



July 9, 2014

DIVISION MEMORANDUM
 No. 318, s. 2014

**TWO - DAY LIVE-IN SEMINAR – WORKSHOP ON CHILD PROTECTION
 AND CAMPUS DISCIPLINE**

TO : Assistant Superintendents
 Division Supervisors/Coordinators
 Public Schools District Supervisors/ OICs
 Public Secondary and Elementary School Heads

1. Pursuant to Section 12, Rule VII of the Implementing Rules and Regulations, RA No. 10627, the Department of Education shall include in its training program courses or activities which shall provide opportunities of school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to incidents of bullying or retaliation.

2. This Office, therefore, announces the conduct of the **TWO – DAY LIVE – IN DIVISION SEMINAR – WORKSHOP ON CHILD PROTECTION AND CAMPUS DISCIPLINE** on the following schedules and venue, to wit:

All PSDS & Elem. School Heads (NE Area)	July 15 – 16, 2014	Golden Valley Hotel, Cebu City
All PSDS & Elem. School Heads (NW Area)	July 17 – 18, 2014	Golden Valley Hotel, Cebu City
All PSDS & Elem. School Heads (SE Area)	July 21 – 22, 2014	Golden Prince Hotel, Cebu City
All PSDS & Elem. School Heads (SW Area)	July 23 – 24, 2014	Golden Valley Hotel, Cebu City
All Secondary School Heads	July 28 – 29, 2014	Golden Prince Hotel, Cebu City

3. Participants to the Seminar – Workshop are all Public Secondary School Heads, Public Schools District Supervisors, Public Elementary School Heads. Division Area Consultants are required to attend in any of the schedules enumerated above.

4. All participants shall bring along with them their current school manual and the required reports on relevant information and statistics on bullying and retaliation from the preceding school year 2013 – 2014 using the prescribed form hereto attached. (Enclosure No. 1, DepEd Memorandum No. 68 s. 2014) and laptop computer.

5. Non-compliance of the provisions of the Republic Act No. 10627 and its Implementing Rules and Regulations carries an administrative penalty as provided for under Section 14, thus, the attendance of all concerned personnel is strictly enjoined.

6. A registration fee of **Two Thousand Pesos (PhP 2, 000. 00)** shall be collected to defray expenses for the food and accommodation of the participants for two (2) days. Registration and travelling expenses of the participants shall be charged against Local School MOOE/SEF/PTA Funds.

7. This Memorandum shall serve as Travel Authority of all the participants.

8. Wide dissemination, preferential attention and compliance of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.
 Schools Division Superintendent

(Enclosure No. 1 to DepEd Memorandum No. 68, s. 2014)

(To be submitted to the Division Office on or before July 3, 2014)

Report on Incidents of Bullying and Retaliation
School Year 2013-2014

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

Date of the Incident (mm/dd/yyyy)	Nature *			VICTIMS			RESPONDENTS			SCHOOL			
	Physical	Psychological	Cyber-bullying	Retaliation**	Name (Last Name, First Name M.I.)	Age	Sex (M/F)	Name (Last Name, First Name M.I.)	Age	Sex	Action Taken	Recommendation	Status *** (Resolved/Unresolved/Pending)

* Put a check (✓) on the nature of bullying incident or retaliation. Choose one.
 ** Retaliation refers to any act against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information out bullying (RA 10627)
 *** Status - Resolved - both the victim and the student offender/respondent have undergone intervention program
 Pending - the incident is pending investigation
 Unresolved - the incident is pending investigation
 victim or the student offender/respondent is still undergoing intervention program
 Unresolved - failed to conduct investigation or intervention; no action

Prepared by: _____
 Designation _____
 Date: _____

Reviewed and Conformed by: _____
 Designation _____
 Date: _____