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Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

January 15, 2026

**DIVISION MEMORANDUM**

No. 026, s. 2026

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

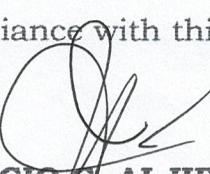
To: Education Program Supervisors  
Public School District Supervisors  
Public Elementary & Secondary School Heads  
School & District DRRM Coordinators  
All Others Concerned

1. In view of DRRMS Advisory dated January 8, 2026, 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 Memorandum hereby directs the **strict implementation of the Disaster Risk Reduction and Management Service (DRRMS) Incident Management Reporting System (IMRS)** in all schools.
2. The IMRS shall serve as the official platform for:
  - Reporting the effects of hazards and incidents on learners, personnel, school infrastructure, and learning resources; and;
  - Requesting immediate response and recovery interventions from appropriate offices.
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.
4. All incident management details on affected schools must be encoded in the IMRS within eight hours (8hrs) of incident occurrence, refer to the link provided: <https://tinyurl.com/DRRMIRMS>.
5. 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.



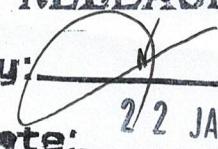
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6. All reports submitted through the IMRS shall be **reviewed and approved by the School Head** before endorsement to the Schools Division Office. For the final IMRS data entry, use the following DRRM emails: **drrm.norte@gmail.com** (Division DRRM Coordinator email address) and **drrm.region8@deped.gov.ph** (Regional Office DRRM Coordinator Email Address).
7. Schools without internet access or experiencing connectivity issues may use the usual DRRM RADAR form, refer to the link provided: <https://tinyurl.com/DRRMRADARNEW>.
8. Failure to comply with this directive may result in delays in response interventions and shall be subject to existing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE JR. PhD., CESO V**  
Schools Division Superintendent 

DepEd Northern Samar

**RELEASED**

By: 

Date: 22 JAN 2026