



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

July 11, 2023

DIVISION MEMORANDUM  
No. **0328**, s. 2023

**REQUEST ON THE CONSOLIDATED REPORTS OF LEARNER RIGHTS AND  
PROTECTION CASES**

To: Assistant Schools Division Superintendents  
Division Chiefs, CID and SGOD  
Public Schools District Supervisors/Acting PSDSs  
Private/Public Secondary and Elementary School Principals  
Child Protection Committees in Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 469 s. 2023 dated July 10, 2023 and Memorandum from the Office of the Undersecretary for Operations on the request for the consolidated reports of Learner Rights and Protection Cases.
2. This Office hereby requests the Focal Persons on Learners Rights and Protection (LRP) of the Child Protection Committees (CPCs) in schools to submit the reports and required documents from Public and Private Schools, for Division Consolidation on or before **July 14, 2023** using this google drive link: <https://tinyurl.com/LRPCasesBohol>
3. For more details, refer to the attached communication.
4. For immediate compliance.

**EVANGEL M. LUMINARIAS PhD, CESO V**  
Schools Division Superintendent

SDS/ASDS/SGOD/MRB/abd



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol  
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph





Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

JUL 18 2023

REGIONAL MEMORANDUM  
No. **0469**, s. 2023

**REQUEST ON THE CONSOLIDATED REPORTS OF LEARNER RIGHTS AND PROTECTION CASES**

To: Schools Division/City Superintendents  
Officers-in-Charge of Regular/Interim Divisions  
All Others Concerned

1. Attached is a Memorandum from the Office of the Undersecretary for Operations on the request for regional consolidated and submission of the Schools Divisions' reports of Learners Rights and Protection Cases.
2. This Office hereby requests the Focal Persons on Learners Rights and Protection (LRP) of the Schools Division Offices to submit the Division Consolidated reports and required supporting documents from Public and Private Schools, for Regional Consolidation on or before **JULY 17, 2023** at [essd.seven@deped.gov.ph](mailto:essd.seven@deped.gov.ph) using the **prescribed templates attached to this Memorandum or in this google drive link : <https://tinyurl.com/LRP-References>.**
3. For Consolidation Report of Learners Rights and Protection Cases/Incidents you may access the google link: <https://tinyurl.com/Consolidation-Reprts> .
4. For more details, refer to the attached communication.
5. For immediate compliance.

  
**SALUSTIANO T. JIMENEZ EdD, JD, CESO V**  
Director IV   
Regional Director

STJ/CAE/ESSD/TTP  
Nam7\*2023



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (032) 231:1433; (032) 414-7399  
**Email Address:** region7@deped.gov.ph





Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**  
OUOPS 2023 \_\_\_\_\_

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL PUBLIC AND PRIVATE SCHOOLS, ELEMENTARY AND  
SECONDARY SCHOOLS

**FROM :**   
ATTY. REVSEE A. ESCOBEDO  
Undersecretary for Operations 

**SUBJECT :** REQUEST ON THE CONSOLIDATED REPORTS OF LEARNER  
RIGHTS AND PROTECTION CASES

**DATE :** June 8, 2023

Pursuant to Department Order No. 003, series of 2021<sup>1</sup>, the Learner Rights and Protection Office (LRPO), formerly known as *Child Protection Unit* and *Child Rights in Education Desk*, is mandated to lead in the planning, implementing, coordinating, monitoring and evaluation of programs, projects, and activities related to learner rights and protection at all governance levels of the Department.

In line thereto, this Office is requesting the submission of consolidated reports on incidents of bullying and child abuse, as well as cases involving children-at-risk (CAR) and children in conflict with the law (CICL), other learner rights and protection concerns, the number of schools with localized child protection policies and anti-bullying policies, and schools with established child protection committees (CPC), in reference to the Reiteration of the Reportorial Obligation of Schools, Schools Division Offices, and Regional Offices, under DM No. 114, s. 2017<sup>2</sup>.

Further, all public and private schools are directed to submit their respective SDOs the accomplished reports on bullying and child abuse, cases involving children-at-risk (CAR) and children in conflict with the law (CICL), other learner rights and

<sup>1</sup> DepEd Order No. 003, s. 2021, "Creation of the Child Rights in Education Desk and the Child Protection Unit of the Department of Education," January 15, 2021.

