



March 6, 2019

DIVISION MEMORANDUM  
NO. 141, s. 2019

**SUBMISSION OF CHILD PROTECTION REPORTS  
AND OTHER RELEVANT DOCUMENTS**

TO: Assistant Superintendents  
Chiefs, CID and SGOD  
Public School District Supervisors  
School Heads

1. Pursuant to DepEd Order No. 40, series of 2012, DepEd Order No. 55, series of 2013 and DepEd Order No. 18, series of 2015, all school heads are required to submit a yearly child protection reports. In particular, for S.Y. 2018-2019, the following reports must be submitted:
  - a) School-Based Report on Incidence of Child Abuse;
  - b) School-Based Report on Incidence of Bullying;
  - c) School-Based Consolidated Report on Cases of Children-at-Risk; and
  - d) School-Based Consolidated Report on Incidents of Children in Conflict with the Law.
2. Attached in this Memo are copies of the prescribed formats for the aforementioned reports.
3. The **DEADLINE** for the submission of the aforesaid reports will be on **April 1, 2019**. **All reports must be submitted through email addressed to orville.delacerna@deped.gov.ph**
4. Moreover, all School Heads are also required to submit soft copies of their localized **CHILD PROTECTION AND ANTI-BULLYING POLICIES** from their respective schools as well as the current members of their Child Protection Committees. Similarly, said documents must be submitted through email at orville.delacerna@deped.gov.ph but the **DEADLINE** of which is March 15, 2019.
5. Should you have any queries, you may contact the Division Legal Section at (032) 253-7847.
6. Immediate dissemination and strict compliance of this memorandum is directed.

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

(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			Victime			Perpetrators			Relationship to the Victim	Action Taken	Status (Resolved/Pending/ Referred to other agency)
	Physical	Sexual	Verbal/ Psychological	NAME (Last, First, Middle Initial)	Age	Sex (M/F)	NAME (Last, First, Middle Initial)	Age	Sex (M/F)			
7/01/18												

- \* Child Abuse refers to the maltreatment of a child, whether physical or not, which includes any of the following:
  - o Physical - refers to acts that result in bodily harm and which subject the children to physical pain which is hazardous to their physical well-being.
  - o Sexual - refers to acts that are sexual in nature and as such sexual harassment, sexual discrimination, sexual harassment, sexual abuse to which obscene publications or items etc.; and
  - o Psychological - refers to acts or omissions causing or likely to cause mental or emotional suffering to the child which includes harassment, harassment, and/or public ridicule, threat of exclusion from grade or room or loss of privileges, and repeated verbal abuse.
- \* Relationship to the Victim refers to teachers (teacher, mother, teacher etc.) or school personnel (teachers and non-teaching staff)
- \* No abusive statement by any acts of child abuse

Reviewed and Confirmed by: \_\_\_\_\_  
 Name and Designation \_\_\_\_\_  
 Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
 Name/Designation \_\_\_\_\_  
 Date: \_\_\_\_\_

11  
 K. 2018

(Enclosure No. 2A to Deptd Memorandum No. 59, s. 2015)

(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				Victime				Perpetrator			Action Taken	Recommendation	Status (Resolved/Pending/ Referred to other agency)	
	Physical	Social	Gender- Based	Cyber Bullying	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 (pushing, shoving, pinching, shaking, slapping, hitting, kicking, tripping, etc.)
  - Social - refers to any behaviors, repetitive and aggressive social behavior intended to hurt or isolate an individual (name-calling, teasing, 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, video games etc.)

Reviewed and Confirmed by: \_\_\_\_\_ Name and Designation \_\_\_\_\_  
Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Name/Designation \_\_\_\_\_  
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 abviate 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