



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

August 25, 2020

DIVISION MEMORANDUM
NO. 187, s. 2020

SUBMISSION OF CHILD PROTECTION REPORTS

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

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, **whether public or private**, of elementary or secondary schools, are required to submit yearly child protection reports. In particular, for S.Y. 2019-2020, 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 risk factor classification 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. Please submit EXCEL Format of the reports.
3. For Integrated Schools and Private Schools, please make separate reports for elementary and secondary schools.
4. The **DEADLINE** for the submission of the aforesaid reports will be on **September 11, 2020**. **Submit your reports ONLY through this email address: orville.delacerna@deped.gov.ph**. **There is no need to submit a hard copy of the reports.**
5. Should you have any queries, you may contact the Division Legal Section through its Facebook Page: **deped cebu province legal section**.
6. Immediate dissemination of strict compliance with this memorandum is directed.

MARILYN S. ANDALES, ED.D., CESO V
School Division Superintendent

GUIDELINES FOR THE CHILD PROTECTION REPORTS

For the Child Abuse Report - remember that only adults are supposed to be the perpetrators for child abuse. So, obviously, classmates should not have been indicated as perpetrators in this Report. Regardless of whether the abuse happened inside or outside the school, you will still include that in your report if the student reported such incident to school authorities, in order to develop intervention programs to help the student-victim. So, if there's a student who was abused at home or in the community and such incident was reported to the school, you still need to include that in this report.

For the CICL Report - you only fill-out this report if you have students who committed acts that are criminal in nature that were reported to the police or the case is already pending in the prosecutor's office or in court. If it was not reported, then do not include it in this report. Also, the violation must really be from the revised penal code or special penal laws. If it was just a violation of a local ordinance or a status offense (like truancy or absenteeism), then the student who violated will just be considered as a Child-At-Risk (CAR), not CICL.

For the CAR – this is not about incidence but the risk factors of the students. You need to categorize the risk factors of your students based on the 10 risk factors enumerated in this report. Like for example, there are 1000 students in the school, 500 are victims of abuse,

200 are neglected and the remaining 300 students are scattered in the other categories. Please base the risk factor classification of the students from the Profile Risk Assessment Form. Lastly, if you believe that there are students who belong to item no. 11 "OTHERS," please specify what are these other risk factors. Take note that the risk factors are different from the acts committed by the students.

For the Bullying Report – make sure that it will only involve students, adults such as teachers or parents should not be indicated as bullies. Remember that any fights between students is initiated by bullying, thus, you indicate it in this report. Take note also that there is no such thing as bullying the school, a student cannot be complained of for allegedly bullying the school.

Submit your reports in EXCEL format at orville.delacerna@deped.gov.ph.

Please make separate reports for Elementary and High School.

For any questions, please post your queries at DEPED CEBU PROVINCE LEGAL SECTION FB Page

ATTY. ORVILLE T. DELA CERNA

Legal Officer



School - Based Report on Incidents of Bullying

School Year



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

Date/Place of Incident	Nature of Bullying					Victims			Perpetrator			Action Taken	Recommendation	Status (Resolved/Pending/Referred to other)
	Physical	Social	Gender-Based	Cyber Bullying	Retaliation	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 (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:

Date: 3/31/19
Date: 3/31/19



School - Based Report on Incidents of Child Abuse



School: _____ Classification: (Public/Private)

Address: _____

Level: Kindergarten/Elementary/Secondary _____

[illegible]

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 actual 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 as a form 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 Confirmed by: _____ Prepared by: _____

Secondary School Principal

Guidance Counselor

Date: 31-Mar-19

Date: 27-Feb-19



School/Division/Region:
Period Covered:

Appendix F

CONSOLIDATED REPORT OF INCIDENTS OF CHILDREN IN CONFLICT WITH THE LAW (CICL)

Learners' Reference Number	Age	Sex	Case/Violation	Action Taken	Intervention/Diversion Program	Remarks

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:

Guidance Counselor I

Secondary School Principal II

Date:

31-Mar-19

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

SAMPLE

School:

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)	25	25		
2. Victim of neglect	15	10		
3. Coming from a dsyfunctional family or without parent or guardian	10	15		
4. Being member of a gang	30	30		
5. Living in a community with a higher level of criminality	20	20		
6. Living in situation of armed conflict	0	0		
7. Committed a status Offense under Section 57 of RA 9344, as amended	0	0		
8. Prostituted Children	0	0		
9. Mendicant under PD 1563	0	0		
10. Solvent/Rugby User	0	0		
11. Others	0	0		
TOTAL STUDENT POPULATION OF THE SCHOOL	100	100		

II. Description of action taken by the school or division to alleviate the risk factors of the CAR

Prepared by:

Noted by:

Guidance Counselor I

Secondary School Principal II