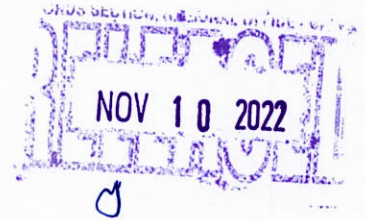




Republic of the Philippines
Department of Education
CARAGA REGION



November 8, 2022

REGIONAL MEMORANDUM
No. 0983, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

REGULAR MONITORING AND CLOSE COORDINATION AMONG THE
CONCERNED OFFICES RELATIVE TO ADMINISTRATIVE
COMPLAINTS AND CASES

1. Pursuant to DepEd Memorandum DM-LA-2022-0295 dated October 25, 2022, from the Office of the Undersecretary for Legal Affairs Atty. JOSE ARTURO C. DE CASTRO, the Regional Office is required to submit a status on the weekly reporting of abuse, harassment, and other administrative complaints of the Department.
2. All Division Legal Units shall accomplish the template provided for the accuracy of the data, using an editable excel file to be submitted starting November 18, 2022, every Friday @ 5:00 pm and sent through google drive.
3. Enclosed are new prescribed templates used for the report.
4. For immediate compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s: Annexes A,B,C Templates
Reference: (DepEd Memorandum DM-LA-2022-0295 from Jose Arturo C. De Castro Undersecretary of Legal Affairs.)
To be indicated in the Perpetual Index
under the following subjects:
CHILD PROTECTION PROGRAM

LEG/msl
10/04/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2022-11-14866

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

WEEKLY REPORT ON ABUSE/HARASSMENT/ AND OTHER ADMIN CASES

2016 UP TO PRESENT

[illegible]

Prepared by:

Approved by:

ANNEX A

NUMBER OF COMPLAINTS FILED/REPORTED

2016 (Provide details/information accordingly per year until 2022)

PENDING

CLOSED/TERMINATED

	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING ABUSE AND HARRASMENT AGAINST CHILDREN	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING ABUSE AND HARRASMENT AGAINST OTHER PERSON	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING OTHER ADMINISTRATIVE COMPLAINTS	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION	TOTAL NUMBER OF PENDING COMPLAINTS THAT TRANSITIONED TO FORMAL CHARGE BY LAST WEEK OF OCTOBER 2022 ONWARDS	TOTAL NUMBER OF CLOSED/TERMINATE D COMPLAINTS OF REGION INVOLVING ABUSE AND HARRASMENT AGAINST CHILDREN	TOTAL NUMBER OF CLOSED/TERMINATE D COMPLAINTS OF REGION INVOLVING ABUSE AND HARRASMENT AGAINST OTHER PERSONS	TOTAL NUMBER OF CLOSED/TERMINATE D COMPLAINTS OF REGION INVOLVING ABUSE AND HARRASMENT AGAINST OTHER ADMINISTRATIVE COMPLAINTS	TOTAL NUMBER OF CLOSED/TERMINATE D COMPLAINTS OF REGION INVOLVING ABUSE AND HARRASMENT AGAINST OTHER ADMINISTRATIVE COMPLAINTS
REGION									
TOTAL									

BREAKDOWN PER DIVISION

[illegible]

NUMBER OF CASES FILED (FORMAL CHARGE ISSUED)

2016 (Provide details/information accordingly per year until 2022)

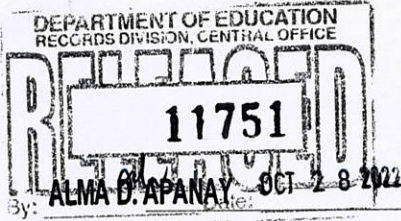
PENDING

CLOSED/TERMINATED

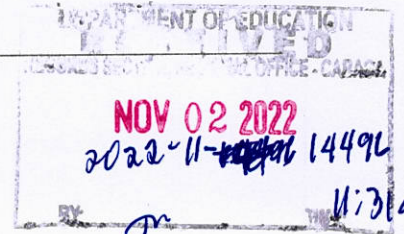
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BREAKDOWN PER DIVISION

[illegible]



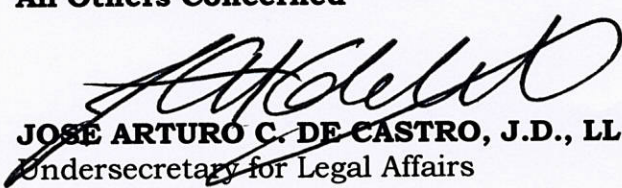
Republic of the Philippines
Department of Education
LEGAL AFFAIRS



MEMORANDUM

DM-LA-2022- 0295

TO : Regional Directors
Schools Division Superintendents
Chiefs, Investigation and Legal Divisions, Legal Service
Head, Learner Safeguarding Office
All Others Concerned

FROM : 
JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.
Undersecretary for Legal Affairs


AMANDA MARIE F. NOGRALES, J.D.
Assistant Secretary for Legal Affairs

SUBJECT : Regular Monitoring and Close Coordination among the
Concerned Offices relative to Administrative
Complaints and Cases

DATE : October 25, 2022

This Office would like to reiterate the request to comply with Memorandum DM-LA-2022-0253, dated October 6, 2022, on the weekly reporting of abuse, harassment and other administrative complaints of the Department.

