



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

January 24, 2024

**DIVISION MEMORANDUM**

No. 033 .s. 2024

**Division Orientation on Handling of Bullying Incidents and Child Protection Cases in Schools**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Child protection policies also play a crucial role in addressing child abuse and supporting children who come into the care of local authorities, in this case Schools and School Principals. Relative to this, DepEd Schools Division of Bulacan, through the Curriculum Implementation Division, shall conduct the Division Orientation on Handling of Bullying Incidents and Child Protection Cases in Schools on January 30, 2024 at Franz Pavilion, Gen. Alejo Santos Road, Banga 2<sup>nd</sup>, Plaridel, Bulacan.
2. The objectives of the activity are:
  - 2.1. To capacitate Elementary and secondary school heads on the management/handling cases of bullying incident and child Protection cases;
  - 2.2. To orient the participants on the step-by- step procedures of said Cases from intake sheet to communicating with the proper office;
  - 2.3. to conduct corrective measures on the cases received in the schools.
3. The participants in this activity include 66 Elementary School principals 42 Secondary School Heads. Enclosure No. 1 contains the training matrix, while enclosure no. 2 is the list of participants.
4. Expenses incidental to the conduct of this activity shall be charged against Division INSET Funds on the other hand, transportation of the school



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

---

based participants shall be charged against local or school/MOOE funds subject to the usual accounting and auditing procedures.

5. Topics Discussed during this orientation must be cascaded through LAC session.
6. This memorandum will serve as the travel authority of participants.
7. Immediate dissemination and compliance with this memorandum are desired.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent



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

Enclosure No. 1 To Division Memorandum NO. \_\_\_\_ s. 2024

**Division Orientation on Handling of Bullying Incidents and Child  
Protection Cases in Schools  
Program and Session Flow**

<b>Time</b>	<b>Activity</b>
7:30 AM – 8:00 AM	Arrival of Participants and Registration
8:00 AM – 8:30 AM	Opening Program:
8:30 AM – 8:45 AM	Roll Call of the Participants
8:45 AM – 9:00 AM	Rationale Introduction of Resource Person
9:00 AM – 12:00 PM	Seminar Proper on Case Management Protocols: <ul style="list-style-type: none"><li>• DepEd Order No. 40, s. 2012</li><li>• DepEd Order No. 55, s. 2013</li></ul> Resource Person: Atty. Elmer D. Lopez SDO-Bulacan Legal Officer Christian B. Santos, RGC SDO-Bulacan PDO-I
12:00 PM – 1:00 PM	Lunch Break
1:00 PM – 1:15 PM	MOL
1:15 PM – 3:00 PM	Workshop Proper on Reporting and Referral System, Preventive Measures, and Intervention Plan Resource Person: Lolita V. Bucot, RGC San Rafael National Trade School Maribel M. Cruz, RGC Mariano Ponce National High School Guidance Coordinator I
3:00 PM – 4:00 PM	Open Forum
4:01 – 5:00 PM	Closing Program
Master Of Ceremonies	Edlyn Santiago FC Lipana National High School
ACR	Christian B. Dela Cruz



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

Enclosure No. 2 To Division Memorandum NO. \_\_\_\_\_ s. 2024

**Division Orientation on Handling of Bullying Incidents and Child Protection Cases in Schools**

List of Participants

Elementary School Heads				
1	JANICE C. GARCIA	PINACPINACAN ES	SAN RAFAEL WEST	DISTRICT ADVISER
2	EDWIN D. PORRAS	KAYLAWIG ES	STA. MARIA CENTRAL	DISTRICT ADVISER
3	JASMIN G. ESCALONA	PASONG INCHIK ES	SAN RAFAEL WEST	DISTRICT COORDINATOR
4	CHARMAINE JOY P. MANAHAN	BAGBAGUIN ELEMENTARY SCHOOL	PANDI SOUTH	DISTRICT COORDINATOR
5	MA.TERESA S. SANTOS	DULONG MALABON INTEGRATED SCHOOL	PULILAN	DISTRICT ADVISER
6	IMEE C. ENRIQUEZ	MATUNGAO ES	BULAKAN	DISTRICT COORDINATOR
7	MA. LOURDES C. MARCELO	MATUNGAO ES	BULAKAN	DISTRICT ADVISER
8	GUELLAN FLEUR P. SANTANDER	Catanghalan Elementary School	OBANDO	DISTRICT COORDINATOR
9	MARILYN H. ANZURES	Catanghalan Elementary School	OBANDO	DISTRICT ADVISER
10	BERNADITH E. CRUZ	Alagao Elementary School	SAN ILDEFONSO SOUTH	DISTRICT ADVISER
11	SHELANIE C. SANTOS	Sitio Pag-asa Elementary School	SAN ILDEFONSO SOUTH	DISTRICT COORDINATOR
12	EDITHA R. SAN PEDRO	Baras Bakal ES & Cabayunan ES	DRT	
13	ELMA C. EGE	FSS PATULO ELEMENTARY SCHOOL	MARILAO NORTH DISTRICT	DISTRICT ADVISER
14	GERALDINE L. PALAY	FSS PATULO ELEMENTARY SCHOOL	MARILAO NORTH DISTRICT	DISTRICT COORDINATOR
15	Ma.Gina M.Del Rosario	Benito C.Cruz Elementary School	Angat	District Adviser
16	Thelma D. Juliano	Northville IV B Elementary School	Marilao South District	District Adviser
17	Marites S. Navarro	Lias Elementary School	Marilao South District	District Coordinator
18	CECILIA J. PANA0	Mamerto C. Bernardo Mem. CS	PANDI NORTH	District Coordinator
19	NOEMI V. DELA CRUZ	SAN JOSE ELEMENTARY SCHOOL	PLARIDEL	DISTRICT ADVISER
20	ROSEMARIE A. CRISTOBAL	PLARIDEL ELEMENTARY SCHOOL	PLARIDEL	DISTRICT COORDINATOR
21	Evermina S. Santos	Bonga Menor Elementary School	Bustos	District Adviser