<sup>2</sup> DepEd Memorandum No. 114, s. 2017, "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," July 17, 2017.

protection concerns, copies of their School-Based Child Protection Policy and Anti-Bullying Policy certifying their adoption and localization of DO 40, s. 2012<sup>3</sup>, and reports on the status of their established child protection committees (CPC).

In view of the foregoing, the LRPO through this Office requests **all Regional Offices** to submit the consolidated data by:

1. Using the Google form: <https://tinyurl.com/Consolidation-Report>.
2. Sending an email of the following (**both in MS Excel and PDF formats**) to [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph).
  - i. Accomplished Regional Consolidated Report on Incidents of Bullying (Enclosure No. 1);
  - ii. Accomplished Regional Consolidated Report on Incidents of Child Abuse (Enclosure No. 2);
  - iii. Accomplished Regional Consolidated Report on Cases involving CAR (Enclosure No. 3) and CICL in Schools (Enclosure No. 4);
  - iv. Accomplished Regional Consolidated Report on Other Learner Rights and Protection Concerns (Enclosure No. 5); and
  - v. Regional Consolidated Report on Schools with Localized Child Protection Policy and Anti-Bullying Policy, and Schools with Established Child Protection Committees (Enclosure No. 6).

The data which must come from the Schools Division Offices **must be submitted only to the Regional Offices** for consolidation. Only the consolidated data from the Regional Office, which must be **validated** by the Regional Director, will be received and acknowledged by this Office. Further, the Regional Office, Division Office and all public and private schools **must strictly** follow the reporting template attached in this memorandum or in this google drive link: <https://tinyurl.com/LRP-References>. The deadline of submission of all the reports is on **July 21, 2023**.

Thus, the persons-in-charge of the consolidation of reports in the field are as follows:

- a. Child Protection Focal Person in the Education Support Service Division (ESSD) in the Regional Office;
- b. Child Protection Focal Person in the School Governance and Operations Division (SGOD) in the Schools Division Office; and
- c. Child Protection Committees (CPCs) in schools.

In order to foster accurate, valid, and reliable consolidated reports, the following are **required supporting documents** requested from the Regional Offices in addition:

- a. Accomplished School-based Consolidated Report on Incidents of Bullying (Enclosure No. 7)
- b. Accomplished School-based Consolidated Report on Incidents of Child Abuse (Enclosure No. 8)
- c. Accomplished School-based Consolidated Report on Cases of Children-At-Risk (Enclosure No. 9)
- d. Accomplished School-based Consolidated Report on Incidents of Children in Conflict with the Law (CICL) (Enclosure No. 10)

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<sup>3</sup> DepEd Order No. 40, s. 2012, "DepEd Child Protection Policy," May 12, 2012.

- e. Accomplished School-based Consolidated Report on Other Learner Rights and Protection Concerns (Enclosure No. 11)
- f. Accomplished Intake Sheet Forms per DO 40, s. 2012 (Enclosure No. 12)
- g. Accomplished Profiling and Initial Risk Assessment Tools for Children-at-Accomplished Risk (Enclosure No. 13)
- h. Accomplished Children in conflict with the Law (CICL) Intake form (Enclosure No. 14)
- i. School-based Activity Reports that show the measures undertaken for the prevention of learner rights and protection violations.

Further, the data privacy of the learners shall be maintained and protected at all costs, as provided by Republic Act (RA) No. 10173, otherwise known as the Data Privacy Act.

For your information and guidance.



ENCLOSURE 1. Continuation

II. Private School

Division	Kindergarten										Elementary					Junior High School					Senior High School					No. of Bullying Incidents								
	Nature of Bullying										Nature of Bullying					Nature of Bullying					Nature of Bullying					FBI Number of Male Victims	Total Number of Female Victims	TOTAL						
	Physical	Social	Gender-Based	Cyber Bullying	Retaliation	Physical	Social	Gender-Based	Other Bullying	Retaliation	Physical	Social	Gender-Based	Cyber Bullying	Retaliation	Physical	Social	Gender-Based	Cyber Bullying	Retaliation														
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F						
TOTAL																																		

Common Actions Taken (Note: Please use other sheets if needed)

**ENCLOSURE 1. Continuation**

General information on the case implementation:

*Bullying is perpetrated by a student against another student who is not:*

- Physical** - occurred physical contact (pushing, shoving, pulling, hitting, slapping, kicking, tripping, etc.)
- Social** - refers to any deliberate, repetitive act of aggression, social behavior intended to harm or exclude an individual (harassment, teasing, labeling, etc.)
- Gender Based** - refers to acts that harass or exclude a person on the basis of perceived or actual orientation and gender identity
- Cyber Bullying** - using bullying done through the use of technology or any electronic means (texting, social media, video games, etc.)

