



Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City




April 20, 2021

**DIVISION MEMORANDUM**  
No. **101** s. **2021**

**SUBMISSION OF STUDENT HANDBOOK AND  
CHILD PROTECTION DATA FOR SY 2020-2021**

To : All Public and Private Elementary and Secondary School Heads  
Public Schools District Supervisors

1. Please be informed of the submission of Student Handbook and Child Protection Data for SY 2020-2021 highlighting the policies on Child Protection, Anti-bullying, and Online Safety for Learners to the Division Youth Formation Coordinator at the SGOD Office **on or before May 7, 2021**.
2. Attached is the DepEd Memorandum No. 59, s. 2015, for your reference.
3. Wide dissemination of and strict compliance with the content of this Memorandum is earnestly desired.

  
**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent <sup>eh</sup>

cal/sgod/yp

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Republic of the Philippines  
**Department of Education**

11 JUN 2015

DepEd MEMORANDUM  
No. **59**, s. 2015

**CHANGE IN AND ADDITIONAL INFORMATION TO DEPED MEMORANDUM NO. 68, S. 2014**  
(Submission of School-Based Child Protection and Anti-Bullying  
Policies and Reports on Compliance)

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

1. DepEd Memorandum (DM) No. 68, s. 2014 entitled *Submission of School-Based Child Protection and Anti-Bullying Policies and Reports on Compliance* was issued pursuant to DepEd Order (DO) No. 55, s. 2013 entitled *Implementing Rules and Regulations of Republic Act (RA) No. 10627, otherwise known as the Anti-Bullying Act of 2013*, requiring schools to submit their child protection or anti-bullying policies, including the report on relevant information and statistics on bullying and retaliation from the preceding year.

2. For the purpose of disaggregating data on incidents of child abuse and bullying, Item 3 of DM 68, s. 2014 is hereby changed as follows:

- a. Public and private schools, both elementary and secondary schools shall submit the accomplished Report on Incidents of Bullying (Enclosure No. 1A) and the Report on Incidents of Child Abuse (Enclosure No. 1B) to their respective schools division offices (SDOs) **one week after the start of the school year** instead of before July 31, 2014;
- b. The SDOs shall submit their accomplished Division Consolidated Report on Incidents of Bullying (Enclosure No. 2A) and the Division Consolidated Report on Child Abuse (Enclosure No. 2B) to their regional offices (ROs) **on or before June 30 of every year** instead of on or before July 1-31, 2014;
- c. The ROs shall submit the accomplished Regional Consolidated Report on Incidents of Bullying (Enclosure No. 3A) and the Regional Consolidated Report of Incidents of Child Abuse (Enclosure No. 3B) to the **Office of the Undersecretary for Legal and Legislative Affairs on or before July 15 of every year** instead of on or before August 15, 2014; and
- d. The consolidated reports on school-based child protection and anti-bullying policies shall be submitted as follows:
  - i. Public and private schools, which have not yet complied with the submission requirement, shall submit copies of their school-based child protection and anti-bullying policies **on or before July 3, 2015** instead of July 3, 2014;
  - ii. The SDOs shall submit the accomplished Division Consolidated Report on the Submission of School-Based Child Protection and Anti-Bullying Policies (Enclosure No. 2 of DM 68, s. 2014) **on or before July 31, 2015**; and

- iii. The ROs shall submit the accomplished Regional Report on the Submission of School-Based Child Protection and Anti-Bullying Policies (Enclosure No. 4 of DM 68, s. 2014) **on or before August 15, 2015.**
- iv. Meanwhile, the Report of Cases on Abuse, Violence, and other Related Offenses (Annex A of DO 40, s. 2012 entitled *DepEd Child Protection Policy*) shall be submitted by all public and private schools following the same procedures of reporting.

3. All other provisions stated in DepEd Memorandum still remain.
4. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary 

Encls.:

As stated

References:

DepEd Memorandum: (No. 68, s. 2014)  
DepEd Order: (Nos. 55, s. 2013 and 40, s. 2012)

To be indicated in the Perpetual Index  
under the following subjects:

CHANGES  
LEGISLATIONS  
POLICY  
PUPILS  
REPORTS  
RULES AND REGULATIONS  
SCHOOLS  
STUDENTS  
TEACHERS

(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	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: \_\_\_\_\_  
 Name and Designation \_\_\_\_\_

Prepared by: \_\_\_\_\_  
 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 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 Conformed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Designation

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

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

Division: \_\_\_\_\_

Total Number of Public Schools: \_\_\_\_\_ Total Number of Private Schools: \_\_\_\_\_  
 Elementary: \_\_\_\_\_ Elementary: \_\_\_\_\_  
 Secondary: \_\_\_\_\_ Secondary: \_\_\_\_\_  
 Total: \_\_\_\_\_ Total: \_\_\_\_\_

School	Nature of Bullying					No. Of Bullying Incidents		
	Physical	Social	Gender-Based	Cyber Bullying	Retaliation	Total No. of Male Victims	Total No. of Female Victims	Total
<b>I. Public</b>								
<b>A. Elementary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>B. Secondary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>II. Private</b>								
<b>A. Kindergarten</b>								
1.								
<b>Sub-Total</b>								
<b>B. Elementary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>C. Secondary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>Total</b>								

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.)

