



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas

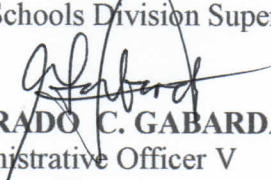


DIVISION MEMORANDUM

No. 116 s. 2017

TO : **OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID & SGOD
HEADS, PUBLIC, PRIVATE ELEMENTARY AND SECONDARY
SCHOOLS
ALL OTHERS CONCERNED**

FROM : **DR. CATHERINE P. TALAVERA**
OIC- Schools Division Superintendent

BY : 
CONRADO C. GABARDA
Administrative Officer V

SUBJECT : **REITERATION OF THE REPORTORIAL OBLIGATION OF
SCHOOLS, SCHOOLS DIVISION OFFICES, AND REGIONAL
OFFICES PURSUANT TO DEPED ORDER NOS. 40, S. 2012,
55, S. 2013, AND 18, S. 2015**

DATE: July 18, 2017

This is to remind the field regarding on DepEd memorandum No. 114 s. 2017 re: *Reiteration of the Reportorial Obligation of Schools, Schools Division Offices, and Regional Offices Pursuant to DepEd Order Nos. 40, s. 2012, 55, s. 2013 and 18, s. 2015.*

Please see attached memo for your perusal. Submission of the required reports is on July 21, 2017 attention Fideliza V. Luces.

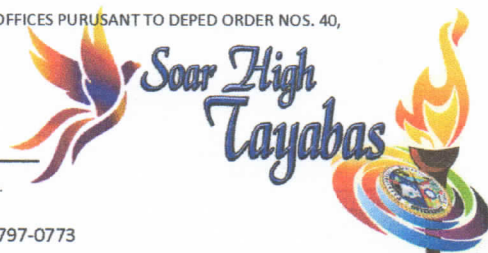
Immediate dissemination and strict compliance to this memorandum is expected.

SGOD/REITERATION OF THE REPORTORIAL OBLIGATION OF SCHOOLS, SCHOOLS DIVISION OFFICES, AND REGIONAL OFFICES PURSUANT TO DEPED ORDER NOS. 40, S. 2012, 55, S. 2013, AND 18, S. 2017
DM-PC/07-18-17

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

Email us at: tayabas.city@deped.gov.ph
Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591
telefax no. : (042) 797-0054, (042) 797-0773





Republic of the Philippines
Department of Education

30 JUN 2017

DepEd MEMORANDUM
No. **114** s. 2017

**REITERATION OF THE REPORTORIAL OBLIGATION OF SCHOOLS,
SCHOOLS DIVISION OFFICES, AND REGIONAL OFFICES
PURSUANT TO DEPED ORDER NOS. 40, S. 2012,
55, S. 2013, AND 18, S. 2015**

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

1. The Department of Education (DepEd) reiterates the reportorial obligation of schools, schools division offices (SDOs), and regional offices (ROs) to ensure the strict implementation of DepEd Order (DO) No. 40, s. 2012 entitled *Child Protection Policy*, DO 55, s. 2013 entitled *Implementing Rules and Regulations of Republic Act (RA) No. 10627 otherwise known as the Anti-Bullying Act of 2013*, and DO 18, s. 2015 entitled *DepEd Guidelines and Procedures on the Management of Children-At-Risk (CAR) and Children in Conflict with the Law (CICL)*.

2. Pursuant to the aforementioned issuances as well as to DepEd Memorandum (DM) No. 59, s. 2015 entitled *Change in and Additional Information to DepEd Memorandum No. 68, s. 2014* and, thus, to DM 68, s. 2014 or the *Submission of School-Based Child Protection and Anti-Bullying Policies and Reports on Compliance*, the following mandates for schools, SDOs and ROs are hereby recognized:

- a. **Public and private schools**, both elementary and secondary schools, shall submit the following to their respective SDOs **one week after the start of the school year**:
 - i. Accomplished Report on Incidents of Bullying (Enclosure No. 1 of DM 59, s. 2015);
 - ii. Accomplished Report on Incidents of Child Abuse (Enclosure No. 1B of DM 59, s. 2015);
 - iii. Accomplished Report on Cases Involving CAR and CICL in Schools (Appendices D and F of DO 18, s. 2015);
 - iv. A copy of the School-Based Child Protection Policy and Anti-Bullying Policy certifying their adoption and localization of DO 40, s. 2012; and
 - v. Report on the Status of their Established Child Protection Committee.

