



Department of Social Welfare and Development

DSWD-GF-010 | REV 00 / 12 OCT 2021

## **ADMINISTRATIVE ORDER NO. 12**

Series of 2022

### **SUBJECT: REVISED GUIDELINES ON SAFETY AND SECURITY PROTOCOLS FOR DSWD FRONTLINE AND FIELD WORKERS**

#### **I. RATIONALE**

As the lead agency in human development and poverty reduction, the DSWD leads the development, implementation, and coordination of social protection and poverty reduction solutions for and with the poor, vulnerable, and disadvantaged. It also formulates policies and plans which aim at providing direction to intermediaries and other implementers in the development and delivery of social welfare and development services. Moreover, the Department also develops and enriches existing programs and services for specific sectors such as children and youth, women, solo parents, elderly, indigenous peoples, and persons with disabilities (PWDs). There is a wide range of actions required to implement social protection programs of the Department and provide services designed to promote social change and empower people to enhance their well-being. Since these are services which the poor are unable to provide for themselves or if without additional support, comprehensive interventions are oftentimes being done in communities where there is a broadening base of clientele in a complex, dynamic, and oftentimes unpredictable and volatile environment where there are inherent risks and potential dangers to safety, health and security.

The safety and security of the DSWD personnel are of primary importance. While the nature of the job of the personnel of the Department would expose them to occasional threats and potential danger as this may be inherent in the environment, proper measures must be exhausted to deal with the dangers. This can be done through comprehensive regulations, contingency and security plans to ensure the safety, health and security of DSWD personnel, and to provide guidelines for emergency response when incidents do occur.

The recent COVID crisis, as well as other natural disasters, have also brought to the fore the dangers and threats DSWD personnel face in the performance of their tasks. During the pandemic, DSWD personnel experienced harassment and intimidation in social media, as well as actual encounters with persons threatening them with physical harm, on top of the threat of the virus itself. Also, in times of health crises, man-made disasters or natural disasters such as typhoons, earthquakes and volcanic eruptions, field personnel are exposed to the dangers of these calamities.

To ensure the safety of DSWD personnel from such dangers and other similar threats, policies and procedures must be put in place to guide personnel on actions to be taken when their safety is at risk.

It is imperative to develop or enhance guidelines to protect our personnel. Hence, this protocol.

## II. LEGAL BASES

**Article II, Section 2, 1987 Constitution.** The Philippines renounces war as an instrument of national policy, adopts the generally accepted principles of international law as part of the law of the land and adheres to the policy of peace, equality, justice, freedom, cooperation, and amity with all nations.

**Article II, Section 3, 1987 Constitution.** Civilian authority is, at all times, supreme over the military. The Armed Forces of the Philippines is the protector of the people and the State. Its goal is to secure the sovereignty of the State and the integrity of the national territory.

**Article II, Section 5, 1987 Constitution.** The maintenance of peace and order, the protection of life, liberty and property, and promotion of the general welfare are essential for the enjoyment by all the people of the blessings of democracy.

**Article II, Section 11, 1987 Constitution.** The State values the dignity of every human person and guarantees full respect for human rights.

**Section 2, R.A. No. 9433 otherwise known as Magna Carta for Public Social Workers.** The State shall promote and improve the social and economic well-being of public social workers, their living and working conditions, and terms of employment.

**Rule IV, Section 13, Implementing Rules and Regulations of R.A. 9710 or otherwise known as Magna Carta for Women – Women Affected by Disasters, Calamities, and Other Crisis Situations.** Women have the right to protection and security in times of disasters, calamities, and other crisis situations especially in all phases of relief, recovery, rehabilitation, and reconstruction efforts.

