



Republic of the Philippines
Department of Education
Region V(Bicol)

SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph; catanduanes@deped.gov.ph
Website: www.deped.gov.ph/catanduanes.com Tel No.: 0521813-59-64



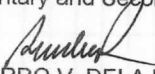
RECORDED

DepEd, Division of Catanduanes
RECORDS SECTION
Date FEB 15 2019
Time: 8:20 AM
Initial/Signature: [Signature]

DIVISION MEMORANDUM

No. 51, s. 2019

TO : Public Schools District Supervisors
Elementary and Secondary School Heads (Public and Private)

FROM : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT : **SUBMISSION OF PUBLIC AND PRIVATE SCHOOLS ANTI-BULLYING
POLICIES AND REPORTS ON BULLYING INCIDENTS AND CASES**

DATE : February 13, 2019

1. Per Memorandum No. 61, s. 2019 from the Office of the Undersecretary for Legal Affairs, External Partnerships and Schools Sports (OU-LAPSS), all schools are directed to comply with the existing legal mandates such as RA 10627 otherwise known as the *Anti-Bullying Act of 2013*, DepEd Order No. 40, s. 2012 or the *DepEd Child Protection Policy* and other related issuances, viz:

a. Under RA 10627:

"Section 3. Adoption of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions.

Section 5. Reporting requirement. – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within 6 months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every year thereafter, schools shall submit a report to their respective schools division superintendents all relevant information and statistics on acts of bullying and retaliation. The schools division superintendents shall compile these data and report the same to the Secretary of the DepEd who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate."

b. Under Rule VI of the IRR of RA 10627:

"Section 8.4. Schools

Public and private kindergarten, elementary and secondary schools, through their administrators, principals and school heads, shall:

A. *Adopt and implement a child protection or anti-bullying policy in accordance with this IRR and submit the same to the Division Office. The anti-bullying policy may be a part of the school's child protection policy."*

2. In this connection, public and private schools shall submit the following reports:

- a. A hard copy of **Child Protection and Anti-bullying Policies** (this must be anchored on DepEd Order No. 40, s. 2012 and must include the updated Child Protection Committee)
- b. **Incidents of Bullying, Child Abuse, CAR and CICL** (this starts from June, 2018 to present. Pls. see attached forms)

3. The deadline at the central office is on the last day of the month. Thus, reports are expected to be at the division office on or before **February 22, 2019** since these will still be consolidated at the division and regional levels. Said reports will be submitted to the Office of the SDO-CID attention: Division Child Protection Focal Person.

4. For information and strict compliance.

(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, stepping, 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, MI.)	Age	Sex (M/F)	NAME (Last Name, First Name, MI.)	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:
 - 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: _____
Date: _____

Prepared by: _____
Date: _____

Name and Designation _____
Name/Designation _____

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: _____
 Designation _____

Noted by: _____
 Principal/ Superintendent/ Regional Director