



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- *098*

To : SGOD Chief
 All Private and Public Secondary School Heads
 Learner Rights and Protection Coordinator - Secondary
 Division Youth Formation Coordinators

Subject : **SUBMISSION OF SCHOOL-BASED REPORT ON INCIDENTS OF BULLYING INVOLVING LEARNERS AGED THIRTEEN (13) TO SIXTEEN (16) FOR S.Y. 2023-2024**

Date : February 14, 2025

Pursuant to Regional Memorandum ESSD-2025-041 titled **Submission of the School-based report on incidents of bullying involving learners aged thirteen (13) to sixteen (16) for SY 2023-2024**, this office hereby directs all Private and Public Schools to submit data on reported Learner Rights and Protection concerns.

These concerns will be gathered and verified by the Schools Division Offices (SDOs) and Regional Offices (ROs) in accordance to DepEd Order No. 3, s. 2021 and other relevant policies on Learner Rights and Protection.

To ensure data accuracy and completeness, attached in this memorandum the process of collection, consolidation and validation. Public and Private schools must submit their reports to the Regional Office and Central Office (Operation Strand-LRPD) by completing the MS form and attaching the School-based Consolidation Data Sheet (Annex A) along with supporting documents for reported bullying incidents, such as incident/narrative reports, intervention plans, intake sheets, and other referral records. The **deadline for submission is February 28, 2025**.

Schools may access the MS Forms using the link: <https://tinyurl.com/yhhf7weh>. Public and Private schools may download the School-based Consolidation Data Sheet at <https://tinyurl.com/27pbxevd>.

For inquiries, contact the Division Focal Person for the Learner Rights and Protection via aprilrose.alcala@deped.gov.ph or 09518500210

For immediate dissemination and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI

Schools Division Superintendent

Records Section

RELEASED
 DATE: FEB 17 2025 TIME: 9:00 AM

SGOD/araa

BY: *[Signature]*



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Department of Education
DAVAO REGION

DepEd Schools Division Office - Davao City
RECORDS SECTION
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DATE: 13 FEB 2025
TIME: 10:30
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February 6, 2025

REGIONAL MEMORANDUM
ESSD-2025-041

SUBMISSION OF SCHOOL-BASED REPORT ON INCIDENTS OF BULLYING
INVOLVING LEARNERS AGED THIRTEEN (13) TO SIXTEEN (16)
FOR S.Y. 2023-2024

To: Schools Division Superintendents

- In compliance with Memorandum OM-OUOPS-2025-11-00580 issued by the Assistant Secretary Officer-In-Charge, Office of the Undersecretary for Operations Malcolm S. Garma, all schools shall submit data on reported Learner Rights and Protection concerns.
- These concerns will be gathered and verified by the Schools Division Offices (SDOs) and Regional Offices (ROs) in accordance with DepEd Order No. 3, s. 2021, and other relevant policies on learner rights and protection (LRP).
- To ensure data accuracy and completeness, the process of collection, consolidation, and validation will be divided into three phases.

PHASE	PROCEDURE	EXPECTED OUTPUT
Phase 1: Collection and Consolidation	Step 1: The school shall fill in the School-Based Consolidation Data Sheet (Annex A of this memorandum)	Signed school-based consolidation data sheet
	Step 2: The school shall transfer the data from the School-Based Consolidation Data Sheet to the MS Forms link provided herein by answering it.	Accomplished MS Forms through the link provided herein
	Step 3: The Central Office (Operations Strand-LRPD) shall consolidate the data submitted by the schools and disaggregate the number of reported incidents per Regional and Division level. The disaggregated data by the governance level shall be released to the field	Consolidated data by the Central Office (Operations Strand-LRPD) through data submitted by the schools



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Republic of the Philippines
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 DAVAO REGION

	offices for the validation of focal persons from the ROs and SDOs.	
Phase 2: Validation	<p>Step 4: The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-LRPD).</p> <p>Step 5: The ROs shall submit consolidated data of the validated reports.</p>	<p>Validated data by the focal persons from RO and SDO</p> <p>Consolidated data validated by the focal persons from RO and SDO</p>
Phase 3: Analysis and Interpretation	Step 6: The LRPD shall analyze and interpret the data submitted and validated by the RO and SDO.	Report on bullying reported incidents involving learners ages thirteen (13) to sixteen (16)

4. Public and private schools must submit their reports to the Regional Office and Central Office (Operations Strand-LRPD) by completing the MS form and attaching the School-Based Consolidation Data Sheet (Annex A) along with supporting documents for reported bullying incidents, such as incident/narrative reports, intervention plans, intake sheets, and other referral records. The deadline for submission is February 28, 2025.