Prepared by \_\_\_\_\_

(Name)  
(Designation)

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

Number of Suspected Cases	
Cases in Monitoring	
Number of Cases referred to other Government Agencies	
Number of Cases referred to other Non-Government Agencies	

Validated by \_\_\_\_\_

(Name)  
(Designation)

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



**ENCLOSURE 2. Accomplished Regional Consolidated Report on Incidents of Child Abuse**

Approved based on the Resolution No. 30 to DepEd Memorandum No. 10, s. 2015 as of August 2022

**Regional Consolidated Report on Incidents of Child Abuse  
School Year 20\_\_ - 20\_\_**

Region: \_\_\_\_\_

Total Number of Public Schools  
 District Offices \_\_\_\_\_  
 Elementary \_\_\_\_\_  
 Junior High School \_\_\_\_\_  
 Senior High School \_\_\_\_\_  
 Total \_\_\_\_\_

Total Number of Private Schools  
 District Offices \_\_\_\_\_  
 Elementary \_\_\_\_\_  
 Junior High School \_\_\_\_\_  
 Senior High School \_\_\_\_\_  
 Total \_\_\_\_\_

Checked:          M. Sub  
 P. Insp.         

**I. Public School**

Division	Kindergarten								Elementary								Junior High School								Senior High School								No. of Abuse Incidents		
	Nature of Abuse								Nature of Abuse								Nature of Abuse								Nature of Abuse								Total Number of Male Victims	Total Number of Female Victims	TOTAL
	Physical		Sexual		Verbal		Psychological		Physical		Sexual		Verbal		Psychological		Physical		Sexual		Verbal		Psychological		M	F	SP								
M	F	M	F	M	F	M	SP	M	T	M	F	M	F	M	SP	M	T	M	F	M	F	M	SP	M				F	M	F	M	F	M	SP	
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<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			



Common Actions Taken (Note: Please use other sheets if needed)	
1	
2	
3	
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5	

General information not to be reported:

**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 inflict bodily harm and which subject a child to a performance which is hazardous to their physical well-being.

**Sexual:** refers to acts that use sexual or nature such as rape, sexual harassment, sexually harassing behavior, forcing children to watch or be a part of pornography or obscene acts and

**Psychological:** refers to acts or omissions which subject a child to severe mental or emotional suffering or to acts which include deprivation, harassment, mistreatment, and/or neglect of a child's physical or mental health, and repeated verbal abuse.

**Relationship:** the actor refers to who ever gives, or acts as, a **Child Personnel** (for a term and in any way etc.)

Not available information for any act of child abuse.

	Number of Funded Cases
	Cases for Monitoring
By type of case information (see Attachment Appendix)	
Number of Cases referred to other State or local Agencies	

Reported by: \_\_\_\_\_  
Name  
 & Signature

Verified by: \_\_\_\_\_  
Name  
 & Signature

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

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



H. Private School

DIVISION	Classification																							No. of Incidents of Abuse			
	Victims of Abuse (sexual, physical, psychological, mental, economic and other means)		Victims of Neglect		Coming from a Dysfunctional family or without parent or guardian		Being a member of a gang		Living in a Community with a Higher Level of Criminality		Living in a situation of armed conflict		Committed a status offense under Section 57 of KA 9344, or unexcused		Mentally under PD 1563		Subject to Highly Used		Marijuana/ Drug Use/ Dependency		Smoking		Total Number of Male Victims	Total Number of Female Victims	TOTAL		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F					
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Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Common Actions Taken (Note: Please use other sheets if needed)	
1	
2	
3	
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Grand total of cases is 1000000.  
 Note: Please use another sheet for Common Actions Taken, needed.

