



Republic of the Philippines
Department of Education
 CARAGA REGION



September 29, 2022

REGIONAL MEMORANDUM

No. 0855, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
 This Region

SUBMISSION OF REPORTS ON CHILD PROTECTION PROGRAM,
 PROJECTS, ACTIVITIES, INCIDENTS, AND CASES

- Pursuant to DepEd Order No. 40, s. 2012, Policy and Guidelines on Protecting Children in School from Abuse, Violence, Exploitation, Discrimination, Bullying and other forms of Abuse, otherwise known as Child Protection Policy, the Department continuously upholds the rights of the child to special protection and reiterates its policy of zero tolerance for any act of abuse and violence.
- In line with this, the Regional Child Protection Unit (CPU) shall maintain a monitoring and reporting mechanism for all child protection-related concerns using the enclosed templates and forms:

Origin	Templates and Forms	Responsible Person	Date of Submission to the SDO
School	School-Based Report on Incidents of Bullying (Enclosed Template No. 1A)	Principal/School Head	One week after the start of the School Year to the Division CPU <i>Note: for this School year submission is on November 2, 2022</i>
	School-Based Report on Incidents of Child Abuse (Enclosed Template No. 1B)	Principal/School Head	One week after the start of the School Year to the Division CPU <i>Note: for this School year submission is on November 2, 2022</i>
	Report of cases of abuse, violence, exploitation, discrimination, bullying or peer abuse, and others (Enclosed Template No. 3)	Principal/School Head	One week after the start of the School Year <i>Note: To be submitted directly to the Division Legal Officer/ Designate</i>



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Origin	Templates and Forms	Responsible Person	Date of Submission to RO
Division	Division Consolidated Report on Incidents of Bullying (Enclosed Template 2A)	Division CPU Focal Person/Alternate	A month after the submission of the School to SDO <i>Note: for this School year submission is on or before November 30, 2022 to the ESSD-CPU</i>
	Division Consolidated Report on Incidents of Child Abuse (Enclosed Template 2B)	Division CPU Focal Person/Alternate	A month after the submission of the School to SDO <i>Note: for this School year submission is on or before November 30, 2022 to ESSD-CPU</i>
	Report of cases of abuse, violence, exploitation, discrimination, bullying or peer abuse, and others (Enclosed Template No. 3)	Division Legal Officer	A month after the submission of the School to SDO <i>Note: To be submitted directly to the Regional Legal Officer</i>

3. The School Division Offices-Child Protection Unit is required to submit quarterly accomplishments of Child Protection Programs, Projects, and Activities every 5th day of the end of the quarter month using the attached Template No. 4.
4. All CPU-related reports due for submission from the schools and SDOs should be duly signed by the Principal/School Head and the Schools Division Superintendents respectively.
5. Immediate dissemination and compliance to this Memorandum are directed.


MA. GEMMA MERCADO LEDESMA
 Regional Director

Encl/s.: As Stated

Reference/s: D.O. 3, s. 2021; D.O. 40, s. 2012; DM 59, s. 2015

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

CHILD PROTECTION

MONITORING AND REPORTING

ESS/ege
09/29/2022

(To be submitted to the Division Office a week after the start of each school year)

School: _____
Address: _____

Classification: (Private/Public) _____
 Level: (Kindergarten/Elementary/Secondary) _____

[illegible]

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: _____

(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]

NCIE:

- ❖ 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: _____
Name and Designation

Date: _____

Prepared by: _____
Name/Designation

Date: _____

(Enclosure No. 2A to DepEd Memorandum No. 59, s., 2015)
(To be submitted to the Regional Office on or before June 30)

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
I. Public								
A. Elementary								
1.								
2.								
Sub-Total								
B. Secondary								
1.								
2.								
Sub-Total								
II. Private								
A. Kindergarten								
1.								
Sub-Total								
B. Elementary								
1.								
2.								
Sub-Total								
C. Secondary								
1.								
2.								
Sub-Total								
Total								

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 _____

(Enclosure No. 2B to DepEd Memorandum No. 59, s., 2015)

(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	
						Relatives	School Personnel
I. Public							
A. Elementary							
1.							
2.							
Sub-Total							
B. Secondary							
1.							
2.							
Sub-Total							
II. Private							
A. Kindergarten							
1.							
Sub Total							
B. Elementary							
1.							
2.							
Sub-Total							
C. Secondary							
1.							
2.							
Sub-Total							
Total							

Note:

- ❖ Child Abuse refers to the maltreatment of a child, whether habitual or not, which includes any of the following:
 - o Physical – refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazardous to their physical well-being.
 - o 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
 - o 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

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

Annex "A"

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

School/Division/Region : _____

Period Covered : _____

Person Submitting Report: _____

Designation: _____ Date: _____

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

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Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 4 to Regional Memorandum No. _____ s., 2022
(to be submitted every 5th day of the end of the quarter month)

Matrix of Programs, Projects and Activities for the Regional and School Division Offices

School Division Office: _____

Name of Focal Person/Alternate: _____

Pillars of CPU	Activities	Child Protection Subject Matter	Purpose	Period of Implementation	Budget Source	Status (implemented, to be implemented, ongoing implementation)
I. Advocacy, Communication and Partnership						
II. Capacity Building, Monitoring & Research						



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III. Policy, Standard Setting & Legislation						
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Prepared by:

Validated by:

Noted by:

Division CPU Focal Person/Alternate

SGOD Chief

Schools Division Superintendent