



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 19, 2025

DIVISION MEMORANDUM

No. 084, s. 2025

**COLLECTION, CONSOLIDATION, AND VALIDATION OF BULLYING INCIDENTS
INVOLVING LEARNERS AGED THIRTEEN (13) TO SIXTEEN (16)
FOR S.Y. 2023 - 2024**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors, Principals In-Charge of the District
Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public and Private Elementary, Secondary Schools,
and Integrated Schools
All Others Concerned

1. Attached are the Regional Memorandum No. 115, s. 2025 and Memorandum DM-OUOPS-2025-11-00442 from Hon. Malcom S. Garma, OIC-Undersecretary for Operations dated January 20, 2025 regarding the Collection, Consolidation, and Validation of Bullying Incidents Involving Learner Aged Thirteen (13) to Sixteen (16) for S.Y. 2023 – 2024.

2. To ensure the accuracy and completeness of data, the collection, consolidation, and validation, the process are divided into 3 phases which are explained in the memorandum.

3. On the submission of consolidated report, schools shall download the schools based-consolidation data sheet and the MS Forms for their respective regions in links provided below.

- School based consolidation data sheet:

<https://tinyurl/27pbxevd>

- MS Forms for each region:

<https://tinyurl.com/yhhf7weh>

4. For inquiries and clarifications, you may contact Atty. Suzette T. Gannaban-Madina, 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.



Población, Numancia, Aklan

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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

5. Immediate dissemination and compliance of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

ROLAND F. DEMOCRITO
Administrative Officer V
General Services
In-Charge of the Division

Encl.: As stated
Reference: Regional Memorandum No. 115, s. 2025
Memorandum OUOPS-2025-11-00580
To be indicated in the Perpetual Index
Under the following subjects:

DATA LEARNERS REPORTS RIGHTS SCHOOLS

NSATM/accs



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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM
No. 115, s. 2025

FEB 07 2025

**COLLECTION, CONSOLIDATION, AND VALIDATION OF BULLYING INCIDENTS
INVOLVING LEARNERS AGED THIRTEEN (13) TO SIXTEEN (16)
FOR S.Y. 2023 - 2024**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OM-OUOPS-2025-11-00580 from **Hon. Malcolm S. Garma, OIC-Undersecretary for Operations**, dated January 20, 2025 regarding the **Collection, Consolidation, and Validation of Bullying Incidents Involving Learners Aged Thirteen (13) to Sixteen (16) for S.Y. 2023-2024** which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: Memorandum OUOPS-2025-11-00580 dated January 20, 2025 from Hon. Malcolm S. Garma
To be indicated in the Perpetual Index
under the following subjects:

DATA
LEARNERS
REPORTS
RIGHTS
SCHOOLS

FJC/ESSD-RM/Collection, Consolidation, and Validation of Bullying Incidents SY 2023-2024
023/February 04, 2025



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

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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**:

- a. 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/ykhhf7weh>

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.

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School Based Report on Incidents of Bullying
 Involving Learners of Age Thirteen (13), Fourteen (14), Fifteen (15), and Sixteen (16)
 (S.Y. 2024-2025)

Date / Place of Incident	Nature of Bullying				Victims		Bullies		Action Taken	Recommendation	Status (to school) For monitoring following referral to third party intervention procedure/ For monitoring following referral to third party intervention procedure, ongoing school intervention
	Physical	Verbal	Gender based	Cyber Bullying	Name	Age	Name	Age			

NOTE: Bullying is perpetrated by a student against another student which may be:
 Physical - ...
 Verbal - ...
 Gender Based - ...
 Cyber Bullying - ...