



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

February 19, 2025

DIVISION MEMORANDUM
No. 139, s. 2025

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

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
Private School Zonal Managers
All Others Concerned

1. Pursuant to Regional Memorandum No. 087, s. 2025, titled "*Collection, Consolidation, and Validation of Bullying Incidents Involving Learners Aged Thirteen (13) to Sixteen (16) for School Year 2023-2024*," this Office, through the School Governance and Operations Division – Learner Rights and Protection, requests the **Submission of the School-Based Consolidated Report on Bullying Incidents Involving Learners Aged Thirteen (13) to sixteen (16) for S.Y. 2023-2024**.
2. **ALL** public and private schools with learners aged thirteen (13) to sixteen (16) are requested to:
 - 2.1 Prepare and accomplish the attached template (*Enclosure 1*).
Template: <https://tinyurl.com/Template-School-BullyingReport>
 - 2.2 Submit the **school-based report** via the Microsoft Form link below on or before **March 7, 2025**:

<https://tinyurl.com/School-BullyingReport-SDOPamp>
3. Further, an **online orientation** regarding the submission of the report will be conducted on **February 25, 2025**, at **10:00 AM** via MS Teams through the following link below. Expected participants are the Guidance Counselors/Designates, Vice Chairperson of the School Child Protection Committee.

<https://tinyurl.com/OL-Orientation-BullyingReport>



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

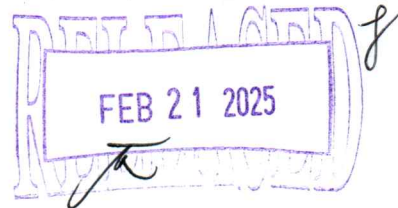


Republic of the Philippines
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SCHOOLS DIVISION OF PAMPANGA

4. Regional Memorandum No. 087, s. 2025 is attached for reference.
5. For more information or any concerns, please contact Chesca Marie M. Soliman, Division Learner Rights and Protection Focal Person, via email at chescamarie.soliman@deped.gov.ph or by phone at (045) 961 5262.
6. For information and compliance.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

(Kindly use your school's header)

School-Based Report on Incidents of Bullying
School Year _____

School: _____
 Address: _____

Classification: (Public/Private) _____
 Level: (Kindergarten/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)				

- Note: Bullying is perpetrated by a student against another student which may be:**
- **Physical** – unwanted physical contact (punching, shoving, pushing, kicking, slapping, tickling, headlocks, etc.)
 - **Social** – refers to any deliberate, repetitive and aggressive social behaviour 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.)

Reviewed and Conformed By: _____
 Signature over Printed Name and Designation

 Date

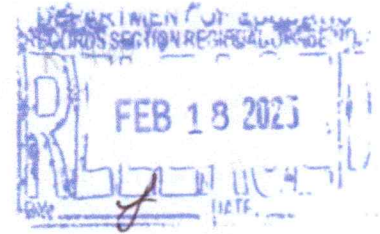
Prepared by: _____
 Signature over Printed Name and Designation

 Date

(Kindly use your school's footer)



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON





REGIONAL MEMORANDUM

No. 087, s. 2025

COLLECTION, CONSOLIDATION AND VALIDATION OF BULLYING INCIDENTS INVOLVING LEARNERS AGES THIRTEEN (13) TO SIXTEEN (16) FOR SCHOOL YEAR 2023-2024

To: Schools Division Superintendents
Chiefs, School Governance and Operations Division (SGOD)
Division Learner Rights and Protection Focal Persons
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Learner Rights and Protection Division (LPRD) is requesting both public and private schools to submit reports indicating the number of bullying incidents involving learners ages 13 to 16 for the S.Y. 2023-2024 on or before February 19, 2025 through this link: <https://tinyurl.com/yhhf7weh>.
2. Moreover, enclosed is the Memorandum from the Office of the Undersecretary for Operations on the manner of collection and submission of data needed for reference.
3. For any concerns and clarifications, you may directly communicate to **Dr. Ginno Jhep A. Pacquing**, Regional Learner Rights and Protection Focal Person via email address at ginnojhep.pacquing@deped.gov.ph.
4. For information and compliance.


RONNIE S. MALHARI, PhD, CESO V
Regional Director 

Encl.: As sated
References: OM-OUOPS-2025
To be indicated in the Perpetual Index
under the following subjects:

REPORT
BULLYING

ESSD1/spp1
February 06, 2025



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2025 - 11 - 00380

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.

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.