Number of Resolved Cases
Number of Cases for Monitoring
Number of Cases referred to other Government Agencies
Number of Cases referred to other Non-Government Agencies

Prepared by: \_\_\_\_\_  
 (Name)  
 (Signature)

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

Validated by: \_\_\_\_\_  
 (Name)  
 (Signature)

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

**Regional Consolidated Report on Incidents of Children in Conflict with the Law (CICL)  
School Year 20\_\_ - 20\_\_**

Pages: \_\_\_\_\_

Crimes:	M	Male
	F	Female

Total Number of Public Schools  
 Kindergarten: \_\_\_\_\_  
 Elementary: \_\_\_\_\_  
 Junior High School: \_\_\_\_\_  
 Senior High School: \_\_\_\_\_  
 Total: \_\_\_\_\_

Total Number of Private Schools  
 Kindergarten: \_\_\_\_\_  
 Elementary: \_\_\_\_\_  
 Junior High School: \_\_\_\_\_  
 Senior High School: \_\_\_\_\_  
 Total: \_\_\_\_\_

**I. Public School**

Division	Level						No of Incidents			Case/Violation	Common Intervention Program
	Elementary		Junior High School		Senior High School		Total Number of Male	Total Number of Female	Total		
	M	F	M	F	M	F					
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							0	0	0		
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Total	0	0	0	0	0	0	0	0	0		

II. Private School

Division	Level						No. of Incidents			Case/Violation	Common Intervention Program
	Elementary		Junior High School		Senior High School		Total Number of Males	Total Number of Female	Total		
	M	F	M	F	M	F					
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Total	0	0	0	0	0	0	0	0	0		

Number of resolved cases	
Number of cases for monitoring	
Number of cases referred to the Department of Justice	
Number of cases referred to the Department of Education	

Prepared by: \_\_\_\_\_ (Name)  
(Signature)

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

Validated by: \_\_\_\_\_ (Name)  
(Signature)

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



Regional Consolidated Report on Other Learner Rights and Protection Concerns  
School Year 20\_\_\_ - 20\_\_\_

Region: \_\_\_\_\_

Grade	State

Total Number of Public Schools:

Kindergarten:	_____
Elementary:	_____
Junior High School:	_____
Senior High School:	_____
Total:	_____

Total Number of Private Schools:

Kindergarten:	_____
Elementary:	_____
Junior High School:	_____
Senior High School:	_____
Total:	_____

**I. Public School**

Division	Classification															No. of Incidents on Other Learner Rights and Protection Concerns		
	Child Labor		Suicide		Child Trafficking		Online Sexual Exploitation of Children		Sexual Exploitation of Children		Corporal Punishment		Other Acts of Abuse (Learner-to-Learner)		Total Number of Male Victims	Total Number of Female Victims	TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F						
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<b>Total:</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

II. Private School

Division	Classification																		No. of Incidents on Other Learner Rights and Protection Concerns		
	Child Labor		Suicide		Child Trafficking		Online Sexual Exploitation of Children		Sexual Exploitation of Children		Corporal Punishment		Other Acts of Abuse (Learner-to-Learner)		Total Number of Male Victims	Total Number of Female Victims	TOTAL				
	M	F	M	F	M	F	M	F	M	F	M	F	M	F							
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Common Actions Taken (Note: Please use other sheets if needed)	
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Number of Unsettled Cases	
Cases for Monitoring	
Number of Cases referred to other Government Agencies	
Number of Cases referred to other Non-Government Agencies	

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

Validated by: \_\_\_\_\_  
*(Name)*  
*(Designation)*

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

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





(Per State Ex. 18 to Dept. Regulation No. 50, s. 2013)  
 To be submitted to the Division Office a least 1500 for each school year.

CONFIDENTIAL

**School Based Report on Incidents of Bullying**  
 School Year 20\_\_ - 20\_\_

School: \_\_\_\_\_ Class Location (Private/Public) \_\_\_\_\_ School ID: \_\_\_\_\_  
 Address: \_\_\_\_\_ Level: (Elementary/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	Age	Sex (M/F)				

Number of Possible Cases	
Cases for Monitoring	
Number of Cases referred to other Law Enforcement Agencies	
Number of Cases referred to other than Law Enforcement Agencies	

Note: Bullying is perpetrated by a student against another student which may be:  
 Physical - unwanted physical contact (punching, shoving, pushing, kicking, slapping, tickling, handcuffs, etc.)  
 Social - refers to any deliberate, repetitive and aggressive social behavior intended to hurt or belittle an individual (name calling, teasing, labeling, 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 digital means (posting, email, chat, etc., video games, etc.)