5. Schools may access the MS forms using the link: <https://tinyurl.com/yhhf7weh>. Public and private schools may download the School-Based Consolidation Data Sheet at <https://tinyurl.com/27pbxevd>.

6. For further details, refer to the attached copy of the DepEd Memorandum OM-OUOPS-2025-11-00580 attached to this communication.

7. For inquiries, contact the Regional Focal Person for the Learner Rights and Protection via stephenmark.castres@deped.gov.ph or 09759503781

8. Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
 Director

Encl.: As stated.
 ROE/beth

RECORDED
 BY: [Signature]
 DATE: 2/21/25
 TIME: 10:21



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2025 - 11 - 0080

RECEIVED
By: [Signature]
Date: 2-4-25
Time: 8:30

TO : Regional Directors
Schools Division Superintendents
School Heads
Regional and Division Learner Rights and Protection Focal Persons
All Others Concerned

FROM : MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

SUBJECT : COLLECTION, CONSOLIDATION, AND VALIDATION OF
BULLYING INCIDENTS INVOLVING LEARNERS AGED THIRTEEN
(13) TO SIXTEEN (16) FOR S.Y. 2023-2024

DATE : January 20, 2025

The Learner Rights and Protection Division (LRPD) is mandated to lead in the planning, implementation, coordination, monitoring, and evaluation of programs, projects, and activities related to learner rights and protection at all governance levels of the Department. Further, under the different learner rights and protection (LRP) policies¹ of the Department, as amended by DepEd Order (D.O.) No. 3, s. 2021,² all schools shall submit data on reported learner rights and protection concerns, which shall then be consolidated and validated by the Schools Division and Regional Offices (SDO and RO).

Since 2012, schools have been submitting LRP data using forms provided by then Office of the Undersecretary for Legal Affairs, which, thereafter, shall be consolidated manually and validated by legal officers. With the issuance of the D.O. 3, s. 2021 and the creation of the LRPD, schools shall now submit LRP data to the Operations Strand.

The LRPD, as mandated to keep and maintain statistics on learner rights and protection concerns, has been consistently complying with requests for data from its internal and external stakeholders as needed. Similarly, in anticipation of data requests from policymakers and program owners, this Office seeks the assistance of the schools, Schools Division Offices, and Regional Offices in collecting, consolidating, and validating the number of bullying-reported incidents involving learners aged thirteen (13) to sixteen (16).

¹ D.O. Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015.
² Creation of the Child Protection Unit and the Child Rights in Education Desk in the Department of Education.



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To ensure the accuracy and completeness of data, the collection, consolidation, and validation process shall be divided into three (3) phases:

Phase	Procedure	Expected Output
Phase 1: Collection and Consolidation	<p>Step 1: The school shall fill in the School-Based Consolidation Data Sheet (Annex A of this memorandum)</p> <p>Step 2: The school shall transfer the data from the School-Based Consolidation Data Sheet to the MS Forms link provided herein by answering it.</p> <p>Step 3: The Central Office (Operations Strand-LRPD) shall consolidate the data submitted by the schools and disaggregate the number of reported incidents per Regional and Division level. The disaggregated data by governance level shall be released to the field offices for the validation of focal persons from the ROs and SDOs.</p>	<p>Signed school-based consolidation data sheet</p> <p>Accomplished MS Forms through the link provided herein</p> <p>Consolidated data by the Central Office (Operations Strand-LRPD) through data submitted by the schools</p>
Phase 2: Validation	<p>Step 4: The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-LRPD).</p> <p>Step 5: The ROs shall submit consolidated data of the validated reports. <i>(Memorandum for Phase II: Validation to be released)</i></p>	<p>Validated data by the focal persons from RO and SDO</p> <p>Consolidated data validated by the focal persons from RO and SDO</p>
Phase 3: Analysis and Interpretation	<p>Step 6: The LRPD shall analyze and interpret the data submitted and validated by the RO and SDO.</p>	<p>Report on bullying reported incidents involving learners ages thirteen (13) to sixteen (16)</p>

