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Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. 167, 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 Superintendent  
Chief Education Supervisors  
Public Elementary, and Secondary School Heads  
All Others Concerned

1. Attached is the Regional Memorandum No. 276, s.2026 titled "Implementation of the DRRMS Incident Management Reporting System (IMRS) for Reporting the Effects of Hazards and Incidents and Requesting Response Interventions."
2. In compliance therewith, all School Heads, and designated school DRRM Coordinators are hereby directed to utilize the Incident Management Reporting System (IMRS) in reporting incidents and other hazard-related occurrences affecting schools.
3. All incident management details shall be encoded in the IMRS within eight (8) hours from the occurrence of the incident. The auto-generated IMRS report shall serve as the official basis for validation, monitoring, response planning, and fund augmentation.
4. The reporting form may be accessed through the DRRMS Virtual Operations Center using the school's official DepEd email account at: <https://sites.google.com/deped.gov.ph/drrms/operations/reporting-platforms>.
5. For information and compliance of all concerned.

**VILMA D. BDA, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated

SGOD/DRRM/rqg/DM\_DRRMS Incident Management Reporting System  
February 26, 2026



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Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 276 s. 2026

*Uo 2-192A E353*

DATE: FEB 25 2026

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

To: Schools Division Superintendents

1. In compliance with the Advisory from the Disaster Risk Reduction and Management Service (DRRMS) dated January 8, 2026, this advisory is issued to guide field offices to use the Incident Management Reporting System (IMRS) for reporting incidents and other hazard-related occurrences.
2. All incident management details on affected schools shall be encoded in the IMRS within eight (8) hours of incident occurrence. The auto-generated IMRS report for signing and approval to DRRMS shall be the basis for validation, monitoring, response planning and fund augmentation.
3. All School Heads (or the Officer-in-Charge) or the designated School DRRM Coordinator may access and utilize the reporting form using the school's official email or their individual DepEd email account. The reporting form may be accessed through the DRRMS Virtual Operations Center at <https://sites.google.com/depd.gov.ph/drrms/operations/reporting-platforms>.
4. Attached is the said advisory for further details
5. For information and guidance.

**TOLENTINO G. AQUINO**  
 Director IV

Enclosed: as stipulated  
 Reference

To be indicated in the Perpetual Index  
 under the following subject:

SAFETY EDUCATION

ESSD/jrbp/DRRMS-IMRS2026  
 February 23, 2026



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Republika ng Pilipinas  
Department of Education

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

DEPARTMENT OF EDUCATION  
**RECEIVED**  
RECORDS SECTION REGIONAL OFFICE NO. 1  
JAN 09 2026  
BY: *e* TIME: 1:30

**ADVISORY**

FOR : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL, DIVISION, AND SCHOOL DRRM COORDINATORS**

FROM : *[Signature]*  
**FELINO O. CASTRO V**  
*Director IV*



DepEd RO1 REC 2517329

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.



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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@deped.gov.ph](mailto:drrms@deped.gov.ph) or at (02) 635-3764.

For information and compliance.