Revised and Condensed by: \_\_\_\_\_  
*Name and Designation*  
 Date: \_\_\_\_\_

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

Reviser's No. 18 to Chapter Memorandum No. 58, s.2015  
 (to be indicated to the Division Office) mark after the start of each school year.

CONFIDENTIAL

**School-Based Report on Incidents of Child Abuse**  
**School Year 20\_\_ - 20\_\_**

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

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

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

Number of Resolved Cases
Cases for Monitoring
Number of Cases referred to other Department/Agencies
Number of Cases referred to other Non-Department Agencies

Note: Child Abuse refers to the mistreatment of a child, whether intentional or not, which includes any of the following:  
 Physical - refers to acts that inflict bodily harm and which subjects children to certain tasks which are dangerous to their physical well-being.  
 Sexual - refers to acts that are sexual in nature such as mole, sexual harassment, sexually degrading remarks, forcing children to watch obscene publications or shows, etc. and  
 Psychological - refers to acts or omissions causing or likely to cause mental or emotional injury to the child which include humiliation, harassment, social exclusion, abuse of discretion from grade or level as a form of punishment, and repeated verbal abuse.  
 Relationship to the victim refers to relatives (father, mother, cousin, etc.) or school personnel (teachers and non-teaching staff).  
 No numerical settlement for any area of child abuse.

Reviewed and Confirmed by: \_\_\_\_\_  
(Print and Designation)  
 Date: \_\_\_\_\_

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

**ENCLOSURE 9.** Accomplished School-based Consolidated Report on Cases of CAR

**CONFIDENTIAL**

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

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 means)				
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 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 descriptions of actions taken by the school to alleviate the risk factors of the CAR:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Resolved Cases	
Cases for Monitoring	
Number of Cases referred to other Government Agencies	
Number of Cases referred to other Non-Government Agencies	

**Prepared by:**

**Validated by:**

\_\_\_\_\_  
 (Designation)  
 Date: \_\_\_\_\_

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



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Appendix F

**School-Based Consolidated Report on Incidents of Children in Conflict with the Law (CICL)**  
 School Year 20\_\_-20\_\_

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

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 descriptions of any intervention program or diversion program that the school initiated or adopted which facilitated the reintegration of the CICL in the school and community**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Resolved Cases	
Cases for Monitoring	
Number of Cases referred to other Government Agencies	
Number of Cases referred to other Non-Government Agencies	

**Prepared by:** \_\_\_\_\_  
 (Designation)

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

**Validated by:** \_\_\_\_\_  
 Principa.

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

**SCHOOL-BASED CONSOLIDATED REPORT ON OTHER LEARNER RIGHTS AND PROTECTION CONCERNS**  
 School Year 20\_\_ 20\_\_

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

Date/ Place of Incident	Other Child Protection Concerns							Victims			Perpetrator			Action Taken	Intervention Program	Status (Resolved/ Pending/ Referred to other agency)
	Suicide	Child Labor	Child Prostitution	Child Marriage	SEC	Organized Prostitution	Other forms of Abuse (Indicate in Remarks)	Name	Age	Sex (M/F)	Name	Age	Sex (M/F)			

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

Number of Resolved Cases
Cases by Municipality
Number of Cases referred to other Government Agencies
Number of Cases referred to other Non-Government Agencies

Reviewed and Confirmed by: \_\_\_\_\_  
*Name and Designation*  
 Date: \_\_\_\_\_

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

**ENCLOSURE 12. Accomplished Intake Sheet Forms per DO 40, s. 2012**



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**Republic of the Philippines  
Department of Education**

In compliance with the Data Privacy Act of 2012, the Learner Rights and Protection Office (LRPO), all personal data obtained from this form is entered and stored within DepEd's authorized information and communications system and will only be accessed by authorized personnel. Moreover, Section 18 of the DepEd Child Protection Policy ensures that the identity or other information pertaining to the learner/s or individuals involved shall be withheld from the public to protect their privacy.