In view of the foregoing matters, all public and private elementary and secondary schools, together with the focal persons of LRPD from the SDOs and ROs are hereby instructed to observe the following guidelines for **Phase I: Data Collection and Consolidation:**

- I. Data to be Collected and Consolidated
 - a. Number of **learner-victims** of bullying aged thirteen (13) to sixteen (16) in all public and private schools from S.Y. 2023-2024

- b. Number of **learner-bullies** aged thirteen (13) to sixteen (16) in all public and private schools from S.Y. 2023-2024
- c. Number of **bullying incidents** involving learners aged thirteen (13) to sixteen (16) from S.Y. 2023-2024

II. Manner of Collection

- a. All public and private schools shall collect the reported incidents of bullying in their respective schools.
 - i. To ensure the accuracy of information, schools shall be guided by the following steps:
 1. Reporting/Listing of bullying concerns should be based on the definition provided under D.O. No 55, s. 2013 or the Implementing Rules and Regulations of Republic Act No. 10627 otherwise known as the Anti-Bullying Act of 2013. On this note, school heads and guidance counselors/guidance designates are highly encouraged to review the said policies to ensure that the data to be provided are accurate.
 2. All bullying concerns to be reported/listed should have documentation (i.e., with incident/narrative reports, intervention plan, intake sheets, and other documents showing referral to partner agencies); and
 3. School heads and guidance counselors/guidance designates shall be held liable for concealment of bullying cases and non-compliance with the D.O. No. 55, s. 2013.

III. Manner of Data Consolidation

- a. All public and private elementary and secondary schools shall consolidate the data collected using the School-Based Consolidation Data Sheet and submit it to the Central Office (Operations Strand-LRPD) through MS Forms.
- b. The Central Office (Operations Strand-LRPD) shall consolidate the submitted data by the school. The data shall be disaggregated per RO and SDO, which shall then be released to the field offices for validation by the LRPD Focal Persons. Further details on Phase II: Validation are to be released.

IV. Manner of Submission

- a. The school shall submit its report to the Central Office (Operations Strand-LRPD) by accomplishing the MS form and attaching the School-Based Consolidation Data Sheet (*Annex A*) and corresponding documentation of the reported bullying cases (i.e., with incident/narrative reports, intervention plan, intake

sheets, and other documents showing referral to partner agencies).

- b. Schools may download the School-Based Consolidation Data Sheet at <https://tinyurl.com/27pbxevd>
- c. Schools may access the MS forms for their respective regions using the link: <https://tinyurl.com/yhhf7weh>

Finally, all LRPO Focal Persons are enjoined to collaborate with each other to implement this Memorandum.

For queries and clarifications, you may contact Atty. Suzette T. Gannaban-Medina, Officer-In-Charge, Director III, Bureau of Learner Support Services and Learner Rights and Protection Office through the email at weprotectlearners@deped.gov.ph or call at (02) 8632-1372.

For immediate dissemination and compliance.

Thank you.

School-Based Report on Incidents of Bullying
Involving Learners of Age Thirteen (13), Fourteen (14), Fifteen (15), and Sixteen (16)
(S.Y. 2023-2024)

School: _____
School ID: _____
Address: _____

Charter/School ID: (Phone/Facile) _____
Level: (Elementary/Junior/Senior/Secondary) _____

Date/Place of Incident	Nature of Bullying				Victims			Bullies		Action Taken	Recommendation	Status (Assessed/ For monitoring following referral to third party intervention provider/ For monitoring following referral to third-party intervention provider/ On-going school intervention)	
	Physical	Sexual	Gender Based	Other Bullying	Retaliation	Name	Age	Sex (M/F/LGBTQ/A+)	Name				Age

Number of Bullying Cases _____
Number of cases for monitoring following referral to other Department Agency providers _____
Number of cases for monitoring following referral to third-party intervention provider _____
Number of cases for on-going school intervention _____

NOTE: Bullying is perpetrated by a student against another student which may be:
Physical - unwanted physical contact such as pushing, shoving, hitting, slapping, kicking, scratching, etc.
Sexual - refers to any deliberate, repetitive and aggressive sexual behavior intended to hurt or humiliate an individual based on sexual orientation, gender identity, or gender expression.
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 that occurs through the use of technology or any electronic means such as chat rooms, instant messaging, etc.

Prepared and Certified by: _____
Date: _____

Prepared by: _____
Date: _____

Name and Organization: _____
Name and Organization: _____