

Republic of the Philippines Department of Education Region VII, Central Visayas



#### **DIVISION OF CEBU PROVINCE**

IPHO Bldg., Sudlon, Lahug, Cebu City

July 7, 2017

Division Memorandum No. <u>433</u> s. 2017

# REITERATION OF THE REPORTORIAL OBLIGATION OF SCHOOLS, SCHOOLS DIVISION OFFICES AND REGIONAL OFFICES PURSUANT TO DEPED ORDER NOS.40, S.2012, 55, S.2013, AND 18, S.2015.

To: Assistant Schools Division Superintendent Education Supervisors / Coordinators District Supervisors / OICs Elementary and Secondary School Heads

- 1. Attached is Regional Memorandum No. 0457, s. 2017 dated July 05, 2017, entitled "Reiteration of the Reportorial Obligation of Schools, Schools Division Offices, and Regional Offices pursuant to DepEd Order Nos. 40, s. 2012, 55, S. 2013, and 18, s.2015." for information and guidance of all concerned.
- 2. In view of this Memorandum, you are hereby reminded to submit the required reports IMMEDIATELY to the Division Legal Office c/o MS. FE CALAGOS using the prescribed template.
- 3. For more details and concerns, you may contact their office at (032) 253 7847.
- 4. Immediate dissemination of and strict compliance of this memorandum is directed.

RHEA MARA, ANGTUD, Ed.D., CESO VI Schools Division Superintendent



# REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION REHIYON VII, GITNANG VISAYAS REGION VII, CENTRAL VISAYAS Sudion, Lahug, Cebu City



#### **VERY URGENT!!!**

REGIONAL MEMORANDUM No. 0457, s. 2017 JUL 0 5 2017

REITERATION OF THE REPORTORIAL OBLIGATION OF SCHOOLS, SCHOOLS DIVISION OFFICES, AND REGIONAL OFFICES PURSUANT TO DEPED ORDER NOS. 40, S. 2012, 55, S. 2013, AND 18, S. 2015

To: All Schools Division Superintendents
Officers-in-Charge of Schools Divisions

- 1. Enclosed is a copy of DepEd Memorandum No. 114, s. 2017, which reiterates the reportorial obligation of schools, schools division offices (SDOs) and regional offices (ROs) to ensure the strict implementation of DepEd Order No. 40, s. 2012 entitled "Child Protection Policy, DepEd Order No. 55, s. 2013 entitled "Implementing Rules and Regulations of Republic Act (R.A.) No. 10627 otherwise known as the Anti-Bullying Act of 2013, and DepEd Order 18, s. 2015 entitled "DepEd Guidelines and Procedures on the Management of Children-at-Risk (CAR) and Children in Conflict with the Law (CICL)". This memorandum can also be browsed at <a href="https://www.deped.gov.ph">www.deped.gov.ph</a>.
- 2. In view of this DepEd Memorandum, all concerned are hereby reminded to submit the required reports IMMEDIATELY to this Office considering that these reports are due on June 30 of every year using the prescribed template.
- 3. Immediate dissemination of this Memorandum is directed for the compliance of all concerned.

JULIET A. JERUTA

Director III

OIC-Regional Director

JAJ/cjmm

Office of the Director (ORDir), Tel. Nos.: (932) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (932) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (932) 414-7324 Conviculum Learning Management Division (CLMD), Tel Nos.: (932) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (932) 231-1071 Human Resource Division (HRDD), Tel. No.: (932) 255-5239
Education Support Services Division (ESSD), Tel. Nos.: (932) 254-7062 Phuning, Policy and Research Division (PPRD), Tel. Nos.: (932) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (932) 414-7326; 414-4367; 414-7326; 414-4367
Finance Division, Tel. Nos.: (932) 256-2375; 253-8061; 414-7321

" EFA 2015: Karapatan ng Labat, Pananagutan ng Labat "





# Republic of the Philippines Department of Education

30 JUN 2017

DepEd MEMORANDUM No. 114 s. 2017

REITERATION OF THE REPORTORIAL OBLIGATION OF SCHOOLS, SCHOOLS DIVISION OFFICES, AND REGIONAL OFFICES PURSUANT TO DEPED ORDER NOS. 40, S. 2012, 55, S. 2013, AND 18, S. 2015

To: Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

- 1. The Department of Education (DepEd) 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 (CKL).
- 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:
  - a. Public and private schools, both elementary and secondary schools, shall submit the following to their respective SDOs one week after the start of the school year:
    - Accomplished Report on Incidents of Bullying (Enclosure No. 1 of DM 59, s. 2015);
    - Accomplished Report on Incidents of Child Abuse (Enclosure No. 1B of DM 59, s. 2015);
    - 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.