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

22	Cindy Abigail M. Zafra	San Pedro Elementary School	Bustos	District Coordinator
23	MARITES G. ORTEZA	Buliran Elementary School	San Miguel North District	District Adviser
24	MARY GRACE G. TECSON	Pinambaran Elementary School	San Miguel North District	District Coordinator
25	Angeline S. Valmocena	Talacsan Elementary School	San Rafael East District	District Adviser
26	Nora D. Herrera	Sampaloc Elementary School	San Rafael East District	District Coordinator
27	Natalia C. Bareng, PhD	Dona Narcisa B. Vda. de Leon Elementary School	San Miguel South District	District Adviser
28	Learn M. Senadrin	Dr. Juan F. Pascual Memorial School	San Miguel South District	District Coordinator
29	Eusebio D. Brila, Jr.	Malis Elementary School	Guiguinto District	District Guidance Coordinator
30	Margie R. Pascual	Balite Elementary School	Calumpit South District	SCHOOL ESP COORDINATOR
31	Jasmin Marie R. Dalope	Dampol B Elementary School	Pulilan District	District Coordinator
32	Marites S. Ramos	San Juan Elementary School	Hagonoy East District	District Adviser
33	Juby R. De Guzman	Eugenio G. Sy Tamco Elementary School	Hagonoy East District	District Coordinator
34	Rowena S. Baloyo	Paombong Central School	Paombong District	District Coordinator
35	Nina Cristia DM. Gallardo	Guyong Elementary School	Sta. Maria Central	District Coordinator
36	Ma. Melody P. Agustin	Daungan Elementary School	Guiguinto District	District Adviser
37	VIVIALYN M. GALANG	BULUSAN ELEMENTARY SCHOOL	CALUMPIT NORTH DISTRICT	SCHOOL ESP COORDINATOR
38	ROSE ANN A. CANDELARIA	F. MENDOZA MEMORIAL ELEMENTARY SCHOOL	CALUMPIT NORTH DISTRICT	DISTRICT COORDINATOR
39	MYLENE F. DY	BUGUION ELEMENTARY SCHOOL	CALUMPIT SOUTH DISTRICT	DISTRICT COORDINATOR
40	Jovelyn S. Felix	F.V.R. Phase 2 Elementary School	Norzagaray West District	District Adviser
41	Liberty T. Carreon	<b>North Hills Village ES</b>	<b>Norzagaray West District</b>	<b>District Coordinator</b>
42	SHEILA MARIE DR. DE SILVA	PEREZ ELEMENTARY SCHOOL	STA. MARIA WEST DISTRICT	DISTRICT ADVISER
43	MARY ANN A. DASALLA	SILANGAN ELEMENTARY SCHOOL	STA. MARIA WEST DISTRICT	DISTRICT COORDINATOR
44	LOLITA SD. PASCUAL	TABING BAKOD ELEMENTARY SCHOOL	STA. MARIA EAST DISTRICT	DISTRICT ADVISER
45	MARGARITA B. SANTOS	TABING BAKOD ELEMENTARY SCHOOL	STA. MARIA EAST DISTRICT	DISTRICT COORDINATOR



