



DepED
DEPARTMENT OF EDUCATION

Department of Education
Region I
DIVISION OF CITY SCHOOLS
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DEFED
DATE: _____
BY: _____

MEMORANDUM NO. 125 s. 2018

TO: ALL PRIVATE AND PUBLIC SCHOOL HEADS (Elementary and Secondary)
ALL GUIDANCE COUNSELORS/DESIGNATE of Public and Private Schools
(Elementary and Secondary)

FROM: Dr. *Lorna G. Bugayong* LORNA G. BUGAYONG, CESO VI
SCHOOLS DIVISION SUPERINTENDENT *atty.*

SUBJECT: SUBMISSION OF SCHOOL REPORT ON INCIDENTS OF CHILD ABUSE, BULLYING,
CHILDREN IN CONFLICT WITH THE LAW (CICL), and CHILDREN AT RISK (CAR)
FOR SY 2017-2018 (Child Protection Policy)

DATE: May 11, 2018

This refers to the Reiteration of the Reportorial Obligation of all Elementary and Secondary Schools (private and public), Pursuant to DepEd Order Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015.

Hence, all Private and Public School Heads are hereby directed to submit a Report of incidents and cases of Child Abuse, Violence, Exploitation, Discrimination, Bullying, Children in Conflict with the Law (CICL), Children at Risk (CAR) and other forms of abuse for SY 2017-2018 on or before **May 22, 2018** to the Division Office, attention to Atty. JOSE O. OVIEDO (Attorney III), SDO DAGUPAN CITY, Legal Officer. Kindly send also a softcopy or scanned copy of your report to attyjoseoviedo@gmail.com

The Forms to be used are attached herewith for your reference. Kindly provide for the details required of the said forms. Schools without reported incidents must still submit a report indicating "No Incident" therein.

For immediate compliance.

(To be submitted to the Division Office and (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, MI)	Age	Sex (M/F)	NAME (Last Name, First Name, MI)	Age	Sex (M/F)			
Total												

- Note:
- * Child Abuse refers to the maltreatment of a child, whether habitual or not, which includes any of the following:
 - 1. Physical – refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazardous to their physical well-being.
 - 2. 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
 - 3. Psychological – refers to acts or omissions causing or likely to cause mental or emotional suffering to a 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: _____
 Name and Designation: _____
 Date: _____

Prepared by: _____
 Name/Designation: _____
 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 _____

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: _____
 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 alleviate 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