



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

January 13, 2026

SCHOOLS DIVISION MEMORANDUM

No. 010, s. 2026

UTILIZATION OF THE DRRMS INCIDENT MANAGEMENT REPORTING SYSTEM (IMRS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public Elementary and Secondary Schoolheads
All Others Concerned

1. Relative to the Advisory released by the Disaster Risk Reduction and Management Service (DRRMS) on the use of the Incident Management Reporting System (IMRS), this Office, through the School Governance and Operations Division – Disaster Risk Reduction and Management (SGOD-DRRM), reiterates the strict utilization of the system for reporting the effects of hazards and incidents, including requests for response interventions.
2. All details of incidents must be reported in the system within eight (8) hours of occurrence. The report will be auto-generated and will serve as the basis for validation, monitoring, response, planning, fund augmentation, and financial assistance.
3. School DRRM Coordinators shall access and utilize the reporting system using their official DepEd email address. Attached are the Advisory and the Guide on How to Use the System for reference.
4. For more information, all concerned may contact the Division DRRM Coordinator through cellphone number 0968-469-3508 or email address rosan.ariston@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is desired.

Encl: As stated
Reference: Advisory
To be indicated in the Perpetual Index
Under the following subjects:

INCIDENT

REA Utilization of IMRS
002/January 13, 2026



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Schools Division Superintendent



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