## III. GUIDING PRINCIPLES

1. **Acknowledgment of the Context of Social Welfare and Development (SWD) Practice.** The Department acknowledges the risks involved in the implementation of its programs and projects, particularly in Conflict-Affected and High-Risk Areas (CA-HRAs). Hence, it does its best to mitigate and manage these risks through strict implementation of its Operational Safety and Security Protocols. The Department's nature of work requires the program and service

providers to reach and interact with various clientele categories – vulnerable individuals, families, groups, and communities using the appropriate social welfare strategies and interventions. In cases where threats (natural or human-induced) are present, there is a need to find means and ways to address these issues properly, thus, protecting the valuable workforce in the field.

2. **Field Worker's Right to Report Safety Concerns.** DSWD personnel have a right to safe working conditions, including adequate safeguards on their life and property during work. Therefore, every worker has the right and responsibility to report and assert the existence of any form of threats or situations detrimental to his safety. The right of personnel to a safe and healthy working environment is a widely recognized principle, stemming directly from the right to personal integrity, one of the fundamental principles of human rights.
3. **Application of Universal Safety Precautions.** Universal safety precautions provide for deep awareness and understanding of the necessary standard precautions to ensure safety and ensure receiving safety information for necessary assistance and secure safer circumstances of DSWD frontliners and field personnel. Awareness and understanding of the environmental risks and other factors such as but not limited to political, historical, and socioeconomic need to be well-defined in order to establish safety plans as a matter of routine planning.

#### IV. DEFINITION OF TERMS

1. **"Ambush"** means a surprise attack by people lying in wait in a concealed position.
2. **"Abduction"** means the criminal taking away of a person by persuasion, by fraud, or by open force or violence
3. **"Bombings"** refer to attacks made in a place or places or to people with the use of explosive weapons.
4. **"Conflict-Affected and High-Risk Areas (CA-HRAs)"** are areas where there are political and social instability, where violence and human rights abuses occur or may occur (pre-conflict) or reoccur (post-conflict). For purposes of this Protocol, the Armed Forces of the Philippines (AFP), the Office of the Presidential Adviser on the Peace Process (OPAPP), and the DSWD Regional Director in PAMANA areas can declare CA-HRAs.

Areas affected by natural calamities and epidemics or pandemics where DSWD personnel are deployed are also considered HRAs where natural calamities and its effects pose a threat to our personnel. Further, areas where disaster has occurred and health risk is high (i.e. epidemic or pandemic areas) shall also be



considered as High Risk Areas. In such cases, the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), Philippine Institute of Volcanology and Seismology (PHIVOLCS), Department of Environment and Natural Resources (DENR), Department of Health (DOH) and other agencies can declare an area as HRA..

The following are the criteria indicators to identify conflict-affected areas (in accordance with International Humanitarian Law) as well as high-risk areas in specific zones within a country. For example, such areas may be identified by:

- a. The presence of an international or non-international armed conflict;
  - b. The transition from an armed conflict to peace;
  - c. Widespread or serious human rights violations;
  - d. Political and social instability or repression; or
  - e. Institutional weakness or collapse of state infrastructure.
5. **“Disaster”** is a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources.
  6. **“Epidemic”** occurs when a disease affects a large number of people within a community, population, or region.
  7. **“Extortion”** is a crime in which one person forces another to do something against his will, generally to give up money or other property, by threat of violence, property damage, and damage to the person’s reputation, or extreme financial hardship. Extortion involves the victim’s consent to the crime, but that consent is obtained through the use or threat of harm/force.
  8. **“Field implementers”** refers to DSWD personnel, regardless of employment status, at all levels. They basically put into effect and realization the agency plans, decisions, and agreements. For purposes of this Protocol, it may also mean “frontline and field workers.”
  9. **“Incident Report Template”** is a form that is to be filled out in order to record details of an unusual event that occurs at the workplace. The purpose of the incident report is to document the exact details of the occurrence while they are vivid in the minds of those who witnessed the event. This information may be useful in the future when dealing with liability issues stemming from the incident.
  10. **“Inherent risks”** means conditions which are impossible to manage or transfer away, risks that exist when inadequate or no controls can be put in place or unfortunate circumstances as a result of fortuitous events. It is also a risk to an agency in the absence of any actions that might have been taken to alter either the likelihood of the risk or its impact.



