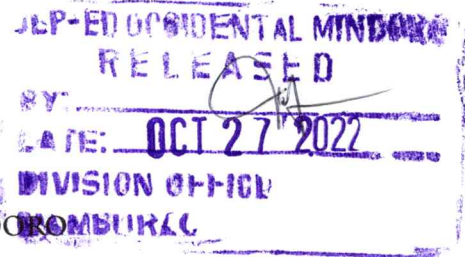




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

0 0 0 4 0 8

To: **OIC, Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Education Program Supervisors
Public School District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned**

From: **LYNN G. MENDOZA, EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent**

By the Authority of SDS:


**RODEL S. MAGNAYE
Chief Education Supervisor
Officer-in-Charge
Office of the Asst. Schools Division Superintendent**

Subject: **SUBMISSION OF REPORT ON CHILD PROTECTION COMPLAINTS
AND CASES**

Date : **October 26, 2022**

This has reference to the memoranda issued by the Undersecretary for Legal Affairs Jose Arturo C. De Castro, JD, LL.M., JSD, and the Office of the Regional Director Nicolas T. Capulong, PhD, CESO III dated October 06, 2022 and October 17, 2022, respectively, re: submission of **WEEKLY REPORT ON SEXUAL ABUSE AND HARASSMENT CASES (Memorandum DM-LA-2022-0263)**. This Office requires public and private schools of the submission of pending and new cases regarding sexual abuse and harassment against learners. Deadline is **every Friday at 5:00 PM.**

Submission of all reports shall include **signed PDF copies and editable Excel Forms** to be transmitted to the Legal Unit at **depedlegal.occidentalmindoro@gmail.com** for consolidation, and subsequently for submission to the Regional Office.

sgod/vfc



So. Dapi, Brgy. Payompon, Mamburao, Occidental Mindoro
Telephone No: 09065501840/ 09296301538 /Email Address: occidental.mindoro@deped.gov.ph

IMPORTANT: All reports **are HIGHLY CONFIDENTIAL.** All are advised to ensure that referrals and transmittals are properly monitored since the names of the victims and the persons complained of/responders are being required to be indicated in the reports.

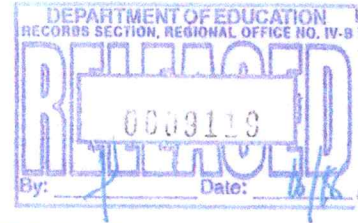
Attached are the aforementioned memoranda for your reference, and the template to be used in preparing the report.

For strict and immediate compliance.

A handwritten signature in black ink, appearing to be a stylized name or set of initials, located in the bottom right corner of the page.



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
DIVISION LEGAL OFFICERS
All Others Concerned

FROM : NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

SUBJECT : Submission of Reports on Administrative and Child
Protection Complaints and Cases

DATE : October 17, 2022

This has reference to the Memoranda issued by the Office of the Undersecretary for Legal Affairs and the Office of the Undersecretary for Governance and Field Operations relative to the submission of the following reports:

1. **Weekly Report on Sexual Abuse and Harassment Cases (Memorandum DM-LA-2022-0263)**
 - This requires submission of pending and new cases regarding sexual abuse and harassment against learners
 - Deadline: **every Friday at 5:00 PM**
2. **Reports on all Pending Administrative Complaints and Cases against DepEd Teaching and Non-Teaching Personnel (Memorandum DM-LA-2022-0253)**
 - This include the summary (**Template 1**) of all pending administrative complaints (**Template 2**) and cases (**Template 3**) filed in your respective SDOs
 - Take note that the Inventory based on the templates provided should be in **chronological order, from oldest to latest**, indicating therein the specific school/office assignment of the person complained of/respondent with emphasis on **child abuse** complaints/cases
 - Deadline: **October 21, 2022**



Meralco Avenue corner St. Paul Road, Pasig City

(02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799

mimaropa.region@deped.gov.ph DepEd Mimaropa Region depedmimaroparegion.ph

**3. Reports of Child Protection Cases for SY 2021-2022
(Unnumbered)**

- This include submission of the following data:
 - a. Child Abuse Incidents
 - b. Bullying Incidents
 - c. Cases Involving Children-At-Risk (CAR)
 - d. Cases Involving Children In Conflict with the Law (CICL)
 - e. Report on Other Child Protection Concerns
 - f. Report on Schools with Localized Child Protection Policy and Anti-Bullying Policy
 - g. Schools with Established Child Protection Committee
- Deadline: **October 28, 2022**

Submission of **ALL** reports shall include **signed PDF copies AND editable Excel Forms** to be submitted to the Legal Unit at legal.mimaroparegion@deped.gov.ph for consolidation and further submission to the offices concerned in the Central Office.