**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: \_\_\_\_\_

**B. COMPLAINANT:**

Name: \_\_\_\_\_  
Relationship to the Victim: \_\_\_\_\_  
Address and Contact Number: \_\_\_\_\_

**C. RESPONDENT:**

C-1. If respondent is a School Personnel

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Address and Contact Number: \_\_\_\_\_  
Position/Designation: \_\_\_\_\_

**ENCLOSURE 12. Continuation**

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**C-2. If respondent is a Student**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Gr./Yr. and Section: \_\_\_\_\_

**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

**IV. RECOMMENDATIONS:**

1

2

3

**ENCLOSURE 12. Continuation**

**Prepared by:**

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

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

**Noted by:**

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

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

# ENCLOSURE 13. Accomplished Profiling and Initial Risk Assessment Tools for CAR



Appendix A

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## Profiling and Initial Risk Assessment Tools for Children-at-Risk

### PART I:

*This form will help the guidance teacher or guidance counselor quickly note down risk factors that make the child vulnerable to coming into conflict with the law. A check mark on those items in red/ bold font require immediate referral of the child to the LSWDO, DSWD or licensed child-caring agencies and NGOs for further assessment and treatment or intervention planning*

*A mark on the other items or factors, other than those in red, require further investigation or data gathering on the part of the school CPC before referral is made to the LSWDO or DSWD*

*Initial assessment made using this form will not substitute for the professional assessment and judgment of a licensed counselor, licensed child psychologist and licensed social worker.*

### I. Child's Identifying Information

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_

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

In school? \_\_\_\_\_ Yes; Grade/ Year Level: \_\_\_\_\_

\_\_\_\_\_ No; Highest Grade/ Year Level Finished: \_\_\_\_\_

Caregivers: \_\_\_\_\_ Father only \_\_\_\_\_ Mother only \_\_\_\_\_ Father & Mother

\_\_\_\_\_ Others (indicate relationship to the child): \_\_\_\_\_

Caregiver's source of income/employment and monthly income: \_\_\_\_\_

No. of siblings: \_\_\_\_\_ No. of siblings below 18 years old: \_\_\_\_\_

Ordinal position: \_\_\_\_\_

### I. Individual factors

\_\_\_\_\_ History of substance/alcohol abuse

\_\_\_\_\_ Involvement in gangs

\_\_\_\_\_ Involvement in any positive youth development activity, identify: \_\_\_\_\_

\_\_\_\_\_ Reported incidents of sudden outbursts of anger/irritability exhibited in school

\_\_\_\_\_ Report or allegations of traumatic experiences of the child

\_\_\_\_\_ Reported recent suicide attempts or suicidal ideation

\_\_\_\_\_ Child observed in class to be depressed, anxious and out of focus most of the time

\_\_\_\_\_ Constant somatic complaints

\_\_\_\_\_ Reported/Noted thought disturbances

## ENCLOSURE 13. Continuation

**Types of offenses committed** (Mark with X and indicate how many times reported for every type of offense committed)

- Theft
- Robbery
- Physical injuries
- Sexual harassment
- Rape
- Homicide
- Murder
- Drug-related offense
- Other offenses punished under penal laws (please indicate) \_\_\_\_\_

**Family/community factors:**

- Child is a victim of abuse, identify \_\_\_\_\_ (sexual, physical, emotional, verbal)
- Child is a victim of neglect
- Child has no parents or no adult guardian in the household
- History of parental criminal behavior
- History of sibling's criminal behavior
- Witness to family/ domestic violence
- Parent substance abuse
- Homeless
- Abandoned
- Witness to community violence
- Presence of support system (family, community, church, school)

**School Behavior**

- Child is behaving well in school
- Child is a victim of bullying in school
- Child has been observed to have moderate behavior problems in school
- Child had severe problems with behavior in school. Child has been reported for bullying in school.

**Juvenile Justice (JJ)\***

**History of criminal behavior**

- Current criminal behavior is the first known occurrence
- Youth has engaged in multiple delinquent acts in the past year

**Seriousness**

- Youth has engaged only in status violations or violations of local ordinances
- Youth has engaged in criminal behavior
- Youth has engaged in criminal behavior that places other citizens at risk of significant physical harm

**Peer influences**

- Youth's primary peer social network does not engage in delinquent behavior
- Youth predominantly has peers who engage in delinquent behavior
- Youth's primary peer social network are known to engage in criminal behavior

\* Indicators were based on the Juvenile Justice Module of the Child and Adolescent Needs and Strengths Manual. Preda Foundation (1999)

## ENCLOSURE 13. Continuation

### PART II:

The table below further provides a non-exhaustive list of examples of evidence which would suggest that a student has met the threshold for an immediate referral to the proper authorities (LSWDO, Licensed SW of accredited and duly-licensed child caring agency, or to the DSWD CIU) or whether there is still a need for further investigation or data gathering on the allegations before referrals are made.

