Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. **108** , s. 2025

February 13, 2025

REQUEST FOR THE CONSOLIDATED DATA ON BULLYING INCIDENTS INVOLVING LEARNERS AGED THIRTEEN TO SIXTEEN YEARS OLD FOR SY 2023-2024

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors
Public & Private Secondary School Heads
All Others Concerned

1. This Office is hereby disseminating the Regional Memorandum No. 142 s. 2025 titled **"REQUEST FOR THE CONSOLIDATED DATA ON BULLYING INCIDENTS INVOLVING LEARNERS AGED THIRTEEN TO SIXTEEN YEARS OLD FOR SY 2023-2024** dated February 13, 2025.

2. The schools shall submit its report on or before March 07, 2025 to the Central Office by accomplishing the MS Forms and attaching the School-Based Consolidation Data Sheet and its corresponding documentation of the reported bullying cases.

   MS Forms: https://tinyurl.com/yhhf7weh
   School-Based Consolidation Data Sheet: https://tinyurl.com27pbxevd

3. For details, see the attached communication.

4. Immediate dissemination of and compliance with this Memorandum is enjoined.

FAY C. LUAREZ EdD, PhD.TM, CESO VI
Assistant Schools Division Superintendent
Officer In Charge
Office of the Schools Division
Superintendent

SDS/ASDS/SGOD/WOF/abd

Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

13 FEB 2025

REGIONAL MEMORANDUM
No. 0142 s. 2025

REQUEST FOR THE CONSOLIDATED DATA ON BULLYING INCIDENTS INVOLVING LEARNERS AGED THIRTEEN TO SIXTEEN-YEAR OLD FOR S.Y. 2023-2024

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This has reference to the Memorandum issued by the Office of the Undersecretary for Operations, under Memorandum OM-OUOPS-2025-11-00580 series of 2025 through the Learner Rights and Protection Office requesting the collection, consolidation, and validation of bullying incidents involving learners aged thirteen (13) to sixteen (16) for S.Y. 2023-2024.

2. In compliance with the said directive, this Office, through the Education Support Services Division (ESSD, for brevity) enjoins all public and private schools together with the foal persons from the SDOs to collect and consolidate the reported bullying incidents involving learners within the specified age range for S.Y. 2023-2024.

3. The data to be Collected and Consolidated are as follows:
   a. **Number of Learner-victims** of bullying aged thirteen to sixteen in all public and private schools from S.Y. 2023-2024
   b. **Number of Learner-bullies** aged thirteen to sixteen in all public and private schools from S.Y. 2023-2024
   c. **Number of Bullying incidents** involving learners aged thirteen to sixteen in all public and private schools from S.Y. 2023-2024

4. The schools shall submit its report **on or before March 07, 2025** to the Central Office by accomplishing the MS Forms and attaching the School-Based Consolidation Data Sheet and its corresponding documentation of the reported bullying cases.

   MS Forms: **https://tinyurl.com/yhhf7weh**
   School-Based Consolidation Data Sheet: **https://tinyurl.com27pbxevd**

5. Immediate dissemination of and compliance with this Memorandum is enjoined.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/ESSD/TTP/jcc

Annex A

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CONFIDENTIAL

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

School: _____

School ID: _____

Address: _____

Classification: (Private/Public) _____

Level: (Kindergarten/Elementary/Secondary) _____

Date / Place of Incident		Nature of Bullying					Victims			Bullies			Action Taken	Recommendation	Status (Resolved/ For monitoring following referral to third-party intervention providers/ For monitoring following referral to third-party intervention providers/ On-going school intervention)
		Physical	Social	Gender-based	Cyber Bullying	Retaliation	Name	Age	Sex (M/F/ LGBTQIA+)	Name	Age	Sex (M/F/ LGBTQ)			

Number of Resolved Cases	
Number of cases for monitoring following referral to other Government Agencies	
Number of cases for monitoring following referral to third-party intervention providers	
Number of cases on-going school intervention	

NOTE: Bullying is perpetrated by a student against another student which may be:

Physical *- unwanted physical contact (pinching, shoving, pushing, kicking, slapping, tickling, headlocks, etc)*

Social *- refers to any deliberate, repetitive and aggressive social behavior intended to hurt or belittle an individual (name-calling, cursing, labelling, 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 electronic means (texting, email, chatting, online games, etc.)*

Revised and Conformed by: _____
(Name and Designation)

Date: _____

Prepared by: _____
(Name and Designation)

Date: _____

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JAN 30 2025

11:25

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2025 - 11 - 00580

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) policies[1] 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	**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 governance level shall be released to the field offices for the validation of focal persons from the ROs and SDOs.	Consolidated data by the Central Office (Operations Strand-LRPD) through data submitted by the schools
Phase 2: Validation	**Step 4:** The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-LRPD).	Validated data by the focal persons from RO and SDO
	Step 5: The ROs shall submit consolidated data of the validated reports. *(Memorandum for Phase II: Validation to be released)*	Consolidated data validated by the focal persons from RO and SDO
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)

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

Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph

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.