



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. 433 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  
Sudlon, Lahug, Cebu City



**VERY URGENT!!!**


REGIONAL MEMORANDUM  
No. 0457, s. 2017

JUL 05 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 [www.deped.gov.ph](http://www.deped.gov.ph).
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

JAI/cjmm

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 253-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

**"E3A 2015: Kanapatan ng Lahat, Pananagutan ng Lahat"**



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 (CICL)*.

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:**
  - i. **Accomplished Report on Incidents of Bullying** (Enclosure No. 1 of DM 59, s. 2015);
  - ii. **Accomplished Report on Incidents of Child Abuse** (Enclosure No. 1B of DM 59, s. 2015);
  - iii. **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 **June 30** of every year.

- i. 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);
- iii. 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 Undersecretary for Legal Affairs on or before **July 15** of every year.

- i. Accomplished Regional Consolidated Report on Incidents of Bullying (Enclosure No. 3A of DM 59, s. 2015);
- ii. Accomplished Regional Consolidated Report on Incidents of Child Abuse (Enclosure 3B of DM 59, s. 2015);
- iii. Accomplished 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 Perpetual Index  
under the following subjects:

**OFFICIALS  
POLICY**

**REPORTS  
SCHOOLS**

**PUPILS**





**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, stepping, tickling, headlocks etc.)
  - Social - refers to any deliberate, repetitive and aggressive social behavior intended to hurt or belittle an individual ( name-calling, cursing, labeling, 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				Total
	Physical	Sexual	Verbal/ Psychological	Total No. of Male Victims	Total No of Female Victims	Perpetrators		
						Relatives	School Personnel	
<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:**

- ◆ 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







**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 alleviate the risk factors of the CAR:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared by:

Noted by:

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Principal /Superintendent /Regional Director

School/ Division/ Region: \_\_\_\_\_

Period Covered: \_\_\_\_\_

<b>A. Consolidated Report on Incidents of Children in Conflict with the Law (CICL)</b>						
<b>Learner's Reference Number (LRN)</b>	<b>Age</b>	<b>Sex (M/F)</b>	<b>Case / Violation</b>	<b>Action Taken</b>	<b>Intervention/Diversion Program</b>	<b>Remarks</b>

**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