Republic of the Philippines

City of Koronadal Water District

Blk. 1 Casa Subd., Koronadal City

INCIDENT/PROPERTY DAMAGE REPORT

General Information

Type of Property: ☐ Vehicle ☐ Equipment ☐ Machinery ☐ Others		Plate No. / Serial No.:
Accountable Person:		
Section / Division:		
Report Prepared by:		
	Printed Name	Designation

Damage Report Information

VEHICLE		
Type of Damaged:	Date of Damage Incident/Accident:	Location of Damage:
	Driver:	Driver's License No.:
EQUIPMENT / MACHINERY:		
Type of Damaged:	Date of Damage Incident/Accident:	Location of Damage:
Brief Description and Cause(s) of Damage:		
Is the damage MINOR or MAJOR?		
Person(s) involved in Damage:		
Activities of the above person while the Incident Happens:		
Witnesses:		
For accident encountered: Any Police complaint file if YES then provide details (Please attach police Blotter)		

Signature over Printed Name	Date
Report Submitted by:	Note:
Department Manager B	**General Manager**