Prepared by: \_\_\_\_\_  
 Name and Designation

\_\_\_\_\_ Date

Reviewed and Confirmed by:

\_\_\_\_\_  
 Name/Designation

\_\_\_\_\_  
 Date

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

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

Division: \_\_\_\_\_

Total Number of Public Schools: \_\_\_\_\_ Total Number of Private Schools: \_\_\_\_\_  
 Elementary: \_\_\_\_\_ Elementary: \_\_\_\_\_  
 Secondary: \_\_\_\_\_ Secondary: \_\_\_\_\_  
 Total: \_\_\_\_\_ Total: \_\_\_\_\_

Name of School	Nature of Abuse			No. Of Incidents of Child Abuse				
	Physical	Sexual	Verbal/ Psychological	Total No. of Male Victims	Total No. of Female Victims	Perpetrators		Total
						Relatives	School Personnel	
<b>I. Public</b>								
<b>A. Elementary</b>								
1.								
2.								
Sub-Total								
<b>B. Secondary</b>								
1.								
2.								
Sub-Total								
<b>II. Private</b>								
<b>A. Kindergarten</b>								
1.								
Sub-Total								
<b>B. Elementary</b>								
1.								
2.								
Sub-Total								
<b>C. Secondary</b>								
1.								
2.								
Sub-Total								
<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 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:

\_\_\_\_\_  
Name/Designation

\_\_\_\_\_  
Name/Designation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

## Regional Consolidated Report on Incidents of Bullying

School Year \_\_\_\_\_

Region: \_\_\_\_\_

Total Number of Public Schools: \_\_\_\_\_ Total Number of Private Schools: \_\_\_\_\_  
 Elementary: \_\_\_\_\_ Elementary: \_\_\_\_\_  
 Secondary: \_\_\_\_\_ Secondary: \_\_\_\_\_  
 Total: \_\_\_\_\_ Total: \_\_\_\_\_

**I. Private Schools/Public Schools**

Division	Kindergarten										Elementary										Secondary										No. of Bullying Incidents	
	Nature of Bullying					Nature of Bullying					Nature of Bullying					Nature of Bullying					Total No. of Male Victims	Total No. of Female Victims	Total									
	Physical	Social	Gender-Based	Cyber Bullying	Retaliation	Physical	Social	Gender-Based	Cyber Bullying	Retaliation	Physical	Social	Gender-Based	Cyber Bullying	Retaliation	Physical	Social	Gender-Based	Cyber Bullying	Retaliation												
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F									
<b>Total</b>																																

Note:

- ❖ Use the same form for Public Schools
- ❖ Bullying is perpetrated by a student against another student which may be:
  - Physical – unwanted physical contact (punching, showing, 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 Confirmed by: \_\_\_\_\_

Name/Designation \_\_\_\_\_

Date \_\_\_\_\_

Prepared by \_\_\_\_\_

Name and Designation \_\_\_\_\_

Date \_\_\_\_\_



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

## Regional Consolidated Report on Incidents of Child Abuse

### School Year \_\_\_\_\_

Region: \_\_\_\_\_

Total Number of Public Schools: \_\_\_\_\_ Total Number of Private Schools: \_\_\_\_\_  
 Elementary: \_\_\_\_\_ Elementary: \_\_\_\_\_  
 Secondary: \_\_\_\_\_ Secondary: \_\_\_\_\_  
 Total: \_\_\_\_\_ Total: \_\_\_\_\_

**I. Private Schools**

Division	Kindergarten						Elementary						Secondary						Total No. Of Incidents of Abuse	Total No. Of Male Victims	Total No. Of Female Victims
	Nature of Abuse						Nature of Abuse						Nature of Abuse								
	Physical	Sexual	Verbal Psychological	Perpetrator	Physical	Social	Verbal Psychological	Perpetrator	Physical	Social	Verbal Psychological	Perpetrator	Physical	Social	Verbal Psychological	Perpetrator					
M	F	M	F	M	F	R	SP	M	F	M	F	R	SP	M	F	M	F	R	SP		
<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 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

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
Name and Designation

Reviewed and Confirmed by: \_\_\_\_\_

\_\_\_\_\_  
Name/Designation/Date

\_\_\_\_\_  
Date

**Report of cases of abuse, violence, exploitation, discrimination, bullying or peer abuse and other related offenses**

Annex "A"

School/Division/Region : \_\_\_\_\_  
 Period Covered : \_\_\_\_\_  
 Person Submitting Report: \_\_\_\_\_

Designation: \_\_\_\_\_ Date: \_\_\_\_\_

VICTIM/S				RESPONDENT/S				RECOMMENDATION/S
NAME	AGE	SEX (M or F)	NAME	AGE	SEX (M or F)	NATURE OF COMPLAINT	ACTION/S TAKEN	

*Scam*