- b. SDOs shall submit the following reports to their respective ROs on or before **June 30 of every year**:
- i. Accomplished Division Consolidated Report on Incidents of Bullying (Enclosure No. 2A of DM 59, s. 2015);
 - ii. Accomplished Division Consolidated Report on Incidents of Child Abuse (Enclosure 2B of DM 59, s. 2015);
 - iii. Accomplished Division Consolidated Report on Cases Involving CAR and CICL in Schools (Appendices D and F of DO 18, s. 2015);
 - iv. Accomplished Division Consolidated Report on Schools with Localized Child Protection Policy and Anti-Bullying Policy; and
 - v. Division Consolidated Report on Schools with Established Child Protection Committee.
- c. ROs shall submit the following reports to the Office of the Undersecretary for Legal Affairs on or before **July 15 of every year**:
- i. Accomplished Regional Consolidated Report on Incidents of Bullying (Enclosure No. 3A of DM 59, s. 2015);
 - ii. Accomplished Regional Consolidated Report on Incidents of Child Abuse (Enclosure 3B of DM 59, s. 2015);
 - iii. Accomplished Regional Consolidated Report on Cases Involving CAR and CICL in Schools (Appendices D and F of DO 18, s. 2015);
 - iv. Accomplished Regional Consolidated Report on Schools with Localized Child Protection Policy and Anti-Bullying Policy; and
 - v. Regional Consolidated Report on Schools with Established Child Protection Committee.
3. Immediate dissemination of this Memorandum is desired.



ATTY. ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

Encls.:

As stated

References:

DepEd Order: (Nos. 15, s. 2015; 55, s. 2013; 40, s. 2012)

DepEd Memorandum: (Nos. 59, s. 2015; 68, s. 2014)

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

OFFICIALS
POLICY

REPORTS
SCHOOLS

PUPILS

(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) _____

[illegible]

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) _____

[illegible]

Note:

- ❖ Child Abuse refers to the 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, 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

Date: _____

Prepared by: _____
Name/Designation

Date: _____

Division Consolidated Report on Incidents of Bullying

School Year _____

Division: _____

Total Number of Public Schools: _____ Total Number of Private Schools: _____

Elementary: _____ Elementary: _____

Secondary: _____ Secondary: _____

Total: _____ Total: _____

School	Nature of Bullying					No. Of Bullying Incidents		
	Physical	Social	Gender-Based	Cyber Bullying	Retaliation	Total No. of Male Victims	Total No. of Female Victims	Total
I. Public								
A. Elementary								
1.								
2.								
Sub-Total								
B. Secondary								
1.								
2.								
Sub-Total								
II. Private								
A. Kindergarten								
1.								
Sub-Total								
B. Elementary								
1.								
2.								
Sub-Total								
C. Secondary								
1.								
2.								
Sub-Total								
Total								

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.)

Prepared by: _____

Name and Designation _____

Date _____

Reviewed and Confirmed by: _____

Name/Designation _____

Date _____

(To be submitted to the Regional Office on or before June 30)

Division Consolidated Report on Incidents of Child Abuse

School Year _____

Division: _____

Total Number of Public Schools: _____ Total Number of Private Schools: _____

Elementary: _____ Elementary: _____

Secondary: _____ Secondary: _____

Total: _____ Total: _____

Name of School	Nature of Abuse			No. Of Incidents of Child Abuse				
	Physical	Sexual	Verbal/ Psychological	Total No. of Male Victims	Total No. of Female Victims	Perpetrators		Total
						Relatives	School Personnel	
I. Public								
A. Elementary								
1.								
2.								
Sub-Total								
B. Secondary								
1.								
2.								
Sub-Total								
II. Private								
A. Kindergarten								
1.								
Sub-Total								
B. Elementary								
1.								
2.								
Sub-Total								
C. Secondary								
1.								
2.								
Sub-Total								
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 Confirmed by:

Prepared by:

Name/Designation_____
Name/Designation_____
Date_____
Date

(To be submitted to the Office of the Undersecretary for Legal and Legislative Affairs on or before July 15)

Regional Consolidated Report on Incidents of Bullying
School Year _____

Region: _____

Total Number of Public Schools: _____ Total Number of Private Schools: _____

Elementary: _____ Elementary: _____

Secondary: _____ Secondary: _____

Total: _____ Total: _____

I. Private Schools/Public Schools

[illegible]

Note:

- ❖ Use the same form for Public Schools
- ❖ 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.)

Prepared by: _____
Name and Designation

Reviewed and Confirmed by:

Name/Designation

Date _____

Region:

I. Private Schools

Note:

- Reviewed and Confirmed by: _____
Name/Designation/ Date

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

School/ Division/ Region: _____

Period Covered: _____

I. CHILDREN- AT-RISK (CAR)

Classification	No. of Students		Action Taken	Remarks
	Male	Female		
1. Victim of abuse (sexual, physical, psychological, mental, economic and other mean)				
2. Victim of Neglect				
3. Coming from a dysfunctional family or without parent 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 Section 57 of RA 9344, as amended				
8. Prostituted Children				
9. Mendicant under PD 1563				
10. Solvent/ Rugby User				
11. Others				

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

Prepared by:

Noted by:

Designation_____
Principal /Superintendent /Regional Director

School/ Division/ Region: _____

Period Covered: _____

A. Consolidated Report on Incidents of Children in Conflict with the Law (CICL)						
Learner's Reference Number (LRN)	Age	Sex (M/F)	Case / Violation	Action Taken	Intervention/Diversion Program	Remarks

B. Description of 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:

Noted by:

Designation

Principal/ Superintendent/ Regional Director