- b. SDOs shall submit the following reports to their respective ROs on or before Jane 30 of every year.
  - Accomplished Division Consolidated Report on Incidents of Bullying (Enclosure No. 2A of DM 59, s. 2015);
  - ii. Accomplished Division Consolidated Report on Incidents of Child Abuse (Enclosure 2B of DM 59, s. 2015);
  - Accomplished Division Consolidated Report on Cases Involving CAR and CICL in Schools (Appendices D and F of DO 18, s. 2015);
  - iv. Accomplished Division Consolidated Report on Schools with Localized Child Protection Policy and Anti-Bullying Policy; and
  - v. Division Consolidated Report on Schools with Established Child Protection Committee.
- c. ROs shall submit the following reports to the Office of the Underscretary for Legal Affairs on or before July 15 of every year:
  - Accomplished Regional Consolidated Report on Incidents of Bullying (Enclosure No. 3A of DM 59, s. 2015);
  - Accomplished Regional Consolidated Report on Incidents of Child Abuse (Enclosure 3B of DM 59, s. 2015);
  - Accumplished Regional Consolidated Report on Cases Involving CAR and CICL in Schools (Appendices D and F of DO 18, s. 2015);
  - iv. Accomplished Regional Consolidated Report on Schools with Localized Child Protection Policy and Anti-Bullying Policy; and
  - v. Regional Consolidated Report on Schools with Established Child Protection Committee.

3. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

Encls.:

As stated

References:

DepEd Order: (Nos. 15, s. 2015; 55, s. 2013; 40, s. 2012) DepEd Memorandum: (Nos. 59, s. 2015; 68, s. 2014)

To be indicated in the <u>Pernetual Index</u> under the following subjects:

OFFICIALS

REPORTS

**PUPILS** 

POLICY

SCHOOLS

Date:

(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

							361100	11 1661		**********					
	School Addre						Classification: Level: (Kinde	: (Private rgarten/	e/Public) Elements	ary/Secondary	/)				
				Nature of B	ullying		Vic	tims		Perp	etrator		<u> </u>		e management of a special contraction of the spe
Pla	ate/ ce of dent	Physical	Social	Gender- Based	Cyber Bullying	Retaliation	NAME	Age	Sex (M/F)	NAME	Age	Sex (M/F)	Action Taken	Recommendation	Status (Resolved/Pending/ Referred to other agency)
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<u> </u>	Note:	<ul><li>Physi</li><li>Socia</li><li>Gend</li></ul>	cai unwa I refers t er-Based -	anted physic to any delibe - refers to ar	al contact (protest) in a contact (protest) i	re and aggressive miliates or exclu	ch may be: , pushing, kicking, e social behavior in des a person on th hnology or any ele	mended to basis of	hurt or bel	little an individual or actual sexual	orientatio	n and gar	nder identity		
l	Revie	wed and (	Conforma	ed by:	Nam	e and Designa	ation			Prepare	вd by:	•	Name/D	Designation	

Date:

Reviewed and Conformed by:

Date:

(To be submitted to the Division Office one (1) week after the opening of every school year)

