



Republic of the Philippines  
**Department of Education**  
 DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2022- 098

To : All Public and Private School Heads  
 All Child Protection Coordinators  
 Division Youth Formation Coordinators

Subject : CHILD PROTECTION POLICY PROGRAM 1<sup>ST</sup> QUARTERLY MEETING  
 AND SUBMISSION OF 1<sup>ST</sup> QUARTER CONSOLIDATED REPORTS  
 ON CHILD PROTECTION CASES.

Date : March 22, 2023

This is in relation to DepEd Order No. 40 s. 2012 re: "Child Protection Policy", and reiteration of Regional Memorandum ESSD-2023-050 re: Quarterly Submission of Consolidated Reports of Child Protection Cases.

This office, through the Division Child Protection Committee, shall conduct a 1<sup>st</sup> quarterly meeting with all School-based Child Protection Program Coordinators on **April 07, 2023 (Friday)** from **2:00 pm to 5:00 pm** via Google Meet.

This meeting shall discuss the following agenda:

- 1<sup>st</sup> quarter accomplishment report
- Central Office: Conduct of visit to school Child Protection Committee
- Other matters

Likewise, all public and private schools shall submit the consolidated report of Child Protection Cases on/or before **March 30, 2023**. The duration of the report shall start on the start of the school year, August 2022 until March 2023. Attached in this memorandum is the template for the consolidated report. Kindly please submit your report on the link provided below: <https://drive.google.com/drive/folders/1sAal5xvLtr3tiVQmINzbB4OsUCnkggDR?usp=sharing>. For this activity, provision of RA 10173 shall be strictly followed for the confidentiality of data submitted.

For compliance.

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**

DATE: MAR 24 2023 TIME: 4:14pm

BY: [Signature]

**CRISTY C. EPE**

Schools Division Superintendent



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
 Telephone Nos.: (082) 553-8375; (082) 553-8396

**SCHOOL-BASED CONSOLIDATED REPORT ON CASES OF CHILDREN-AT-RISK**

School : \_\_\_\_\_

School ID: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_

Classification:  Public  
 Private

Level:  Kindergarten  
 Elementary  
 Junior High School  
 Senior High School

**I. CHILDREN-AT-RISK (CAR)**

Classification	No. of Students		Action Taken	Present Status
	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 a 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. Mendicant under PD 1563				
9. Solvent / Rugby User				
10. Marijuana / Drug Use / Dependency				
11. Smoking				
12. Others				

**II. Concrete description of action taken by the school to alleviate the risk factors of the CAR.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared by:

Validated by:

\_\_\_\_\_

\_\_\_\_\_

*(Designation)*

Principal

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

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

**CONFIDENTIAL**

SCHOOL-BASED CONSOLIDATED REPORT ON INCIDENTS OF CHILD IN CONFLICT WITH THW LAW

School Year 20\_\_-20\_\_

School: \_\_\_\_\_  
Address: \_\_\_\_\_

School ID: \_\_\_\_\_  
Classification:  Public  
 Private

Level:  Kindergarten  
 Elementary  
 Junior High School  
 Senior High School

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. Concrete description of any interventions program or diversion program that the school initiated or adopted which facilitated the reintegration of the CICL in the school and community.

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Prepared by: \_\_\_\_\_  
*(Name and Designation)*  
Date: \_\_\_\_\_

Validated by: \_\_\_\_\_  
Principal  
Date: \_\_\_\_\_

SCHOOL-BASED CONSOLIDATED REPORT ON OTHER CHILD PROTECTION CONCERNS  
School Year 20\_\_-20\_\_

School: \_\_\_\_\_  
Address: \_\_\_\_\_

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

Date / Place of Incident	Other Child Protection Concerns						Victim			Perpetrator			Action Taken	Intervention Program	Status (Resolved/ Pending/ Referred to other agency)
	Child Labor	Child Trafficking	OSEC	SEC	Corporal Punishment	Other Acts of Abuse (Learner to Learner)	Name	Age	Sex (M/F)	Name	Age	Sex (M/F)			

Note: OSEC – Online Sexual Exploitation of Children  
SEC – Sexual Exploitation of Children

Revised and conformed by: \_\_\_\_\_  
*(Name and Designation)*  
Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
*(Name and Designation)*  
Date: \_\_\_\_\_

**SCHOOL-BASED REPORT ON INCIDENTS OF CHILD ABUSE**  
 School Year 20\_\_-20\_\_  
 For the month of \_\_\_\_\_ to \_\_\_\_\_

CONFIDENTIAL

School: \_\_\_\_\_  
 Address: \_\_\_\_\_

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

Date/ place of the incident	Nature of Abuse			Victims			Perpetrators			Relationship to the Victim	Action Taken	Status (Resolved/ Pending/ Referred to other agency)
	Physical	Social	Verbal/ Psychological	Name (Last Name, First Name, M.I.)	Age	Sex (M/F)	Name	Age	Sex (M/F)			

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 badly harm and which subjects' children to perform tasks which are hazardous to their physical well-being,
- Sexual – refer 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 of causing 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 (teacher and non-teaching staff)  
 No amicable settlement for any acts of child abuse

Revised and conformed by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
(Name and Designation)

Prepared by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
(Name and Designation)