11. **“Kidnapping”** is the act of forcibly taking a person against his will, or in any manner depriving him of his liberty as defined under the law.
12. **“Natural disaster”** refers to a sudden and terrible event in nature (such as a hurricane, tornado, flood, earthquake, or volcanic eruption) that usually results in serious damage and many deaths.
13. **“Pandemic”** refers to a disease outbreak that spreads across countries or continents and affects a large number of people.
14. **“Protocol”** is a system of rules that explain the correct conduct and procedures to be followed in formal situations.
15. **“Safety”** refers to the condition of being protected from or unlikely to cause danger, risk, or injury.
16. **“Personnel debriefing”** is an information-sharing and event-processing session conducted as a conversation between peers. Group members become informants to each other about a situation or event that occurred to them as a group. The listener can be a therapist, counselor, or professional peer who helps the group process the information being shared. The person who conducts the session should have the professional skills to guide the established process that will help personnel recover from their distress.
17. **“State of Calamity”** is a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard.
18. **“Security”** refers to all the measures that are taken to protect a place or persons or to ensure that only authorized people enter or leave it.
19. **“Soft targets”** includes persons or things that are relatively unprotected or vulnerable, especially to military or terrorist attack.
20. **“Theft”** refers to the act of stealing; specifically: the felonious taking and removing of personal property with intent to deprive the rightful owner of it, an unlawful taking (as by embezzlement or burglary) of property illegally.
21. **“Threat to security and safety”** refers to any incident or confrontation that jeopardizes the security and safety of personnel.



## V. SCOPE AND OBJECTIVES

A highly productive workforce can help ensure delivery of continuous service and achieve the objectives of the programs and projects of the Department. However, any disruption in the threat levels and vulnerabilities on their safety and security, particularly those who are stationed in CA-HRAs, may alter the quality of services which our beneficiaries badly need. It may be considered that in an environment of increased exposure of program implementers, they are also facing increased risks to their safety and security because they are oftentimes considered as 'soft targets,' and the programs/projects that they are implementing may be perceived as impartial, or culturally and politically sensitive. Hence, these Protocols are of paramount importance. They will serve as a guidance document for all field workers in order to increase the level of their security.

With a view of ensuring the effective exercise of the right to safe and healthy working conditions with SWD practice, this document specifically has the following objectives:

1. To formulate, implement and periodically review a coherent policy on DSWD frontliners' and field workers' safety;
2. To improve safety and to prevent accidents and injury arising out of, linked with, or occurring in the course of work, particularly by minimizing the causes of hazards that may be encountered particularly in CA-HRAs;
3. To inform all the DSWD officials and personnel about the importance of safety, health and security when engaged in fieldwork, and advocate for social workers' right to work in environments that promote safety;
4. To provide support for the exploration of technology and training that enhances field workers safety;
5. To encourage DSWD officials and field workers to participate in the development of best practices in promoting work safety.

Moreover, as an educational and reference tool, this document provides a comprehensive overview of the important aspects of safety and security while working in the field.

All frontliners, field implementers and personnel of the Department regardless of employment status, consultants with existing contractual agreement, and volunteers involved in DSWD programs in their official capacity shall be covered by this Order.

## VI. IMPLEMENTING PROCEDURES

DSWD Safety and Security Protocols shall be outlined in 3 phases in this Administrative Order. **Pre-engagement Phase** shall include all preparatory measures to be undertaken prior to deployment to high risk areas, **Engagement**



**Phase** covers actions during deployment, and **Post-Engagement Phase** outlines what needs to be done after deployment of the DSWD personnel.

