



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 276 s. 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



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1





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.



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Doc. Ref. Code	DM-DRRMS	Rev	01
Effectivity	03.23.23	Page	1 of 2



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 or at (02) 635-3764.

For information and compliance.