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

46	Maria Racquel B. Labasan	San Jose Elementary School	Paombong District	School EsP Coordinator
47	MARY ANN R. GUANSING	Garlang Elementary School	San Ildefonso North District	District Adviser
48	ARVELYN V. LANDICHO	Nabaong Garlang Elementary School	San Ildefonso North District	District Coordinator
49	RUFINA DC. DELA CRUZ	Bunducan Elementary School	Bocau District	District Adviser
50	ROWENA B. MARTIN	CERCMCS	Bocau District	District Coordinator
51	NOEL P. DE GUZMAN	Bantog Elementary School	San Miguel Central District	District Adviser
52	ROBILYN B. DURIA	Bagong Silang Elementary School	San Miguel Central District	District Coordinator
53	DEMETRIO C. BAUTISTA	Paitan Elementary School	Baliuag North District	District Adviser
54	JULIE ANNE BATAK	Subic Elementary School	Baliuag North District	District Coordinator
55	MARISOL A. FRIAS	Eusebio Roque Elementary School	Pandi North District	District Coordinator
56	SHARON M. REYES	Manatal Elementary School	Pandi South District	District Coordinator
57	Erllyn H. Halili	Teodoso R. Manuel Elementary School	Angat District	District Coordinator
58	EDNA RAQUEL M. SORIANO	DIKE /SAPANG MUNTI ELEMENTARY SCHOOL	NORZAGARAY EAST DISTRICT	
59	ALMA L. BARROT	APUGAN ELEMENTARY SCHOOL	NORZAGARAY EAST DISTRICT	
<b>Secondary School Heads</b>				
1	ALDWIN C TRINIDAD	Pres. Diosdado Macapagal MHS	P II	Angat
2	ELISEO DELA CRUZ	Angel M. del Rosario HS	P II	
3	ROMAN M. CARREON	Balagtas National Agricultural HS	P IV	Balagtas
4	DAISY DJ. MIRANDA	Gat. Francisco Balagtas High School	P I	
5	ERWIN JOHN F SANTOS	Mariano Ponce NHS	P IV	Baliuag
6	EDELBERTO C. RAMOS	Sullivan National High School	P I	
7	ROMHEL C. ODTCHAN, PhD	Illuminada Roxas-Mendoza Memorial High School	P I	Bocau
8	IRENE S. VELASCO	Batia High School	P I	
9	EMMANUEL V. DIONISIO	Talipit National High School	PI	Bulakan
10	FREDERICK G. DEL ROSARIO	San Francisco Xavier High School	PI	



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

11	BRENDA'LEA A. CARANTO	Dr. Pablito V. Mendoza, Sr. High School	P I	Bustos
12	DULCE VILMA R. GALANG	Cambaog NHS	P I	
13	EVANGELINA S. CRISTOBAL	Calumpit National High School	P IV	Calumpit
14	VIRGINIA S. SAN GABRIEL	Frances National high School	P IV	
15	GERALDINE M. NOGOY	Kalayakan High School	OIC	Dona Remedios Trinidad
16	MARK LEE C. SARMIENTO	Talbak High School	SSHT III	
17	MARIA LOURDES L. RAMOS	Felizardo C. Lipana NHS (Sta. Rita HS)	P III	Guiguinto
18	EDUARDO T. MAÑAS	Tiaong national High School	P I	
19	FELIPA DL. SANTIAGO	Ramona Trillana Memorial High School		Hagonoy
20	ROBERTO A. CRISTOBAL	Iba National High School		
21	RONALDO A. BONIFACIO	Heritage Homes Integrated School		Marilao
22	EDELSON C. DELOS SANTOS, PHD	MARILAO CENTRAL INTEGRATED SCHOOL		
23	FRANCISCA T. SALVADOR	Julian Sumbillo National High School	P III	Norzagaray
24	MINERVA M. SIKAT	FVR National High School	P II	
25	NERI L. DIZON	Obando National High School	P III	Obando
26	NENITA S. SANTOS	Obando SHS	P II	
27	MA. LOURDES C. VALONDO	Virginia Ramirez-Cruz National High School	P IV	Pandi
28	JESIE L. BORJA	Bunsuran NHS	P IV	
29	MA. ANNETTE A. DELA CRUZ	Sta. Cruz National High School	SSHT III	Paombong
30	LOIDA G. RILLERA	San Roque National High School	P III	
31	RONALD E. PANGANIBAN	Dampol 1st National High School	P I	Plaridel
32	ROLANDO B. REYES JR	Bintog HS (Jose J. Mariano MHS)	P I	
33	BERNADETTE C. REYES	Sta. Peregrina HS	P III	Pulilan
34	MARISSA D. HERMOGENES	Bajet-Castillo High School	P III	



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

35	MELANNIE T. SANGOYO	Akle National High School	P III	San Ildefonso
36	NERISSA V. BERNARDO	Calawitan National High School	P I	
37	ELSILDA P. BUNAGAN	Vedasto R Santiago High School	P III	San Miguel
38	JOEL G. CAYETANO, PHD	Partida National High School	P III	
39	ODETTE V. ESPIRIDION	Lydia T. Villangca High Trade School	P I	San Rafael
40	RODRIGO V. JACINTO, JR.	Salapungan National High School	P I	
41	MONALIZA D. CASQUERO	Sta. Cruz High School	P I	Sta. Maria
42	GUILLERMO M. FAUNDO	F. F. Halili Natl Agrl School Cay Pombo Annex	P IV	