



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 115 s.2020

JUNE 10, 2020

**SUBMISSION OF CONSOLIDATED REPORT ON INCIDENTS OF BULLYING, CHILD ABUSE,
CHILDREN-AT-RISK, AND CHILDREN IN CONFLICT WITH THE LAW FOR SCHOOL YEAR (SY)
2019-2020**

**To: Curriculum Implementation Division Chief
School Governance and Operations Division Chief
Public Schools District Supervisors
Education Programs Supervisors
School Heads of Public Elementary, Secondary, And Integrated Schools
School Heads of Private Elementary and Secondary Schools
All Others Concerned**

- 1) This has reference to DepEd Memorandum No. 114, s. 2017 with subject "Reiteration of the Reportorial Obligation of Schools, Schools Division Offices, and Regional Offices Pursuant to DepEd Order Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015". Pursuant to the aforementioned issuances, including DM No. 59, s. 2015 entitled, "Change in and Additional Information to DM No. 68, s. 2014" and thus, DM No. 68, s. 2014 entitled, "Submission of School-Based Child Protection and Anti-Bullying Policies and Reports on Compliance", all school heads or principals and/or teacher-in-charge of public and private elementary and secondary schools in Abra are **mandated to submit the following reports:**
 - a. Accomplished School-Based Report on Incidents of Child Abuse (See attached Form marked as **Enclosure No. 1**);
 - b. Accomplished School-Based Report on Incidents of Bullying (See attached Form marked as **Enclosure No. 2**);
 - c. Accomplished Consolidated Report on Cases involving Children-At-Risk (See attached Form marked as **Enclosure No. 3**); and
 - d. Accomplished Consolidated Report on Incidents of Children in Conflict with the Law (See attached Form marked as **Enclosure No. 4**).
- 2) As to incidents of child abuse and bullying, Intake Sheets must be included in the reports. (See attached Intake Sheet marked as **Enclosure No. 5**).
- 3) If there are **no incidents** of child abuse, bullying, CAR, or CICL, a Certification should be issued instead of the aforementioned forms. (See attached Sample marked as **Enclosure No. 6**)
- 4) The enclosures can be accessed through this URL: <https://bit.ly/CPPAnnualReportingForms>.



Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
e-mail: abra@deped.gov.ph





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- 5) In relation to the said reports, the School Administrators, Teacher-in-Charge, and School Heads/Principals are hereby **required to update the school's account under the Legal Services Information System.**
- 6) Due to the halted mass movement of people and the provincial-wide and commercial travel restrictions, submission at the Division Office might not still be possible. Hence, the soft copies of the signed reports may be forwarded through this email sdoabralegalservicesunit@gmail.com not later than **June 22, 2020, Monday.**
- 7) **Non-compliance with this Memorandum shall be dealt with accordingly** pursuant to existing DepEd Orders and other pertinent and applicable rules and regulations.
- 8) For further information, all concerned may contact the Legal Services Unit in this email address sdoabralegalservicesunit@gmail.com. Legal assistance may also be availed online through <https://bit.ly/SDOAbraLegalAssistance>.
- 9) Immediate dissemination of and compliance with this Memorandum is directed.


GLORIA B. BUYA-AO
Schools Division Superintendent
JT



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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

Note: Bullying is perpetrated by a student against another student which may be:

- Physical-unwanted physical contact (punching, shoving, pushing, kicking, slapping, 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: _____ Prepared by: _____
 Name and Designation Name/Designation
 Date: _____ 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

ENCLOSURE NO. 4 of DIVI. MEMO NO. 115, S. 2020

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 adapted which facilitated the reintegration of the CICL in the school and community

Prepared by:

Noted by:

Designation

Principal/Superintendent/Regional Director

DEPARTMENT OF EDUCATION

INTAKE SHEET

I. INFORMATION:

A. VICTIM:

Name: _____
Date of Birth: _____ Age: _____ Sex: _____
Gr./Yr. and Section: _____ Adviser: _____
Parents:

Mother: _____ Age: _____
Occupation: _____
Address: _____
Father: _____ Age: _____
Occupation: _____
Address and Contact Number: _____

B. COMPLAINANT:

Name: _____
Relationship to Victim: _____
Address and Contact Number: _____

C. RESPONDENT

C-1. If respondent is a School Personnel

Name: _____
Date of Birth: _____ Age: _____ Sex: _____

Designation: _____
Address and Contact Number: _____

C-2. If respondent is a Student

Name: _____
Date of Birth: _____ Age: _____ Sex: _____

Gr./Yr. and Section: _____ Adviser: _____

Parents/Guardian:

Mother: _____

Age: _____

Occupation: _____

Address and Contact Number: _____

Father: _____

Age: _____

Occupation: _____

Address and Contact Number: _____

II. DETAILS OF THE CASE:

III. ACTION TAKEN:

- 1.
- 2.
- 3.
- 4.

IV. RECOMMENDATIONS:

- 1.
- 2.
- 3.

Prepared by:

Signature over Printed Name

Designation

Date



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NOTE: THIS IS SAMPLE ONLY

CERTIFICATION

This is to certify that upon verification of the records, **NAME OF SCHOOL** has no case or incident of child abuse, bullying, child-at-risk, or child in conflict with the law.

This certification is being issued in relation to the reportorial obligation of all elementary and secondary schools pursuant to the requirements laid down in DepEd Order No. 40, s. 2012; DepEd Memorandum No. 59, s. 2015; DepEd Order No. 55, s. 2013; and/or DepEd Order No. 18, s. 2015.

Issued this ___ day of Month, 2020, at _____.

NAME
School Head/ Principal