



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



April 19, 2018

DIVISION MEMORANDUM
No. 339, s. 2018

CHANGE IN AND ADDITIONAL INFORMATION TO DIVISION MEMORANDUM # 156, S. 2018
(RE: Submission of Consolidated Report on Incidents of Bullying and Child Abuse and
Other Report on Related Cases on CICL and CAR for the Calendar Year 2017)

TO: Public Schools District Supervisors
Public and Private Schools Administrators of Elementary/Secondary Schools
Public and Private Guidance Teachers of Elementary Schools
Public and Private Guidance Designates/Counselors of Junior and Senior High Schools

1. The DepEd Memorandum (DM) No.114, s. 2017 entitled The Reiteration Of the Reportorial Obligations of Schools, Division Offices, and Regional Offices Pursuant to DepEd Order Nos, 40, s. 2012; 55, s. 2013; and 18, s.2015, 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 (CLCL)
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: hereby recognized:
 - a. Public and private schools, both elementary and secondary schools, shall submit to the Schools Division Office of Digos City one week after the start of the school year the following:
 - i. Accomplished Report on Incidents of Bullying (Enclosure No. 1A 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
3. The above mentioned reports shall be furnished to the Child Protection Focal Person of the Division Office one week after the start of the school year.
4. The Public and private schools, both elementary and secondary schools shall submit reports by **School Year** instead of Calendar Year. .

5. This incoming June 2018, private and public schools shall submit the Child Protection Data of the **school year 2017-2018**.
6. The Regular submission of Child Protection Data will be **one week after the start of the school year** instead of the week after every quarter of the calendar year.
7. Furthermore you are requested to submit **list of School's Child Protection Committee** with signature verified by the School Head or Committee Chairperson. In case changes of the set of committee members occur, the school head shall update the office with the new set of committee members.
8. Immediate dissemination and compliance with this memorandum is desired.

WINNIE E. BATON , CESE
Officer In-Charge
Office of the Schools Division Superintendent

For and in the absence of the City Schools Division Superintendent

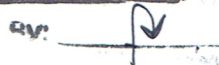


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

DepEd Schools Division of Div.

RELEASED
18-7149

Date: 19 APR 2018 Time: 4:47

By: 

Encl: As stated

References: DepEd Orde Nos: 40, s. 2012; 59, s. 2015; 18, s. 2015

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

GOVERNANCE, CHILD PROTECTION, REPORTS

RDM

April 19, 2018

School-Based Report on Incidents of Bullying

School Year _____

School: _____ Classification: (Private/Public) _____
Address: _____ 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)		
Date	Place													

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, labeling, 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 Confirmed by:

Prepared by:

Name/Designation
Date: _____

Name and Designation
Date: _____

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

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

Date/Place of Incident		Nature of Abuse			Victims			Perpetrator			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)			
Date	Place												

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, sexuality 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 settlements for any acts of child abuse.

Reviewed and Confirmed by:

Prepared by:

Name/Designation

Date:

Name and 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.Comitted a status of 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

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