

PROFORMA REPORT

Reference Number: BOC-0001-21

Date of Report:

Subject: _____

Place of Report: _____

Date Acquired:

Source: _____

1. Background:
 - i. What are the circumstances surround the report?
 - ii. This paragraph may include agency policies, directives, and operating procedures that has relevance to the report.
2. Details of the Report:
 - i. Should include the basics of a report such as the 5W's and 1H. (Who, What, Why, When, Where and How)
 - ii. Complete description of the incident.
 - iii. The narrative shall contain facts only and shall be reported in an objective manner
3. Remarks/Comment
 - i. Discussion or interpretation of the report
 - ii. Significant updates
 - iii. Report or agency evaluation and or insights
 - iv. Theories formed based on the facts and the background of the report.
4. Action Taken:
 - i. Action taken should be specific
5. Recommendation:
 - i. Action – oriented
 - ii. Feasible
6. Attachment/s:
 - i. Pictures or videos of the incident
 - ii. Other reports collaborating the incident (witness report; police report)
 - iii. Sketches and diagrams.
7. Reported By:

(Signature over Printed Name)