## **A. Pre-Engagement Phase**

### *1. Regional Level Coordination*

Determination of the incidence of violent conflicts, health risks and natural calamities should be done prior to the deployment of field personnel. Assessment and validation of the area shall be the responsibility of the regional personnel and necessary information should be relayed to the concerned field implementers before the actual date of deployment.

All field implementers and personnel of the Department who are stationed in a site identified as CA-HRA shall:

- i. Undergo security and safety training before deployment including situation briefing. Social Welfare and Institutional Development Bureau (SWIDB) as the lead bureau shall craft the basic training modules, the Regional Director (RD) shall have the discretion as to the details/contents of the training which includes, but shall not be limited to, the number of days of the training and the office concerned. Funds for the training may be sourced from unutilized funds as determined and requested by the RD and approved by the Cluster Head, if available. If no unutilized fund is available, the RD shall have the discretion where to source the funds, subject to the existing accounting guidelines.

For Central and Regional office personnel who visit a conflict-affected area, the concerned Office must first coordinate their movement with the local Armed Forces of the Philippines (AFP) or Philippine National Police (PNP) units. Each travel must be supported by an approved Special Order to Travel/Travel Authority. The policy of No Travel Clearance and/or No Special Order No Travel shall be strictly implemented. Where the DSWD personnel shall be deployed in a natural disaster-stricken or health risk area, he/she shall coordinate and attend a briefing from the appropriate government agency.

- ii. Observe proper coordination with the head of the Local Government Unit stating the purpose and confirmation from the Local Chief Executive shall be reviewed before facilitating security clearances.
- iii. Identify and secure the established pick-up point (evacuation plan). As a matter of course, the Municipal Peace and Order Council (MPOC) shall develop the evacuation plan.
- iv. Ensure proper identification by wearing DSWD ID and a uniform with "DSWD" in bold print emblazoned on the back at all times. The DSWD vest may be

worn as an alternative to the T-shirt, should include a white handkerchief and First Aid Kit. In addition to the vest, there should be a DSWD cap for greater visibility. Required supplies/logistics must be procured before the deployment of newly hired personnel as well as the office IDs.

During payouts and other activities that involve disbursing of cash, the RD may opt to dispense this requirement for security reasons. The RD should also closely coordinate with Land Bank and other conduits necessary for disbursement of cash and define/adopt techniques to ensure the safety and security of personnel who will be involved.

- v. Conduct mapping of violent conflict incidents and risk assessment in their area of responsibility and maintain an up-to-date inventory of the situation to be filed in a confidential folder under the safekeeping of the Regional Office.

To conduct a risk assessment, there are three key stages in the tactical conflict assessments conducted to date:

- a. Analysis of the conflict, natural disaster, or health risk;
- b. Analysis of local responses to the conflict, disaster or health risk; and
- c. Development of strategies and options.

The mapping of violent incidence, risk assessment, and self-preservation can be part of the modules to be crafted in partnership with SWIDB.

- vi. Maintain a Locator Board wherein the field worker's destination and whereabouts are indicated, as well as the date and time. Field Office (FO) operations personnel shall be responsible for monitoring the activities of the DSWD in the CA-HRA.

## 2. *Coordination with the Security Sector (Armed Forces of the Philippines, and/or Philippine National Police)*

- i. The Assistant Regional Director for Operations (ARDO) shall be primarily responsible for the coordination with the security sector.
- ii. The Field Office concerned shall request a briefing by the AFP or PNP to understand the current threat level of the area to be visited.
- iii. Once assessment is established, DSWD personnel shall strictly follow the security measures set by the AFP/PNP to prevent incidents, or for emergency response when an incident does occur.
- iv. Security personnel may be detailed in times of activities which will involve distribution of grants /cash aid for the residents within the high-risk area. This



may be covered by a separate Memorandum of Agreement/ Memorandum of Understanding between the DSWD and the DND.

