



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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**MEMORANDUM**

TO : Asst. Schools Division Superintendent  
Chiefs of the SGOD and CID  
School Heads of Public and Private Elementary and  
Secondary Schools  
All Others Concerned

FROM : **WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent

SUBJECT : Submission of Reportorial Requirements Pursuant to DepEd  
Child Protection Policy

DATE : July 29, 2024

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1. Every private and public schools offering the basic education curriculum has a reportorial obligation under D.O. No. 40, s. 2012 entitled DepEd Child Protection Policy, D.O. No. 55, s. 2013 otherwise known as the Implementing Rules and Regulations of R.A. No. 10627 otherwise known as the Anti-Bullying Act of 2013, and D.O. No. 18, s. 2015 known as 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, public and private elementary and secondary schools within the administrative and supervisory jurisdiction of this Division is directed to submit the foregoing reports not later than August 2, 2024.

- Accomplished Report on Incidents of Bullying  
(Enclosure No. 1, of D.M. No. 59, s. 2015)
- Accomplished Report on Incidents of Child Abuse  
(Enclosure No. 1B of D.M. No. 59, s. 2015)
- Accomplished Report on Cases Involving CAR and CICL in Schools  
(Appendices D and F of D.O. No. 18, s. 2015)

3. The template of the report to be submitted is hereto attach.

4. For widest dissemination and 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			

- 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: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
 Name and Designation \_\_\_\_\_ Name/Designation \_\_\_\_\_  
 Date: \_\_\_\_\_ 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)			
<b>Total</b>												

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 or from 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: \_\_\_\_\_

**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