



Republic of the Philippines
Department of Education
REGION V
Schools Division of Sorsogon

July 16, 2020



DIVISION MEMORANDUM

No. 104 s, 2020

**SUBMISSION OF REPORTORIAL OBLIGATIONS OF SCHOOLS PURSUANT TO
DEPED ORDER NOS. 40, S. 2012, 55, S. 2013, AND 18, S. 2015**

TO: Assistant Schools Division Superintendent
SGOD Chief
Education Program Specialist for Private Schools
Public Elementary and Secondary School Heads
Private Schools Administrators/Principals

1. Pursuant to the provisions of DepEd Memorandum (DM) No. 68, s. 2014 and DM No. 59, s. 2015, which was reiterated in DM No. 114, s. 2017 emphasizing the reportorial obligations of the respective governance level relative to the submission of data on child protection, public elementary and secondary schools, as well as private schools, are reminded to strictly comply with the reportorial obligations.
2. Public and private schools, both elementary and secondary schools, shall submit the following not later than the first week of August 2020:
 - 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 No. 59, s. 2015)
 - iii. Accomplished Report on Cases Involving CAR and CICL in Schools (Appendices D and F of DO No. 18, s. 2015)
3. The data shall cover the S.Y. 2019-2020. Reports shall be submitted to the Legal Section who will consolidate the report for submission to the Regional Office.
4. For information, guidance and compliance of all concerned.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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(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) | | | | |
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- 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

Prepared by: _____
Name/Designation

Date: _____

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