



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)

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**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)**