



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

November 15, 2018

DIVISION MEMORANDUM

No. 8/3, s. 2018

**REPORTING SCHEDULE AND TEMPLATES FOR SCHOOL-BASED and/or
CONSOLIDATED REPORTS ON CHILD ABUSE, BULLYING, Child-At-Risk (CAR), Child in
Conflict with the Law (CICL), and Sexual Harassment Cases**

**TO: OIC-Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary/Secondary School Administrators
Child Protection Coordinators
Guidance Counselors
Others Concerned**

As per November 6, 2018 meeting with the PSDSs and Child Protection Coordinators regarding the submission of Consolidated reports for child abuse, bullying, CAR, CICL and sexual harassment cases, the following are agreed:

1. **The reports to be submitted to the Division office with the templates attached herein** are the following:
 - a) Consolidated Report on Child Abuse (*based on Enclosure No. 2B to DepEd Memorandum No. 59, s. 2015*)
 - b) Consolidated Report on Bullying (*based on Enclosure No. 2A to DepEd Memorandum No. 59, s. 2015*)
 - c) Consolidated Report on CAR (*based on Appendix D of D.O. 18, s. 2015*)
 - d) Consolidated Report on CICL (*based on Appendix F of D.O. 18, S. 2015*)
 - e) Consolidated Report on Sexual Harassment (*based on OLA-SH-1*)
2. **School-based** report templates for Child Abuse (*based on Enclosure No. 1B to DepEd Memorandum No. 59, s. 2015*) and Anti-Bullying (*based on Enclosure No. 1A to DepEd Memorandum No. 59, s. 2015*) are also attached for your guide on the templates to be used at the school level. These reports are to be kept in the school by the guidance counselor which will be the basis for the consolidated report forwarded by the schools to the district and the district to the Division Office.
3. **The District Office is responsible for the submission of consolidated reports of all schools within the district to the Division Office.**
4. Consolidated reports are to be submitted in **3 quarters based on School Year**. The following are the **deadlines** which will be followed **starting SY 2019-2020**:
 - a) **Q1 Report** (June to Aug) - Second week of September
 - b) **Q2 Report** (Sept to Nov) - Second week of December
 - c) **Q3 Report** (Dec to Mar/Apr) - Second week of April

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5. Since the meeting was done in November 2018, except for the Consolidated Report for CAR, the quarterly consolidated reports for this school year (SY 2018-2019) only will follow this schedule:
 - a) **Q1 Report** (June to Aug) and **Q2 Report** (Sept to Nov) - Second week of December
 - b) **Q3 Report** (Dec to Mar/Apr) - Second week of April
6. Due to the time needed in profiling all the pupils, students, or learners, the consolidated CAR report for this school year will be submitted annually on the second week of April. But in the next school year and thereafter, the schedule under item no. 4 will already be followed.
7. For information, guidance and strict compliance.

WILFREDA D. BONGALOS, Ph. D. CESO V ✕
Schools Division Superintendent

11/19/18

Attachments: Enclosures No. 2B, 2A, 1B, 1A to DepEd Memorandum No. 59, s. 2015; Appendix D and F of D.O. No. 18, s. 2015, OLA-SH-1

SAA

(To be submitted to the Division Office a week after the opening classes after the opening of every school year)

School-Based Report on Incidents of Child Abuse

School Year : _____

School: _____ Classification : (Private/Public) _____
 Adress: _____ Level: (Kindergarten/Elementary/Secondary): _____

Date /Place of Incident	Nature of Abuse						Victims			Perpetrators			Relationship to the Victim	Action Taken	Status(Resolved/Pending/Referred to other agenc)
	Physical		Sexual		Verbal/Psychological		Name (Last Name, First Name, M.I.)	Age	Sex (M/F)	Name (Last Name, First Name, M.I.)	Age	Sex (M/F)			
	M	F	M	F	M	F									
											M	F			

NOTE:

- * Child Abuse refers to maltreatment of a child whether habitual or not which includes any of the following:
 - Physical - refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazardous to their physical well-being.
 - Sexual - refers to acts that are sexual in nature such as rape, sexual harassment, sexually demeaning remarks, forcing children to watch obscene publications or shows, etc. and
 - Psychological - refers to acts or omissions causing or likely to cause mental or emotional suffering to the child which include intimidation, harassment, stalking, pushing, ridicule, threat or deduction from grade or merit as a form of punishment and repeated verbal abuse.