Pursuant to this, indorsements and memoranda sent via official DepEd electronic mails should be recognized and shall serve as official correspondence and referral from this Office to the respective field offices as of the date of sending such electronic mails. Necessarily, this does not preclude this Office from issuing written indorsements and memoranda sent via registered mail or courier.

Additionally, this Office may request for additional information and updates on such cases via electronic mails, telephone and cellular phone calls, short message services, online calls, and online messages and groups. Such requests for information are considered official and should be considered when originating from the designated focal persons of this Office, as follows:

Atty. Leomar Ladonga	8631-5773 or 8631-7242
Guin Michaila Pamplina	
Jonnalyn Ngadao	
Hannah Tangunan	
Marianne Cruzin	
Atty. Tristan Joseph Rondolo	8637-6206
Jennifer Zamboanga	

3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue Pasig City 1600

Telephone No.: (02) 8706-5332; Fax No.: (02) 8633-5439; Email: oula@deped.gov.ph; Website: www.deped.gov.ph

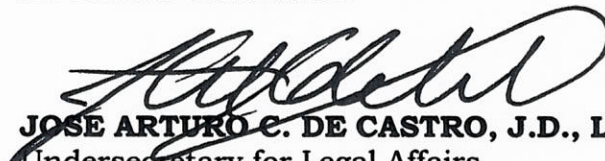


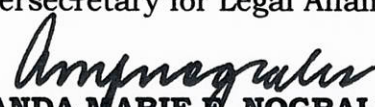
Republic of the Philippines
Department of Education
LEGAL AFFAIRS

MEMORANDUM

DM-LA-2022- 0295

TO : Regional Directors
Schools Division Superintendents
Chiefs, Investigation and Legal Divisions, Legal Service
Head, Learner Safeguarding Office
All Others Concerned

FROM : 
JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.
Undersecretary for Legal Affairs


AMANDA MARIE B. NOGRALES, J.D.
Assistant Secretary for Legal Affairs *KV 1002 RB RRP*

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Dante Guasis	
Maria Corina Dela Cruz	
Atty. Geraline Mae Ramones	863-66544 or 863-66550
Atty. Marie Margaret Galvez	
Atty. Nikki Salopaso	8633-7259

To reiterate, the Schools Division Offices shall submit to their respective Regional Offices, the Weekly Reports **every Friday, not later than 5:00 pm**. Accordingly, the Regional Offices shall validate and consolidate the reports of the SDOs for submission to the Legal Affairs, through the Investigation Division, **every Monday, not later than 5:00 pm**.

For facilitation, the submission of the Weekly Reports shall be in **electronic copy, in excel file with editable versions**. The Weekly Reports shall be sent to the Investigation Division through the following email addresses: ls.invesdiv@deped.gov.ph, copy furnished oasla@deped.gov.ph; ls.ld@deped.gov.ph; leahd@deped.gov.ph; leomar.ladonga@deped.gov.ph; geraline.ramones@deped.gov.ph; and marie.galvez@deped.gov.ph.

The Investigation Division, Legal Division, and Learner Safeguarding Office shall also update their respective data on abuse, harassment and other administrative complaints and cases **every Monday, not later than 5:00 pm**, and consolidate/update the national data **every Tuesday, not later than 5:00 pm**.

For information dissemination and immediate compliance. 

WEEKLY REPORT ON ABUSE / HARASSMENT/ OTHER ADULT CASES											
2016											
NO.	DATE COMMITTED	DATE REPORTED	STATION		PERSON COMPLAINED OF /RESPONDENT	POSITION /DESIGNATION	DESCRIPTION OF THE ALLEGED ACTS			STATUS (AS OF)	HAS A CASE BEEN FILED (IF YES, INDICATE DATE OF THE PORTAL CHANGE)
			REGION /DIVISION/SCHOOL				ABUSE/HARASSMENT	OTHER ADMINISTRATIVE CASES			
SAMPLE ENTRY											

SAMPLE ENTRY									
1	January-February Y. 2016	03/01/2016	R.I. La Orlaya ABC Central School		Juan Dela Cruz	Teacher I	Alleged two (2) instances of touching of the private parts of a Grade 1 student, which happened sometime in January to February 2016		As of 10/19/2016, a Pre-Hearing Conference was conducted by the Formal Investigation Committee held on August 1, 2016. Yes (08/04/2016)
2	05/10/2016	09/04/2016	RVI Cebu City XYZ High School		Francis Dela Cerna	Principal I	Alleged physical abuse by hitting a Grade 10 student on the head with a book.		As of October 19, 2016, the case was scheduled for a Fact Finding Investigation. No
3	08/20/2016	09/10/2016	MCR (R/I)		Mark Reyes	Accountant III		Alleged unauthorized certification of fund availability despite absence of appropriation.	As of October 19, 2016, a Formal Charge with Order of suspension. Suspension was issued under Preventive Suspension for a period of thirty (30) days. Yes (10/12/2016)
4	09/01/2016	09/10/2016	RX Schools Division of Iligan City		Rose Angeles	Administrative Officer V	Alleged sexual harassment by groping the breast of a female subordinate employee.		As of October 19, 2016, the Pre-Hearing Conference report was already submitted for evaluation/assessment for the drafting of the appropriate decision/action. Yes (09/20/2016)

