



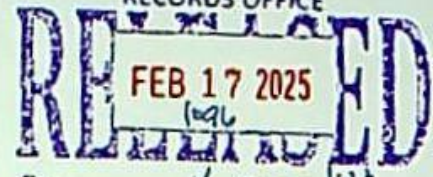
Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

Office of the Schools Division Superintendent

DepEd SDO Dagupan City
RECORDS OFFICE



By: _____ Time: 1:23

Division Memorandum
No. 10 s. 2025

February 17, 2025

**COLLECTION, CONSOLIDATION AND VALIDATION OF BULLYING
INCIDENTS INVOLVING LEARNERS AGED THIRTEEN (13)
TO SIXTEEN (16) FOR SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads
All Others Concerned

1. This pertains to Memorandum OM-OUOPS-2025-11-00580, issued by the Assistant Secretary, Officer-In-Charge, Office of the Undersecretary for Operations, Mr. Malcolm S. Garma, which mandates all schools to submit data on reported Learner Rights and Protection (LRP) concerns, specifically **bullying incidents involving learners aged 13 to 16.**
2. All public and private schools are required to submit their reports to both Regional Office and Central Office by completing the MS form and attaching the School-Based Consolidation Data Sheet (Annex A). Schools must also include supporting documentation for reported bullying incidents, such as incident reports, narrative reports, intervention plans, intake sheets and other relevant referral documents. **Deadline for submission is February 28, 2025.**
3. Please refer to the attached memorandum for the detailed procedure and expected output.
4. Schools can access the MS form through the following link:
<https://tinyurl.com/yhhf7weh>.



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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5. The School-Based Consolidation Data Sheet can be downloaded here <https://tinyurl.com/27pbxevd>.
6. All School-Based Consolidation Data Sheet should be submitted to the Division Learner Rights and Protection Focal Person, Ms. Bethany Venice S. Bautista on or before February 28, 2025. For clarifications and concerns, you may contact her at 0917 110 1277 or email at bethanyvenbautista@gmail.com.
7. For the information, guidance and compliance of all concerned.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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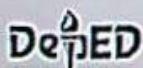
REGIONAL MEMORANDUM
 No. 203, s. 2025

**COLLECTION, CONSOLIDATION AND VALIDATION OF BULLYING INCIDENTS
 INVOLVING LEARNERS AGED THIRTEEN (13) TO SIXTEEN (16)
 FOR SCHOOL YEAR 2023-2024**

To: Schools Division Superintendents
 Division Learner Rights and Protection Focal Persons
 All Others Concerned

1. This memorandum is in response to Memorandum OM-OUOPS-2025-11-00580, issued by the Assistant Secretary, Officer-In-Charge, Office of the Undersecretary for Operations, Mr. Malcolm S. Garma, which mandates all schools to submit data on reported Learner Rights and Protection (LRP) concerns, specifically bullying incidents involving learners aged 13 to 16.
2. Consistent with DepEd Order No. 3, s. 2021, and other relevant LRP policies, these concerns will be consolidated and validated by the Schools Division Offices (SDOs) and Regional Offices (ROs).
3. To ensure the accuracy and completeness of the data, the process for collection, consolidation, and validation will be carried out in three phases:

PHASE	PROCEDURE	EXPECTED OUTPUT
Phase 1: Collection and Consolidation	Step 1: The school shall fill in the School-Based Consolidation Data Sheet (Annex A of this memorandum)	Signed school-based consolidation data sheet
	Step 2: The school shall transfer the data from the School-Based Consolidation Data Sheet to the MS Forms link provided herein by answering it.	Accomplished MS Forms through the link provided herein
	Step 3: The Central Office (Operations Strand-LRPD)	Consolidated data by the Central Office (Operations



	shall consolidate the data submitted by the schools and disaggregate the number of reported incidents per Regional and Division level. The disaggregated data by the governance level shall be released to the field offices for the validation of focal persons from the ROs and SDOs.	Strand-LRPD) through data submitted by the schools
Phase 2: Validation	<p>Step 4: The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-LRPD).</p> <p>Step 5: The ROs shall submit consolidated data of the validated reports.</p>	<p>Validated data by the focal persons from RO and SDO</p> <p>Consolidated data validated by the focal persons from RO and SDO</p>
Phase 3:	Step 6: The LRPD shall analyze and interpret the data submitted and validated by the RO and SDO.	Report on bullying reported incidents involving learners ages thirteen (13) to sixteen (16)

4. All public and private schools are required to submit their reports to both the Regional Office and the Central Office (Operations Strand-LRPD) by completing the MS form and attaching the School-Based Consolidation Data Sheet (Annex A). Schools must also include supporting documentation for the reported bullying incidents, such as incident reports, narrative reports, intervention plans, intake sheets, and other relevant referral documents. The deadline for submission is February 28, 2025.

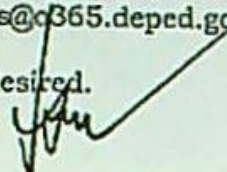
5. Schools can access the MS form through the following link: <https://tinyurl.com/yhhf7weh>.

6. The School-Based Consolidation Data Sheet can be downloaded here <https://tinyurl.com/27pbxevd>.

7. For further details, refer to the attached DepEd Memorandum OM-OUOPS-2025-11-00580.

8. For clarifications and concerns, contact the Learner Rights and Protection RO Focal Person-Mr. Darius C. Nieto or Alternate Focal Person-Ms. Roxanne D. Cases at mobile number +639931975928 or email at roxanne.cases@365.deped.gov.ph.

9. Immediate dissemination of this memorandum is desired.



TOLENTINO G. AQUINO
Regional Director



Encl.: As stated.

Reference: Memorandum OM-OUOPS-2025-11-00580

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

- DATA
- FORMS
- LEARNERS
- POLICY
- REPORTS

ESSD/RDC
02/04/2025