Relationship to the victim refers to relatives (father, mother, cousin, etc.) or school personnel (teaching and non-teaching staff)
 No amicable settlement for any acts of child abuse.

Reviewed and Conformed by: _____
 Name and Designation
 Date: _____

Prepared by: _____
 Name and Designation
 Date: _____

Name of School	Nature of Abuse						No. of Incidence of Child Abuse						
	Physical		Sexual		Verbal/Psychological		Total No. of Male Victims	Total No. of Female	Perpetrators				Total
	M	F	M	F	M	F			Relatives		School Personnel		
								M	F	M	F		
II. Private													
A. Kindergarten													
Sub-Total													
B. Elementary													
Sub-Total													
C. Secondary													
C. 1 Junior High School													
C. 2 Senior High School													
Sub-Total													
TOTAL							11	9					20

Note:

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- Physical - refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazardous to their physical well-being.
- Sexual - refers to acts that are sexual in nature such as rape, sexual harassment sexually demeaning remarks, forcing children to watch obscene publications or shows, etc. and
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- Relationship to the victim refers to relatives (father, mother, cousin, etc.) or school personnel (teaching and non-teaching staff)
- No amicable settlement for any acts of child abuse.

Prepared by:

Child Protection Coordinator

Reviewed and Confirmed by:

School	Nature of Bullying										No. of Bullying Incidence		
	Physical		Social		Gender-Based		Cyber Bullying		Retaliation		Total No. of Male Victims	Total No. of Female Victims	Total
	M	F	M	F	M	F	M	F	M	F			
II. Private													
A. Kindergarten													
Sub-Total		0		0		0		0		0	0	0	0
B. Elementary													
Sub-Total		0		0		0		0		0	0	0	0
C. Secondary													
c. 1 Junior High School													
c. 2 Senior High School													
Sub-Total		0						0			0	0	0
TOTAL													

Note: Bullying as perpetrated by a student against another students which may be

- * Physical - unwanted physical contact (punching, shoving, pushing, kicking, tickling, headlocks, etc.)
- * Social - refers to any deleberate, repetitive and aggressive social behavior intended to hun or belittle an individual (name- calling, cunning, labelling, etc.)
- * Gender-based - refers to any act that humiliates or exclude a person on the basis of perceived or actual sexual orientation and gender identity
- * Cyber bullying - any bullying done through the use of technology or any electronic means (texting, email, chatting, on line games, etc.)

Prepared by:

Child Protection Coordinator

Reviewed and Confirmed by:

PSDS

CONSOLIDATED REPORT ON CASES OF CHILDREN -AT-RISK (CAR)

School/District/Region: _____

Period Covered: _____

DISTRICT:

A. Children -At-Risk (CAR)

Classification	No. of Students		Action Taken	Remarks
	Male	Female		
1. Victim at abuse & sexual, physical, psychological , mental, economic, and other means)				
2. Victim of neglect				
3. Coming from dysfunctional family or without parents or guardian				
4. Being member of a gang				
5. Living in a community with a higher level of criminality				
6. Living in a situation of armed conflict				
7. Committed a status offense under Setion 57 of RA 9344, as amended				
8. Prostituted Children				
9. Mendicant under PD 2573				
10. Solvent or Rugby user				
11. Others				

B. Description of action taken by the school or division to alleviate the risk factors of the CAR

Prepared by:

Noted by :

Child Protection Coordinator

Public School District Supervisor

D.O. 18, S. 2015

Appendix F

School/Division/Region: **DIVISION OF NEGROS ORIENTAL**

Period Covered: _____

DISTRICT:

A. Consolidated Report on Incidents of Children in Conflict with the Law (CICL)

Learner's Reference Number	Age	Sex (M/F)	Case/Violation	Action Taken	Intervention/Diversion Program	Remarks

B. Description or any intervention program or diversion program that the school or division initiated or adopted which facilitated the reintegration of the CICL in the school and community.

Prepared by:

Child Protection Coordinator

Noted by :

Public School District Supervisor

Report: **CONSOLIDATED REPORT ON SEXUAL HARASSMENT CASES IN THE DEPARTMENT OF EDUCATION**
 Period Covered:
 Region: VII
 Office: Legal Affairs
 District:

Name of School	NAME OF COMPLAINANT	NAME OF RESPONDENT	DATE FILED	STATUS
A. Public				
I. Elementary				
II. Secondary				
B. Private				
I. Elementary				
II. Secondary				

Prepared by:

 Child Protection Coordinator

Reviewed by:

PSDS