**Initial assessment made using this form will not substitute for the professional assessment and judgment of a licensed counselor, licensed child psychologist and licensed social worker.**

#### Referral to LSWDO for immediate intervention within 8 hours

**Initial Assessment: For further investigation before referral to LSWDO or DSWD within 24 hours**

- |  |  |
|--|--|
| <input type="checkbox"/> Any allegation of abuse or neglect or any suspicious injury in a non-mobile child     | <input type="checkbox"/> Allegation of physical assault with <u>no visible injury</u> (child is mobile and verbal)   |
| <input type="checkbox"/> Two or more minor injuries in non-verbal young children (including disabled children) |  |
| <hr/>  |  |
| <input type="checkbox"/> Allegations or suspicious about a serious injury                                      | <input type="checkbox"/> Any incident/ injury triggering concern e.g. a series of apparently accidental injuries or a minor non-accidental injury  |
| <input type="checkbox"/> Allegations or suspicious about a sexual abuse perpetrated against a child            |  |
| <hr/>  |  |
| <input type="checkbox"/> Repeated allegations of reasonable suspicious of non-accidental injury or injuries    | <input type="checkbox"/> Repeated expressed minor concerns from one or more sources on suspicious of non-accidental injury   |
| <hr/>  |  |
| <input type="checkbox"/> The child has been traumatised, injured or neglected as a result of domestic violence | <input type="checkbox"/> Allegation concerning verbal threats  |
| <input type="checkbox"/> Repeated allegations involving serious verbal threats and/or emotional abuse          | <input type="checkbox"/> Allegations of emotional abuse including that caused by minor domestic violence   |
| <hr/>  |  |
| <input type="checkbox"/> Allegations/ reasonable suspicions of serious neglect                                 | <input type="checkbox"/> Allegations of periodic neglect including insufficient supervision; poor hygiene; clothing or nutrition; failure to seek/attend treatments or appointments; young carers undertaking intimate personal care |



**ENCLOSURE 13. Continuation**

Direct allegation of sexual abuse made by child or abuser's confession to such abuse

Suspicions of sexual abuse (e.g. medical concerns, sexualized behavior, or referral by concerned relative, neighbor and caregiver)

Any allegation suggesting connections between sexually abused children in different families or more than one abuser

---

An individual inside the child's home posing a risk to the child (alleged perpetrator living with the child or who has daily access to the child/ adult alleged of threatening child to commit crime, etc.)

---

Any suspicious injury or allegation involving a child already subject to a child protection plan or looked after by a local authority

---

No available parent/carer and child is left abandoned child

No available parent, child in need of temporary accommodation and no specific risk if this need is met

---

Suspicion that a child has suffered or is at-risk of significant harm due to fabricated/ induced illness

---

A child reported to be at-risk of sexual exploitation or trafficking

---

Pregnancy in a child

---

A child at-risk of forced marriage

**Initial assessment made by:**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Designation

**Noted by:**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Designation

**ENCLOSURE 14. Accomplished CICL Intake form**

Appendix B

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**Children in Conflict with the Law (CICL) Intake Form**

Division: \_\_\_\_\_ Region: \_\_\_\_\_  
Name of School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Date: \_\_\_\_\_

**I. Identifying Information**

Name: \_\_\_\_\_  
Nickname: \_\_\_\_\_  
Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Grade/ Year Level & Section: \_\_\_\_\_  
Class Adviser: \_\_\_\_\_

**Parents/Guardian Information**

Parents/ Guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Nos: \_\_\_\_\_

**II. Problem Presented (Information on the Reported Offense)**

Alleged offense committed by the student (describe incident as reported):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place and Date of Alleged Commission of Offense: \_\_\_\_\_

Name of the referring party/ relation to the child: \_\_\_\_\_

Name of victim/s (if any): \_\_\_\_\_ Grade/Level: \_\_\_\_\_

Previous Offense reported in school, *if any* (please indicate date:)

\_\_\_\_\_

**ENCLOSURE 14. Continuation**

**III. Actions taken, if any**

---

---

---

---

**IV. Disposition:**

**Referred and/or Released to:**

LSWDO Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

PNP Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

NGO/ FBO Name of Organization \_\_\_\_\_  
Contact No. \_\_\_\_\_

**Released to:**

Parents

Guardian

Relative/s Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Receiving Party

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

**Prepared by:**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Designation

**Noted by:**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Designation