



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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May 9, 2018

DIVISION MEMORANDUM


No. 272, s. 2018

CHANGE IN THE DIVISION MEMORANDUM NO. 232, s. 2018, ENTITLED TEMPLATE FOR SCHOOL-BASED REPORT ON INCIDENTS OF CHILD ABUSE AND BULLYING

**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**

1. To avoid confusion, the template introduced under Division Memorandum No. 232 entitled Template for School-Based Report on Incidents of Child Abuse and Bullying is hereby disregarded;
2. Public elementary, secondary school administrators and public schools district supervisors or district-in-charge and all other concerned are referred back to use the reporting templates as prescribed under **DepEd Memorandum No. 59, s. 2015** particularly, **Enclosure No. 1A to DepEd Memorandum No. 59, s. 2015 and Enclosure No. 1B to DepEd Memorandum No. 59, s. 2015.**
3. For your guidance, attached herewith is the said DepEd Memorandum No. 59, s. 2015 with the specified enclosures above-mentioned to be use for your reporting on incidents of bullying and child abuse **to be submitted to the Legal Office.**
4. For information, guidance and strict compliance.

For the Schools Division Superintendent:

ERLINDA N. CALUMPANG, Ed. D. 
Chief Education Supervisor, CID
Office -In-Charge

Attachment: DepEd Memorandum No. 59, s. 2015, Enclosure No. 1A and No. 1B

SAA

10 MAY 2018

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



Republic of the Philippines
Department of Education

11 JUN 2015

DepEd MEMORANDUM
No. **59**, s. 2015

CHANGE IN AND ADDITIONAL INFORMATION TO DEPED MEMORANDUM NO. 68, S. 2014
(Submission of School-Based Child Protection and Anti-Bullying
Policies and Reports on Compliance)

To: Regional Directors
Schools Division Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. DepEd Memorandum (DM) No. 68, s. 2014 entitled *Submission of School-Based Child Protection and Anti-Bullying Policies and Reports on Compliance* was issued pursuant to DepEd Order (DO) No. 55, s. 2013 entitled *Implementing Rules and Regulations of Republic Act (RA) No. 10627, otherwise known as the Anti-Bullying Act of 2013*, requiring schools to submit their child protection or anti-bullying policies, including the report on relevant information and statistics on bullying and retaliation from the preceding year.

2. For the purpose of disaggregating data on incidents of child abuse and bullying, Item 3 of DM 68, s. 2014 is hereby changed as follows:

- a. Public and private schools, both elementary and secondary schools shall submit the accomplished Report on Incidents of Bullying (Enclosure No. 1A) and the Report on Incidents of Child Abuse (Enclosure No. 1B) to their respective schools division offices (SDOs) **one week after the start of the school year** instead of before July 31, 2014;
- b. The SDOs shall submit their accomplished Division Consolidated Report on Incidents of Bullying (Enclosure No. 2A) and the Division Consolidated Report on Child Abuse (Enclosure No. 2B) to their regional offices (ROs) **on or before June 30 of every year** instead of on or before July 1-31, 2014;
- c. The ROs shall submit the accomplished Regional Consolidated Report on Incidents of Bullying (Enclosure No. 3A) and the Regional Consolidated Report of Incidents of Child Abuse (Enclosure No. 3B) to the **Office of the Undersecretary for Legal and Legislative Affairs on or before July 15 of every year** instead of on or before August 15, 2014; and
- d. The consolidated reports on school-based child protection and anti-bullying policies shall be submitted as follows:
 - i. Public and private schools, which have not yet complied with the submission requirement, shall submit copies of their school-based child protection and anti-bullying policies **on or before July 3, 2015** instead of July 3, 2014;
 - ii. The SDOs shall submit the accomplished Division Consolidated Report on the Submission of School-Based Child Protection and Anti-Bullying Policies (Enclosure No. 2 of DM 68, s. 2014) **on or before July 31, 2015**; and

- iii. The ROs shall submit the accomplished Regional Report on the Submission of School-Based Child Protection and Anti-Bullying Policies (Enclosure No. 4 of DM 68, s. 2014) **on or before August 15, 2015.**
 - iv. Meanwhile, the Report of Cases on Abuse, Violence, and other Related Offenses (Annex A of DO 40, s. 2012 entitled *DepEd Child Protection Policy*) shall be submitted by all public and private schools following the same procedures of reporting.
3. All other provisions stated in DepEd Memorandum still remain.
 4. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary 

Encls.:
As stated

References:
DepEd Memorandum: (No. 68, s. 2014)
DepEd Order: (Nos. 55, s. 2013 and 40, s. 2012)

To be indicated in the Perpetual Index
under the following subjects:

CHANGES
LEGISLATIONS
POLICY
PUPILS
REPORTS
RULES AND REGULATIONS
SCHOOLS
STUDENTS
TEACHERS

(To be submitted to the Division Office a week after the start of each school year)

School-Based Report on Incidents of Bullying
School Year _____

School: _____
Address: _____

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

Date/ Place of Incident	Nature of Bullying					Victims			Perpetrator			Action Taken	Recommendation	Status (Resolved/Pending/ Referred to other agency)	
	Physical	Social	Gender- Based	Cyber Bullying	Retaliation	NAME	Age	Sex (M/F)	NAME	Age	Sex (M/F)				

- Note:** Bullying is perpetrated by a student against another student which may be:
- Physical – unwanted physical contact (punching, shoving, pushing, kicking, slapping, tickling, headlocks etc.)
 - Social – refers to any deliberate, repetitive and aggressive social behavior intended to hurt or belittle an individual (name-calling, cursing, labelling, etc.)
 - Gender-Based – refers to any act that humiliates or excludes 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, online games etc.)

Reviewed and Conformed by: _____
Name and Designation

Date: _____

Prepared by: _____
Name/Designation

Date: _____

(To be submitted to the Division Office one (1) week after the opening of every school year)

School-Based Report on Incidents of Child Abuse
School Year _____

School: _____
 Address: _____

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

Date of Incident	Nature of Abuse			Victims			Perpetrators			Relationship to the Victim	Action Taken	Status (Resolved/Pending/Referred to other agency)
	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)			
Total												

Note:

- ❖ **Child Abuse refers to the maltreatment of a child, whether habitual or not, which includes any of the following:**
 - o Physical – refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazardous to their physical well-being;
 - o 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
 - o Psychological – refers to acts or omissions causing or likely to cause mental or emotional suffering to the child which include intimidation, harassment, stalking, public ridicule, threat of 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 (teachers and non-teaching staff)
- ❖ No amicable settlement for any acts of child abuse

Reviewed and Conformed by: _____
 Name and Designation

Prepared by: _____
 Name/Designation

Date: _____

Date: _____