



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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DIVISION MEMORANDUM

No. 360, s. 2022

**SUBMISSION OF SIGNIFICANT LOCAL INCIDENT REPORTS FOR SCHOOL
YEAR 2022-2023**

To : OIC - Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Schoolheads

1. Pursuant to the Regional Memorandum No. 736, s. 2022 "Submission of Significant Local Incident Reports and Granting of Media Interviews", this Office through the Legal Services Unit hereby directed **all schoolheads** to submit Significant Local Incident Report **on or before November 22, 2022**.
2. Incident Report Template may be accessed at <https://tinyurl.com/INCIDENTREPORTBNN>. Accomplished Reports shall be submitted to legal.sdobinacity@deped.gov.ph.
3. For clarification and concerns, please contact Ms. Chonalyn C. Olivar, Administrative Aide VI of Legal Unit thru email: olivar.chonalyn@deped.gov.ph.
4. Immediate and widest dissemination of this Memorandum is desired.

EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: As stated

Reference: Regional Memorandum No. 736, s. 2022

OSDS/LGL / PJPM / CCO / DM-Submission of Significant Local Incident Reports for School Year 2022-2023
/ 11/11/2022



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
Telephone Nos.: 511-4143/511-8620/511-4191/511-8746
Email Address: deped.binacity@deped.gov.ph
Website: depedbinan.com