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Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

January 15, 2026

DIVISION MEMORANDUM
No. 022, s. 2026

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

To: Education Program Supervisors
Public School District Supervisors
Public Elementary & Secondary School Heads
School & District DRRM Coordinators
All Others Concerned

1. In view of DRRMS Advisory dated January 8, 2026 signed by FELINO O. CASTRO V, Director IV, and in line with the Department of Education's Disaster Risk Reduction and Management (DRRM) policies and to ensure timely, accurate, and systematic reporting of hazard- and incident-related impacts, this office directs all the schools to use the **Disaster Risk Reduction and Management Service (DRRMS) Incident Management Reporting System (IMRS)**.
2. The IMRS shall serve as the official platform for:
 - reporting of incidents, including fire incidents, flooding, and other hazard-related occurrences that result in learning interruptions and infrastructural and non-infrastructural damages to the school; and
 - requesting immediate response and recovery interventions.
3. All School Heads and concerned personnel are directed to:
 - submit initial, progress, and terminal reports through the IMRS within the prescribed timelines during and after hazard events or incidents;
 - ensure the accuracy, completeness, and timeliness of submitted data; and,
 - coordinate closely with the Schools Division DRRM Office for validation and response actions.

DIVISION OF BILIRAN
LARRAZABAL, NAVAL BILIRAN
RELEASED
BY:  4:30
DATE: 1/15/26



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4. All incident management details on affected schools must be encoded in the IMRS **within eight hours (8hrs)** of incident occurrence to the link provided: <https://tinyurl.com/DRRMS-IMRS>.
5. In addition, School Heads 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.
6. All reports submitted through the IMRS shall be **reviewed and approved by the School Head** before endorsement to the Schools Division Office. For the final IMRS data entry, use the following DRRM emails: **kenndaniel.cale@deped.gov.ph** (Schools Division DRRM Coordinator email address) and **drdm.region8@deped.gov.ph** (Regional Office DRRM Coordinator Email Address).
7. Immediate dissemination of and compliance with this Memorandum are desired.


ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent 