REMARKS

1. Abuse and harassment complaints and cases - refer to child abuse and acts of harassment that pertain to inappropriate and other sexual acts committed against the child or other persons.
2. Other Adult cases - refer to administrative complaints and cases other than those that pertain to abuse and harassment.
3. It is directed that the weekly report should be in excel file format and the required details or information be provided on a per year basis, one excel sheet being used per year from 2016 to 2020.

DDR ~ MW RRP

NUMBER OF COMPLAINTS FILED/REPORTED									
2016 (provide details/information accordingly per year until 2022)									
REGION	PENDING				CLOSED/TERMINATED				
	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING OTHER ADMINISTRATIVE COMPLAINTS	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION	TOTAL NUMBER OF PENDING COMPLAINTS THAT TRANSITIONED TO FORMAL CHARGE BY LAST WEEK OF OCTOBER 2022 ORWARDS	TOTAL NUMBER OF CLOSED/TERMINATED COMPLAINTS OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN	TOTAL NUMBER OF CLOSED/TERMINATED COMPLAINTS OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS	TOTAL NUMBER OF CLOSED/TERMINATED COMPLAINTS OF REGION INVOLVING OTHER ADMINISTRATIVE CASES	TOTAL NUMBER OF CLOSED/TERMINATED COMPLAINTS OF REGION
SAMPLE	25	24	29	78	15	15	4	4	23
BREAKDOWN OF PENDING COMPLAINTS INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN IN THE RO/SDO									
RO	1	1	1	4	1	1	1	1	4
Ilocos Norte	1	2	2	1	1	1	1	1	1
Ilocos Sur	3	2	1	1	1	1	1	1	1
La Union	1	4	2	1	1	1	1	1	1
Pangasinan I	3	2	2	1	1	1	1	1	1
Pangasinan II	1	1	4	1	1	1	1	1	1
Alamogordo	4	1	1	1	1	1	1	1	1
Batuc City	2	1	1	1	1	1	1	1	1
Candao City	2	1	1	1	1	1	1	1	1
Dagupan City	1	1	1	1	1	1	1	1	1
Laong City	1	1	4	1	1	1	1	1	1
San Carlos City	1	2	1	1	1	1	1	1	1
San Fernando City	1	2	1	1	1	1	1	1	1
Urdaneta City	1	2	3	1	1	1	1	1	1
Vigan City	1	1	4	1	1	1	1	1	1

Don't know RRP

NUMBER OF CASES FILED (FORMAL CHARGE ISSUED)									
2016 (provide details/information accordingly per year until 2022)									
REGION	PENDING			TOTAL NUMBER OF PENDING CASES OF REGION ¹	CLOSED/TERMINATED			TOTAL NUMBER OF CLOSED/TERMINATED CASES OF REGION	TOTAL NUMBER OF ALL PENDING AND CLOSED/TERMINATED CASES
	TOTAL NUMBER OF PENDING CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN	TOTAL NUMBER OF PENDING CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING OTHER ADMINISTRATIVE CASES		TOTAL NUMBER OF CLOSED/TERMINATED CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN	TOTAL NUMBER OF CLOSED/TERMINATED CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS	TOTAL NUMBER OF CLOSED/TERMINATED CASES OF REGION INVOLVING OTHER ADMINISTRATIVE CASES		
SAMPLE ENTRY									
1									
	BREAKDOWN OF PENDING CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN IN THE RO/SDO	BREAKDOWN OF PENDING CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS IN THE RO/SDO	BREAKDOWN OF PENDING COMPLAINTS OF REGION INVOLVING OTHER ADMINISTRATIVE CASES IN THE RO/SDO		BREAKDOWN OF CLOSED/TERMINATED CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN IN THE RO/SDO	BREAKDOWN OF CLOSED/TERMINATED CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS IN THE RO/SDO	BREAKDOWN OF CLOSED/TERMINATED CASES OF REGION INVOLVING OTHER ADMINISTRATIVE CASES		
RO									
Ilocos Norte									
Ilocos Sur									
La Union									
Pangasinan I									
Pangasinan II									
Alaminos City									
Batac City									
Candon City									
Dagupan City									
Laong City									
San Fernando City									
Urdaneta City									
Vigan City									

DOA AM - PRB

Box 41 ~ RRP

Release physical copies to Regional
Directors.

Regional Directors to release/send
and cascade this memo to
their respective SDS under
their jurisdiction, via email.
- Regional Directors to inform
OULA / OASLA / OD-LS / ID / LD /
LEAHD that the memo
has been sent out to the
SDS.

EDUCATION
RS

Secretary

6:25pm

5:20
n (Cuma)

10/27/2022

Thank you.

JK/
Atty. Mae