**3. *Coordination with the Local Peace and Order Councils and the Local Disaster Risk Reduction and Management Council***

- i. The DSWD Field Office may also set up a meeting with the Local Peace and Order Council (MPOC) or Local Disaster Risk Reduction and Management Council (DRRMC) of the concerned Province, City or Municipality for further briefings on threats.
- ii. Once assessment is established, DSWD personnel shall strictly follow the guidelines provided by any member of Local POC or DRRMC to prevent any untoward incidents. The personnel shall also establish and maintain communication with any of the members of the POC and/or DRRMC.
- iii. If the Province/City/Municipality has reported sightings of armed groups or has experienced clashes between government and rebel groups, DSWD personnel shall request the Mayor, as Local Chief Executive and Chairperson of both the local POC and DRRMC, to call for a dialogue with all stakeholders to assess the situation, formulate plans and strategies, and agree on actions to ensure the safety and security of the personnel.
- iv. Recognizing the crucial role of the local POC, the DSWD field team shall:
  - a. Request that the POC issue a formal Resolution on the installation of security measures, including a quick response mechanism, for the safety of DSWD field personnel; and
  - b. As a member of the Regional Peace and Order Council (RPOC), attend RPOC meetings regularly to be updated and to report on emerging peace and conflict issues and concerns.

**4. *Coordination with the Barangay Officials and the Community***

The roles of the Barangay officials and local constituents are very critical. Hence, it is required that all field workers shall also comply with the following:

1. After clearances have been secured, DSWD personnel shall consult the barangay officials in areas to be visited and request for an escort in going to and from the area ("Hatid-Sundo" buddy system), if needed, to minimize security risk;
2. To prevent untoward incidents, no field worker shall spend the night in conflict-affected barangays/sitios. Therefore, schedule of the activities shall be strictly observed. In cases of natural calamity, such as storms, landslide, earthquake, flooding, and the likes, which prevents the personnel from

leaving the area, he/she shall seek shelter in the safest house in the area, in coordination with local officials or community leaders;

3. All field workers must exercise care and caution in conducting barangay assemblies and in dealing with community volunteers who may be members or relatives of members of rebel groups. All personnel should refrain from making comments that have or reflect ideological and political leanings or slants to avoid unintentionally offending sensitive listeners; and
4. In case of disaster, DSWD personnel must go to the designated evacuation center identified by the Barangay Local Government Unit and report their conditions to the FO Operations office as soon as possible.

## **B. Engagement Phase**

1. The Regional Office should provide continuing information to field personnel on the local security situation. The ARDO shall be the Focal Person for Safety and Security and the Assistant Regional Director for Administration (ARDA) will serve as alternate.
2. If there are reported clashes between government and rebel troops, recent sightings of armed groups, kidnap-for-ransom incidents, or other similar incidents, all field workers who have information from reliable sources must immediately report to the ARDO and the ARDO to the Regional Director. The ARDO, Regional Project Coordinator, Deputy Regional Project Manager, and/or the Regional Community Development Specialist must also be informed either through text, fax, or email, on the current situation of the affected areas. The report shall contain details of the conflict, and if possible, with maps showing conflict areas for reference and guidance. In such circumstances, the DSWD personnel are advised to take no action or comment that may aggravate the situation.
3. If there are recent clashes between armed groups, all field workers must refrain from going to affected and neighboring areas and stay in a safe area until given clearance by local AFP/PNP. The order to redeploy or return to the area can only be issued by the Regional Director or the Assistant Regional Director/Regional Project Manager upon clearance from the AFP or local POC.
4. If unavoidably caught in a crossfire or clashes, every field worker shall exercise self-preservation measures such as "hapa" (dapa), "tago", "kamang" (gapang), "dagan" (takbo), "langoy" (swim). (They can also be required to carry white handkerchiefs that they can wave to signal that they are non-combatants).
5. In cases of reported attack on civilians or government buildings and facilities by armed groups, all field workers shall be immediately pulled out from the area;



