



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
National Headquarters
Poblacion, Matalam, Cotabato
(Station Letterhead)



MEMORANDUM

FOR : (Respective head of office)
SUBJECT : Progress Investigation Report
DATE : (Date PIR was completed)

AUTHORITY:

- a. Section 50, Rule VIII, Implementing Rules and Regulations of RA 6975 (DILG Act of 1990) and BFP SOP Nr. IID 2008-01: Operational Standards on Comprehensive Fire and Arson Investigation and Filing of Criminal Complaint Procedures.
- b. Mission Order Nr. (Series number of MO) dated (Date of MO)

MATTERS INVESTIGATED:

- a. The origin and cause of the fire incident.
- b. The suspect / perpetrators if there is any.
- c. Other matters in the occurrence of the fire incident.

FACTS OF THE CASE:

This section should contain:

- The matters investigated.
- The statements of witnesses as interviewed by the Fire Arson Investigator.
- Other affected structures / establishments.
- Other important / relevant matters concerning to the exhaustive investigation conducted and the scene of the fire and on the documents submitted.

DISPOSITION:

This section should contain:

- The disposition and assessment of the fire and arson investigator regarding the case.
- May also contain whether the case will be turned over to the higher headquarters

**(Name and Signature of the
Fire and Arson Investigator)**

Noted By:

**(Name and Signature of the respective
Chief of the Investigation and Intelligence Office)**