



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 : 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