6. In cases of kidnapping or abduction, concerned field implementers should remain calm during the crisis (occurrence of violence, the incidence of hostage-taking or abduction) and to determine the actual situation and find ways to communicate their predicament to the authorities. In such circumstances, DSWD personnel should take no action or make no comment that may agitate the unlawful elements or aggravate the situation.
7. When in the presence of suspected insurgents or lawless elements, it is highly advised not to disclose relations with the military, police, members of the security sector, or prominent personalities known to be supporting the AFP/PNP against the armed or extremist groups.
8. Refrain from using/riding marked and unmarked military vehicles. Use properly marked DSWD vehicles during field visits.
9. After a security/safety incident, a detailed report should be filed with the AFP/PNP unit or the appropriate agency in the area.
10. In cases where DSWD personnel have been issued threats (verbal or written), concerned personnel shall report this to the Central Office. Proper security coordination shall be made with the security sector. The RD is responsible for the safety of DSWD personnel in the deployment area, hence, RDs shall exercise discretion on matters involving the security of DSWD personnel in their area of responsibility.
11. In cases where there are natural disasters or health risks, the DSWD personnel must coordinate closely with the ARDO as well as the concerned government agency, and strictly follow the safety and health protocols set by these agencies.

### **C. Post-Engagement Phase**

Immediately after the incident, the Director/ARDA/ARDO must:

1. Provide prompt physical assistance to the field worker involved;
2. Assess the medical needs of the concerned personnel, together with the Field Office Medical Personnel, and obtain medical assistance if necessary; and
3. Ensure the provision of stress debriefing and psychological first aid to the concerned DSWD personnel, and, if needed and if possible, their whole family.
4. Determine if there is further need to assist the DSWD personnel's family and coordinate with concerned individuals or organizations as needed.

Debriefing after the crisis shall include:

- a. Reporting and assessment of the learning incurred from the incident.



- b. Introduction: The facilitator establishes the goals and rules and reinforces the need for confidentiality or about anything confidential that transpires during the incident;
- c. Fact gathering: Each concerned personnel describes what happened and facts are gathered.
- d. Reaction phase: Led by the facilitator, the personnel examine their feelings, thoughts, and responses to the event experienced. If the debriefing session happens soon after the event occurred, there might not be any symptoms.
- e. Symptom phase: If some time has elapsed since the event, group members may be experiencing symptoms. The facilitator helps the participants examine how these reactions have affected personal and work lives.
- f. Stress response: The facilitator teaches personnel involved about their stress response.
- g. Suggestions: The facilitator offers guidance on how to cope with stress related to the incident.
- h. Incident phase: Group members identify positive aspects of the event.
- i. Referrals and provision of other support services phase: The facilitator concludes with this phase, whereby specific individuals who require additional support are referred for individual follow-up.

In cases where DSWD personnel are injured in an incident while deployed, medical assistance and the full cost of treatment shall be provided by the Department.

In the case of Memorandum of Agreement (MOA) or Cost of Service (COS) personnel, the following assistance is available:

- MOA/COS personnel have been enrolled by the DSWD in the Government Service Insurance System (GSIS) Group Personal Accident Insurance (GPAI), which includes Accidental Death Benefit, Medical Reimbursement and Bereavement Assistance;
- Referral to the DSWD Crisis Intervention Unit (CIU) for provision of financial assistance under the Assistance to Individuals to Crisis Situations (AICS), guided by the existing AICS guidelines;
- HMO Coverage for MOA personnel who availed on voluntary basis; and
- For MOA/COS personnel who are active members of the Social Security System (SSS), they are entitled to SSS benefit on top of Employees Compensation Benefit upon direct transaction with the SSS.

## **VII. INCIDENT REPORTING AND INCIDENTS TO REPORT**

Any and all incidents involving the safety and security of DSWD field workers must be at all times reported immediately to the Director/ ARDO/ARDA concerned, and to the DSWD Central Office through the Office of the Undersecretary of for Social Welfare and Development (OUSSWD), the Human Resource Management and

Development Service (HRMDS) and the Safety and Health Committee, as needed for proper case management and provision of assistance needed.

