



Republic of the Philippines  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
City of Kabankalan

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DIVISION MEMORANDUM  
No. 44, s. 2018

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**TO:** Public School District Supervisors  
Public/Private Elementary & Secondary School Heads  
Child Protection Committees  
All Others Concerned  
*Ortillo*

**FROM:** MA. LORLINIE M. ORTILLO, CESO VI  
Schools Division Superintendent

**DATE:** March 7, 2019

**SUBJECT:** **SUBMISSION OF PUBLIC AND PRIVATE SCHOOLS ANTI-BULLYING POLICIES  
AND REPORTS ON BULLYING INCIDENTS AND CASES**

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1. Pursuant to R.A. 10627 otherwise known as the Anti-Bullying Act of 2012 and Rule VI of its IRR, the Office of the Undersecretary for Legislative Affairs, External Partnerships and School Sports issued Memo OULAPPS No. 61, s. 2019 and the Office of the Regional Director issued Regional Memo No. 073, s. 2019.

2. *All private and public elementary and secondary schools* are required to submit a hard copy (2 copies) of **Child protection or anti-bullying policies** to the Schools Division Office of Kabankalan City, as required under Section 3 of RA 10627 and Rule VI, Section 8.4 (A) of its IRR;

3. The aforementioned are also required to submit to the School Division Office the Latest Reports on relevant information and statistics on bullying and retaliation and the Updated List of Child Protection Committees (CPC) for each schools.

4. Section 14, Rule 7 of IRR of RA 10627 provides for sanctions for non-compliance. Failure to comply with the provisions of the Act or its IRR shall be subject to administrative disciplinary proceedings in accordance with the CSC and other relevant issuances of DepEd.

5. *The Child protection or anti-bullying policies, Reports on relevant information and statistics on bullying and retaliation and List of Child Protection Committees* should be submitted on or before March 15, 2019.

6. Widest dissemination and compliance of this memorandum is desired.

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

[illegible]

- 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.)

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

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

(To be submitted to the Division Office one (1) week after the opening of every school year)

School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Classification: (Private/Public) \_\_\_\_\_  
 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 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.

Name and Designation

Date:

Name/Designation

Date:

(Enclosure No. 4 to DepEd Memorandum No. 59, s. 2015)

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

*Slm*

**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:**


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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

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Prepared by:

Noted by:

\_\_\_\_\_  
Designation

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

**Section 10 of Department Order No. 20, s. 2012**

**ESTABLISHMENT OF CHILD PROTECTION COMMITTEE**

All public and private elementary and secondary schools shall establish a Child Protection Committee (CPC)

**The CPC shall be composed of the following:**

1. School Head/Administrator – Chairperson
2. Guidance Counselor/Teacher – Vice Chairperson
3. Representative of the Teachers as designated by the Faculty Club
4. Representative of the Parents as designated by the Parents-Teachers Association
5. Representative of pupils, students and learners as designated by the Supreme Student Council
6. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC)