



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF BUKIDNON

SBFP-NFP INCIDENT REPORT FY 2025

Type of NFP:		Supplier:		
Nature of Incident/Issue:				
☐	NFP Delivery Issues	☐	NFP Inspection & Acceptance Issues	
☐	NFP Related Issues	☐	Damaged NFP Packaging	
☐	NFP Storage Issues	OTHERS (specify nature of issue):		
Date and Time of Incident/Issue:				
Name of School:				
District:				
Brief Details of Incident Issue:				
What: _____				
Where: _____				
Who: _____				
Why: _____				
How: _____				
In case of Products: Number of Products: _____ Number of Packaging: _____				
In case of Beneficiaries: Number of Beneficiaries Affected: _____ Total Beneficiaries Involved: _____				
Immediate Actions Taken:				
☐	Reported to Focal within 12hours (IR) & Supplier	☐	Delivery Not Accepted / Products Returned to Supplier	
☐	NFP Inspection / Isolate Products/ Photo Documentation	☐	Feeding stopped; child monitored and referred to nurse; parent / guardian informed.	
☐				Others (specify action taken):
Recommendations:				
Reported by:		Date:		
Cellphone No.: AO II				
Noted by:		Date:		
Cellphone No.: School Head				

Within 12 hours of the incident, submit to District, Nurse shall send scanned IR& Photos thru messenger & EMAIL/Link