IMPORTANT: All reports are **HIGHLY CONFIDENTIAL** so ensure that referrals and transmittals are properly monitored since the names of the victims and the persons complained of/respondents are being required to be indicated in the reports.

Attached herein are the issued memoranda and the templates to be used.



Republic of the Philippines
Department of Education
LEGAL AFFAIRS

MEMORANDUM
DM-LA-2022- 0263

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ATTY. CORNELIO A. PACALA
Attorney V, Investigation Division
ATTY. RODEL JAMES R. PULMA
Attorney V, Legal Division
ATTY. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Assistant Regional Director -- DepEd
MIMAROPA and Head, Child Protection Unit

FROM : **JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.**
Undersecretary for Legal Affairs
AMANDA MARIE F. NOGRALES, J.D.
Assistant Secretary for Legal Affairs

SUBJECT : **Submission of Weekly Report on Sexual Abuse and Harassment Cases**

DATE : October 06, 2022

6
6:00pm
90064
Atty. G. G. G. (Cala)

This is in reference to the sexual abuse and harassment cases against learners.

The Department of Education (DepEd), through the Legal Affairs Strand, is closely monitoring the issues and reports of sexual abuse and harassment committed against learners. DepEd, as a duty-bearer, should be the bastion, which respects, protects, promotes, and fulfils the rights of every learner in education.

In line with this, this Office requests the submission of weekly report on pending and new cases regarding sexual abuse and harassment against learners. The Schools Division Superintendents shall submit to their respective Regional Directors the said weekly report **every Friday at 5:00 P.M.** The respective Regional Directors shall validate the reports submitted by the Schools Division Superintendents and shall consolidate the same. Likewise, the Regional Directors shall submit an electronic copy of the consolidated reports to the Investigation Division **every Monday at 5:00 P.M.** Below is the template for the weekly report:

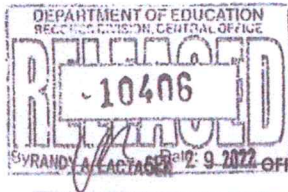
| Weekly Report on Sexual Abuse and Harassment Cases | | | | |
|--|--------|--------------------|--------|-------------------------|
| Region/Schools Division: | | | | |
| Names of Parties Involved | Region | Nature of the Case | Status | Ways forward/Next steps |
| | | | | |
| | | | | |

The submission of the electronic copies must be in excel form, with editable version, which shall be sent to ts.inves-div@deped.gov.ph, copy furnished leabda@deped.gov.ph; leomar.ladonga@deped.gov.ph and geraldine.ramones@deped.gov.ph.

The Investigation Division, Legal Division, and Child Protection Unit shall update the database on sexual abuse and harassment cases **every Tuesday on or before 5: 00 P.M.** Here is the link for the database: <https://bit.ly/WRSAHC>.

For strict and immediate compliance.

14-B



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AFFAIRS



MEMORANDUM
DM-LA-2022-0253

TO : REGIONAL DIRECTORS

FROM : *[Signature]*
JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.
Undersecretary for Legal Affairs

[Signature]
AMANDA MARIE F. NOGRALES, J.D.
Assistant Secretary for Legal Affairs RRP/j

SUBJECT : [URGENT] Submission of Regional Reports on all Pending Administrative Complaints and Cases against DepEd teaching and non-teaching personnel

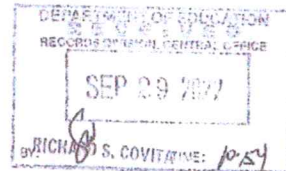
DATE : September 28, 2022

This Office requests the **submission of Regional Reports on all pending administrative complaints and cases against DepEd personnel in the Regional and Division Offices.**

The Regional Offices, with the approval of the Regional Directors, shall submit the Regional Report, inclusive of all the pending administrative complaints and cases in the Regional Office (RO) and the Schools Division Offices (SDOs), **not later than 12nn of September 30, 2022 (this Friday), in hard and soft copies.**

Attached hereto are the suggested forms (Templates 1, 2, and 3) constituting the Regional Report. The soft copy submission shall be in excel form, with editable version, which shall be sent through electronic mail, to leahd@deped.gov.ph, copy furnished oula@deped.gov.ph, oacla@deped.gov.ph, ls.id@deped.gov.ph, ls.ld@deped.gov.ph, and ls.od@deped.gov.ph.

