.

2. This policy formalizes the revision and consolidation of DepEd Order No. 21, s. 2015 or the Disaster Risk Reduction and Management Coordination and Information Management Protocol, and DepEd Order No. 33, s. 2021 or the School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities, as a proactive initiative to create a unified, more efficient, and highly-responsive disaster risk reduction and management framework for the Department of Education.

3. The mechanisms and procedures constituting the process provided in this issuance shall guide the concerned offices of schools, schools divisions, regions, and the central office in addressing the gaps and ambiguities of the previous issuances aligned with the Department's mandate to safeguard learners, personnel, and education investments in times of calamities and emergencies, and the measures to be taken by the Department across all governance levels to enable and support the school-based measures.

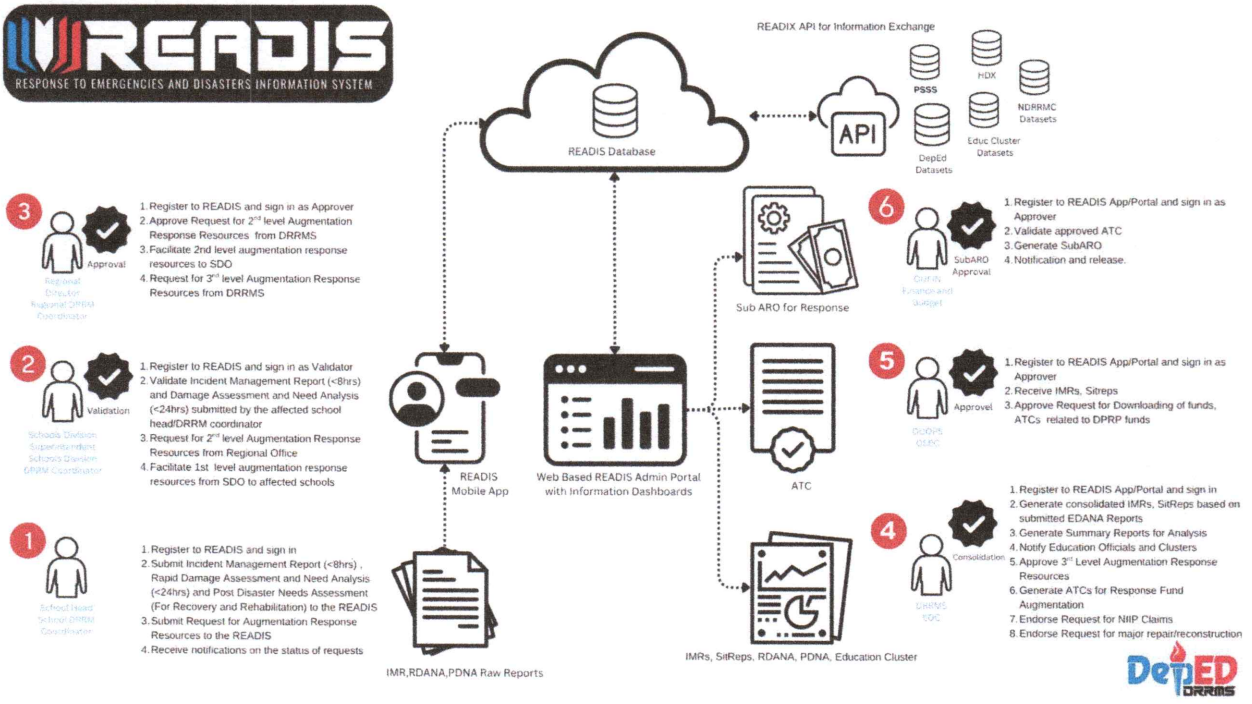
4. The enclosed below are used for reference:

a. Enclosure No. 1 – General Guidelines on the Enhanced Coordination Mechanisms and Reporting Protocols in Preparing and Responding to Emergencies and Disasters in Schools
b. Enclosure No. 2 – DepEd Agile Response Team: DART, Roles and

The Disaster Risk Reduction and Management Service (DRRMS) has drafted the Enhanced Coordination Mechanisms and Reporting Protocols for Preparing and Responding to Emergencies and Disasters in Schools. This initiative is designed to improve coordination and information management systems while providing guidance to the DepEd Central Office, Regional and Division offices, and schools as they prepare for and respond to hazards affecting educational institutions nationwide. This policy formalizes the revision and consolidation of DepEd Order No. 21, s. 2015, which pertains to Disaster Risk Reduction and Management Coordination and Information Management Protocol, and DepEd Order No. 33, s. 2021, which outlines School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities. The mechanisms and procedures outlined in this issuance will guide the relevant school offices, divisions, and regional entities in addressing gaps and uncertainties in previous issuances. This aligns with the Department's mandate to protect learners, personnel, and educational investments during calamities and emergencies, ensuring agile reporting mechanisms and measures across all governance levels to support school-based initiatives.

- Status: For comments from concerned stakeholders prior to approval.
- Target Release: End of July 2025

- **ICT Systems Enhancement:**

This initiative encompasses the development of the Reporting and Education-Related Disaster Information System (READIS), a multi-modal platform designed for DepEd to collect and manage disaster-related reports. READIS will streamline workflows and facilitate comprehensive information management, allowing data submission from schools and field offices to the processing of response fund augmentations and other services, accessible anytime, anywhere, and on any device. This enhancement will ensure agile and seamless reporting and processing of response requests.

- Status: Proof of Concept under In-house Development
- Target POC Release: End of August 2025