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Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

FEB 18 2025

No.: 098 s. 2025

TO: All Public and Private Secondary School Heads


FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

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

DATE: **February 17, 2025**

1. Pertinent to DepEd Memorandum OUPS No.-2025-11-00580 and RM No. 203 s 2025 which mandates all schools to submit data on reported Learner Rights and Protection (LRP) concerns, specifically bullying incidents involving learners aged 13 to 16.
2. Please refer to the attached memo for the link and phases.
3. For queries, you may contact **Ray Anton L. Rimas**, Learners Rights And Protection Focal at 0977-853-0721 or [rayanton.rimas@deped.gov.ph](mailto:rayanton.rimas@deped.gov.ph)

For information and strict compliance.

  
**SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent



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*"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"*

Document Code: \_\_\_\_\_  
Reference No. : \_\_\_\_\_





Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 203, s. 2025

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

To: Schools Division Superintendents  
 Division Learner Rights and Protection Focal Persons  
 All Others Concerned

1. This memorandum is in response to Memorandum OM-OUOPS-2025-11-00580, issued by the Assistant Secretary, Officer-In-Charge, Office of the Undersecretary for Operations, Mr. Malcolm S. Garma, which mandates all schools to submit data on reported Learner Rights and Protection (LRP) concerns, specifically bullying incidents involving learners aged 13 to 16.

2. Consistent with DepEd Order No. 3, s. 2021, and other relevant LRP policies, these concerns will be consolidated and validated by the Schools Division Offices (SDOs) and Regional Offices (ROs).

3. To ensure the accuracy and completeness of the data, the process for collection, consolidation, and validation will be carried out in three phases:

PHASE	PROCEDURE	EXPECTED OUTPUT
Phase 1: Collection and Consolidation	<b>Step 1:</b> The school shall fill in the <b>School-Based Consolidation Data Sheet</b> (Annex A of this memorandum)	Signed school-based consolidation data sheet
	<b>Step 2:</b> 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
	<b>Step 3:</b> The Central Office (Operations Strand-LRPD)	Consolidated data by the Central Office (Operations



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	shall consolidate the data submitted by the schools and disaggregate the number of reported incidents per Regional and Division level. The disaggregated data by the governance level shall be released to the field offices for the validation of focal persons from the ROs and SDOs.	Strand-LRPD) through data submitted by the schools
<b>Phase 2: Validation</b>	<p><b>Step 4:</b> The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-LRPD).</p> <p><b>Step 5:</b> The ROs shall submit consolidated data of the validated reports.</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>
<b>Phase 3:</b>	<b>Step 6:</b> 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)

4. All public and private schools are required to submit their reports to both the Regional Office and the Central Office (Operations Strand-LRPD) by completing the MS form and attaching the School-Based Consolidation Data Sheet (Annex A). Schools must also include supporting documentation for the reported bullying incidents, such as incident reports, narrative reports, intervention plans, intake sheets, and other relevant referral documents. The deadline for submission is February 28, 2025.

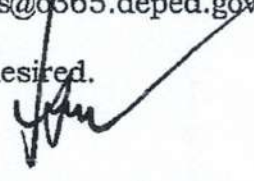
5. Schools can access the MS form through the following link: <https://tinyurl.com/yhhf7weh>.

6. The School-Based Consolidation Data Sheet can be downloaded here <https://tinyurl.com/27pbxevd>.

7. For further details, refer to the attached DepEd Memorandum OM-OUOPS-2025-11-00580.

8. For clarifications and concerns, contact the Learner Rights and Protection RO Focal Person-Mr. Darius C. Nieto or Alternate Focal Person-Ms. Roxanne D. Cases at mobile number +639931975928 or email at roxanne.cases@o365.deped.gov.ph.

9. Immediate dissemination of this memorandum is desired.



**TOLENTINO G. AQUINO**  
Regional Director



Encl.: As stated.

Reference: Memorandum OM-OUOPS-2025-11-00580

To be indicated in the Perpetual Index  
under the following subjects:

- DATA
- FORMS
- LEARNERS
- POLICY
- REPORTS

ESSD/RDC  
02/04/2025





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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<sup>1</sup> of the Department, as amended by DepEd Order (D.O.) No. 3, s. 2021,<sup>2</sup> 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).

<sup>1</sup> D.O. Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015.

<sup>2</sup> 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
<b>Phase 1:</b> Collection and Consolidation	<p><b>Step 1:</b> The school shall fill in the <b>School-Based Consolidation Data Sheet</b> (Annex A of this memorandum)</p> <p><b>Step 2:</b> 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><b>Step 3:</b> 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>
<b>Phase 2:</b> Validation	<p><b>Step 4:</b> The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-LRPD).</p> <p><b>Step 5:</b> 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>
<b>Phase 3:</b> Analysis and Interpretation	<p><b>Step 6:</b> 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](mailto: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. 2023-2024]

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

Table with columns: Date/Place of Incident, Nature of Bullying (Physical, Social, Gender-based, Cyber), Victim Name, Age, Sex, Bully Name, Age, Sex, Action Taken, Recommendation, Status.

Number of Reported Cases
Number of cases for monitoring following referral to other Department 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 (grabbing, shoving, pushing, kicking, slapping, tripping, hitting, knocking, etc.)
Social - refers to any deliberate, repetitive and aggressive social behavior intended to hurt or isolate an individual (name-calling, teasing, shaming, 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.)

Reported and Endorsed by: \_\_\_\_\_ Date: \_\_\_\_\_
Name and Designation: \_\_\_\_\_
Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_
Name and Designation: \_\_\_\_\_