



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

January 15, 2026

DIVISION MEMORANDUM  
SGOD No. 010 s. 2026

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

TO: Assistant School Division Superintendent  
Chiefs, CID and SGOD  
All Public Elementary and Secondary School Heads  
All Public Elementary and Secondary School DRRM Coordinators  
This Division

1. This is in reference to the Advisory from the Disaster Risk Reduction and Management Service dated January 08, 2026 titled **"Implementation of DRRMS Incident Management Reporting System (IMRS) for Reporting the Effects of Hazards and Incidents and Requesting Response Interventions"**.
2. All concerned DepEd personnel are advised 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.
3. The introduction of this new response mechanism is due to technical issues currently affecting Rapid Assessment of Damage Report (RADaR) platform which is temporarily unavailable for use.
4. All incident management details on affected schools must be encoded in the IMRS **within eight (8) 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.
5. In view of this, School DRRM Coordinators and their alternates are hereby directed as follows:
  - 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) 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 and email them to DRRMS for review and resolution.



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6. 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.
7. The reporting form may be accessed through the DRRMS Virtual Operations Center at: <https://sites.google.com/depd.gov.ph/drrms/operations/reporting-platforms>.
8. From the homepage, navigate to **"Operations – Reporting Platforms"**, then **click on "Fill Out Form"** to access the Google Form reporting tool.
9. For your guidance, kindly check the briefer video thru this link: <https://tinyurl.com/IMRSBriefer2026>
10. Immediate and widest dissemination of this Memorandum is desired.

**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

JGB/SGOD/DM – Implementation of the DRRMS Incident Management Reporting System (IMRS) for Reporting the Effects of Hazards and Incidents and Requesting Response Interventions/January 15, 2026



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