Each field office of the Department must have a well-maintained incident report system to help the field office analyze, assess, identify and react to any change in the security situation of the area. Incidents should be reported to the immediate senior personnel who shall document and provide updates to the RD and Assistant Regional Director. *(Please see Incident Report Template in Annex 1 for reference).*

Incidents which shall be reported include, but are not limited to, the following:

- a. Attacks or Assault (sexual, or any related assault);
- b. Theft;
- c. Vehicle accidents that result in injury or death;
- d. Arrests to include unlawful/illegal detention;
- e. Extortion attempts;
- f. Kidnapping or attempted kidnapping;
- g. Ambush;
- h. Credible threats of harm;
- i. Bombings;
- j. Natural calamity that may result to death or injury;
- k. Threats (verbal or written) to DSWD personnel; and
- l. Other incidents that pose a threat to the safety and security of personnel.

## **VIII. INSTITUTIONAL ARRANGEMENTS**

The following roles and responsibilities shall be observed in the implementation of this Guidelines:

- A. The Regional Director/ARDA/ARDO
  1. Address the caseload distribution of the affected field worker;
  2. Offer technical, financial, medical and legal assistance as needed to the frontliner/ field worker involved;
  3. Recommend and implement a quality assurance review of policies and procedures
  4. Develop a safety plan in response to or to prevent untoward incidents
  5. Ensure that a well-maintained incident report system is in place
- B. The Human Resource Management and Development Service (HRMDS) together with the Safety and Health Committee
  1. Ensure widest dissemination of the Guidelines
  2. Manage and monitor cases of incidents affecting the safety and security of DSWD personnel

3. Conduct trainings, orientations, and other related activities to engage and prepare the frontline and field workers on the risks they may be exposed to once they are outside the office
4. Ensure provision of benefits, support and assistance needed to employees as well as to their families

C. Social Welfare Institutional Development Bureau (SWIDB)

1. Develop training modules on safety and security of DSWD Personnel, in coordination with DSWD FOs


**IX. EFFECTIVITY**

These protocols shall immediately take effect upon approval.

Issued this 18th day of April 2022 in Quezon City, Philippines.

  
**ROLANDO JOSELITO D. BAUTISTA**  
Secretary, DSWD

Cert. True Copy:

  
**MYRNA H. REYES**  
OIC-Division Chief  
Records and Archives Mgt. Div.

20 APR 2022

**ANNEX 1: INCIDENT REPORTING TEMPLATE  
INCIDENT REPORTING FORM**

**This is documenting an:**

Accident/Injury     Credible Threat     Incident     Arrest

Observation     Others (specify): \_\_\_\_\_

**Details of person injured or involved** (to be filled in by the person injured/involved if possible)

Person Completing Report: \_\_\_\_\_ Date: \_\_\_\_\_

Person(s) involved: \_\_\_\_\_

Vehicle Plate number: \_\_\_\_\_

**Event Details**

Date of event: \_\_\_\_\_ Location of event: \_\_\_\_\_

Time of event: \_\_\_\_\_ Witnesses: \_\_\_\_\_

**Description of Events** (Describe tasks being performed and sequence of events):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If more space is required, please use the back of this sheet.

| TO BE COMPLETED ONLY IF INJURY OR FIRST AID WAS REQUIRED |  |
|--|--|
| Type of injury sustained:                                |  |
| Was medical treatment necessary?                         | Yes ____ No ____<br>If yes, name of hospital or physician: |

| ACTION/S TAKEN AND TO BE TAKEN (To be filled out by the RD or ARDO or any authorized person) |  |
|--|--|
| Name:  |  |
| Position:  |  |
| PROPOSED ACTIONS/<br>RECOMMENDATION:   |  |

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_