



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

February 16, 2023

**DIVISION MEMORANDUM**

No. 001 , s. 2023

**REITERATION OF THE STRICT IMPLEMENTATION OF DEPED POLICIES ON  
CHILD PROTECTION AND ANTI-BULLYING**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors and Public Schools District Supervisors  
Elementary and Secondary School Heads  
Child Protection Committee  
All Others Concerned

1. This is to reiterate the strict implementation of DepEd Order No. 40, s. 2012 entitled "DepEd Child Protection Policy" which aims a *zero-tolerance for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse in schools*. This is in response to the number of reported incidents of bullying at the Division Office and the handling of child protection cases in schools.
2. In accordance with DepEd Order No. 55, s. 2013 entitled "Implementing Rules and Regulations of Republic Act No. 10627 otherwise known as the Anti-Bullying Act of 2013", An Act Requiring All Elementary and Secondary Schools to Adopt Policies to Prevent and Address the Acts of Bullying in their Institutions, bullying is defined as *"any severe, or repeated use by one or more students of a written, verbal, or electronic, or physical act or gesture, or any combination thereof, directed to another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm"*.
3. The same DepEd Order gives the Division Office the authority to impose sanctions and penalties on erring non-teaching DepEd personnel. Further, the School Head or the Guidance Counselor/ Designate shall handle the bullying reports and complaints in schools. Under Section 9, the Child Protection Committee as Anti-Bullying Committee, shall handle bullying cases in the public or private school. In compliance with the procedures for handling bullying incidents in schools stated in Section 10 (B), viz:

**Section 10. Procedures in Handling Bullying Incidents in Schools**

- A. xx  
B. Procedures





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Consistent with Section 3 and 4 of the Act, all public and private kindergarten, elementary and secondary schools shall adopt procedures that include:

*a. Immediate Responses*

1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.
2. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:
  - i. Stopping the bullying or retaliation immediately;
  - ii. Separating the students involved;
  - iii. Removing the victim or, in appropriate cases, the bully or offending students, from the site;
  - iv. Ensuring the victim's safety, by:
    - Determining and addressing the victim's immediate safety needs; and
    - Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
  - v. Bringing the bully to Guidance Office or the designated school personnel.
4. Moreover, under Section 8.4 (J), the school shall accomplish the *Intake Sheet* prescribed in Annex "B", whenever there is an incident of bullying, maintain a record of all proceedings related to bullying, and submit reports prescribed in "Annex A", of DO 40, s. 2012, to the Division Office.
5. Enclosed is a copy of the Report of Cases of Abuse, Violence, Exploitation, Discrimination, Bullying or Peer Abuse and Other Related Offenses (Annex A), Intake Sheet (Annex B), and DepEd Child Protection Policy Referral and Monitoring System (Annex D).
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

**ROWENA T. QUIAMBAO, CESE**

Assistant Schools Division Superintendent  
Officer-In-Charge, Office of the Schools Division Superintendent





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**ANNEX A**

**Report of Cases of Abuse, Violence, Exploitation, Discrimination, Bullying or  
Peer Abuse and Other Related Offences**

<b>School:</b>
<b>Period Covered:</b>
<b>Person Submitting Report:</b>
<b>Designation:</b>
<b>Date:</b>

VICTIMS			RESPONDENTS					
Name	Age	Sex (M or F)	Name	Age	Sex (M or F)	Nature of Complaint	Action Taken	Recommendation





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**ANNEX B  
INTAKE SHEET**

**I. INFORMATION:**

**A. VICTIM:**

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Gr./Yr. and Section: \_\_\_\_\_ Adviser: \_\_\_\_\_

*Parents:*

Mother: \_\_\_\_\_ Age: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address and Contact Number: \_\_\_\_\_

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: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Address and Contact Number: \_\_\_\_\_

*C-2. If Respondent is a Student*

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Gr./Yr. and Section: \_\_\_\_\_ Adviser: \_\_\_\_\_

*Parent/ Guardian:*

Mother: \_\_\_\_\_ Age: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address and Contact Number: \_\_\_\_\_

Father: \_\_\_\_\_ Age: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address and Contact Number: \_\_\_\_\_





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**II. DETAILS OF THE CASE:**

**III. ACTION TAKEN:**

- 1.
- 2.
- 3.

**IV. RECOMMENDATIONS:**

- 1.
- 2.
- 3.

**Prepared by:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date



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**ANNEX D**

