



(Station Letterhead)

MEMORANDUM

FOR : (Respective head of office)
SUBJECT : Spot Investigation Report
DATE : (Date SIR was completed)

DTPO	:	(Date, Time and Place of Occurrence / Location)
INVOLVE	:	(Type of occupancy / Involved structure)
NAME OF ESTABLISHMENT	:	(Complete name of the establishment gutted by fire)
OWNER	:	(Owner of the property gutted by fire)
OCCUPANT	:	(Occupant of the property gutted by fire)
CASUALTY	Fatality	(Number of persons died in the fire incident)
	Injured	(Number of person injured in the fire incident)
ESTIMATED DAMAGE	:	(Initial aggregated damage in terms of Peso)
TIME FIRE STARTED	:	(Exact time the fire started)
TIME OF FIRE OUT	:	(Exact time the fire extinguished)
ALARM	:	(Highest fire alarm tapped by the FGC)

DETAILS OF INVESTIGATION :

This section should contain:

- The complete narration on the details of the fire incident as gathered by the Fire Arson Investigator during the actual response to the fire incident.
- Other initial information about the fire incident and its occurrence.

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)

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that _____, has personally appeared before the Office of the Internal Affairs Service, BFP National Headquarters on _____.

This certification is being issued for whatever legal purpose/s it may serve him/her best.

Given this _____ at the Office of the Internal Affairs Service, BFP-National Headquarters, Agham Road, Brgy. Bagong Pag-asa, Quezon City, Philippines.

Chief, Internal Affairs Service

IAS Dry Seal