Name and Designation

#### School-Based Report on Incidents of Child Abuse School Year \_\_\_\_\_ Classification: (Private/Public) \_ School: Level: (Kindergarten/Elementary/Secondary) Address: Status Nature of Abuse Relationship Action (Resolved/Pending/ Perpetrators **Victims** Date of Referred to other to the Victim Taken Incident egency) Verbal/ NAME (Last Name, Fest NAME Age Sex Age Sex **Physical** Soxual **Psychological** (Lasi Name, First (M/F) (M/F)Name. M.I.) Nama, M.I.) Tota Child Abuse refers to the maltreatment of a child, whether habitual or not, which includes any of the following: o Physical - refers to acts that indict boddy harm and which subjects children to perform tasks which are hazardous to their physical well-being: o Sexual - refers to acts that are social in nature such as rape sexual harassment, sexually demeaning remarks, forcing children to watch obscene publications or shows etc.; and o Psychological - refers to acts or omissions causing or likely to cause mental or emotional suffering to the child which include intimidation, harassment, stalking, public ndicute, threat of deduction from grade or ment as a from of punishment, and repeated verbal abuse. Perationship to the Violim refers to relatives (father, mother, cousin etc.) or school personnel (teachers and non-leaching staff) No amicable settlement for any arts of which shame. No amicable seglement for any acts of child abuse

Prepared by:

Date:

Name/Designation

### (Enclosure No. 2A to DepEd Memorandum No. 59, s., 2015) (To be submitted to the Regional Office on or before June 30)

Reviewed and Confirmed by:

Name/Designation

Date

## Division Consolidated Report on Incidents of Bullying School Year \_\_\_\_\_

	Number of Public Schools: Elementary: Secondary: Total:			Element Seconda Total:	ary:	-						
School			Nature of B	ullying		No. Of Bullying Incidents						
301001	Physical	Social	Gender- Based	Cyber Bullying	Retaliation	Total No. of Male Victims	Total No. of Female Victims	Total				
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Date

(To be submitted to the Regional Office on or before June 30)

## Division Consolidated Report on Incidents of Child Abuse School Year

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	Secondary: Total:			condary: fotat:										
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		Nature of A	buse		No. Of tr	cidents of	Child Abuse							
Name of Scho	pol Physical	Securi	Verbel/ Psychological	Total No. of Mate Victims	late?	-Perpe	etrators	Total						
				VICAMS	Fernale Victims	Actatives	School Personnel							
Public														
Elementary								L						
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B. Secondary			<del> </del>	<del> </del>	1									
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(To be submitted to the Office of the Undersecretary for Legal and Legislative Affairs on or before July 15)

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(To be submitted to the Office of the Undersecretary for Legal and Legislative Affairs on or before July 15)

Region:						Reg	ional	Cons	olid Sc	lated	Rep Yea	ort (	on Incide	nts of	Chile	d At	ou <b>s</b> e	•							
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i. Private Schools				Kir	ndergarti	en						Eid	mentary							Secondar	,			Incid	No. Of ents of cuse
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Note:      Child Abuse refers to the Child A	lers to act rs to acts i – refers it, and re im refers i for any a	as that in the are to acts pealed to retail acts of c	nflict b 9 88:01 or om- verbal ves (fa child at	odily h lal in n lasions abuse ather, f	arm and abse su causing mether, r	i which sub ch as rape, g or likely to	iects chili fi lauxet n cause n	dren to larassm nental o	perion ent. se r emot	m task; sxuelly tiona' s	demean demean demean	ing rai	marks, forcing child which inc	children	to watch	Obscu	ans pu	i, stalking	s or sh , publi	ic ridicule	, ihraat o		ion from	grade or mo	elli as a fron

#### CONSOLIDATED REPORT ON CASES OF CHILDREN-AT-RISK (CAR)

Sct	ool/ Division/ Region:				
Per	riod Covered:				
I. C	HILDREN- AT-RISK (CAR)				
	Classification	No. of	Student	Action Taken	Remarks
	_	Male	Femal	e	ļ
1.	Victim of abuse (sexual, physical, psychological, mental, economic and other mean)				
2.	Victim of Neglect		ļ 		
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			1	
H. C	Description of action taken by the school of	division	to allev	iate the risk factor	s of the CAR:
stet	pared by:		ı	Noted by:	
)esi	gnation		i	Principal /Superinte	endent /Regional Director

School/ Division/ Region: Period Covered:						
A. Consolidated Report on I	Incidents of	F Children in	n Conflict with	the Law (CIC	CL)	
Learner's Reference Number (LRN)	Age	Sex (M/F)	Case / Violation	Action Taken	Intervention/Diversion Program	Remarks
B. Description of any interv the reintegration of the CIC				n that the sc	hool of division initiated or add	pted which facilit
Prepared by:					Noted by:	
Designation				-	Principal/ Superintendent/ Regio	nal Director