For immediate compliance.



(Template 1)

Summary of Pending Complaints by Region

| Office | Number of Complaints | | | Number of Cases | | |
|--------|----------------------|--------|-------|-----------------|--------|-------|
| | Child Abuse | Others | Total | Child Abuse | Others | Total |
| RO | | | | | | |
| SDO | | | | | | |

(Template 2)

**Inventory of Pending Complaints
in the Regional Office/Schools Division Office**

| No. | Date filed* | Complainant | Person Complained Of | Station of the Person Complained Of** | Brief description of the Complaint*** | Status*** |
|-----|-------------|-------------|----------------------|---------------------------------------|---------------------------------------|-----------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

*The date should be in chronological order, from oldest to latest filed complaint

**Indicate RO/SDO, or the specific School

***Emphasize/underline if the complaint is for child abuse

****Indicate the last action taken (e.g., Under evaluation for appropriate action, FFI/PI investigators appointed, On-going FFI/PI, FFI/PI Report under evaluation, For resolution or issuance of FC, etc.)

(Template 3)

**Inventory of Pending Administrative Cases
in the Regional Office/Schools Division Office**

| No. | Date of the Issuance of the Formal Charge* | Docket No. | Complainant/Motu Proprio | Respondent | Station of Respondent** | Charges*** | Status**** |
|-----|--|------------|--------------------------|------------|-------------------------|------------|------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |

*The date should be in chronological order, from oldest to latest issued Formal Charge

**Indicate RO/SDO, or the specific School

***Emphasize/underline if the charge involves child abuse

****Indicate the last action taken (e.g., Submitted Answer under evaluation, Respondent under Preventive Suspension, FIC constituted, On-going FI, For decision, Decision was rendered on _____, MR for resolution, Notice of appeal filed, Under appeal in CO/CSC, Under review/confirmation by CO, etc.)



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND FIELD OPERATIONS

MEMORANDUM

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

FROM : *Atty. Revsee A. Escobedo*
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Governance and Field Operations

SUBJECT : CONSOLIDATED REPORTS OF CHILD PROTECTION
CASES FOR SY 2021-2022

DATE : September 19, 2022

Pursuant to the mandate of the Child Protection Unit (CPU) to lead in the planning, implementing, coordinating, monitoring, and evaluation of programs, projects, and activities related to child protection at all governance levels of the Department¹.

In line thereto, may we request the submission of consolidated reports on incidents of bullying and child abuse, including cases involving children at risk (CAR) and children in conflict with the law (CICL), 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. 2017².

Further, all schools are directed to submit to their respective SDOs accomplished reports on incidents of bullying and child abuse, cases involving children at risk (CAR) and children in conflict with the law (CICL), copies of their School-Based Child Protection Policy, and Anti-Bullying Policy certifying their adoption and localization of DO 40, s. 2012³, and reports on the status of their established child protection committees (CPC).

¹ DepEd Order No. 3, s. 2021, "Creation of the Child Rights in Education Desk and the Child Protection Unit of the Department of Education," January 15, 2021.

² 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

³ DepEd Order No. 49, s. 2012, "DepEd Child Protection Policy," May 12, 2012.

In view of the foregoing, the CPU requests all ROs to submit to the CPU the consolidated data for School Year 2021-2022 by:

1. Using the Google form: <https://tinyurl.com/Consolidation-Report>. You may scan the QR code below for easier access; and
2. Sending an email of the following (both in MS Excel and PDF formats) to cpu@deped.gov.ph:
 - a. Accomplished Regional Consolidated Report on Incidents of Bullying (Enclosure No. 1);
 - b. Accomplished Regional Consolidated Report on Incidents of Child Abuse (Enclosure No. 2);
 - c. Accomplished Regional Consolidated Report on Cases Involving CAR (Enclosure No. 3) and CICL in Schools (Enclosure No. 4);
 - d. Accomplished Regional Consolidated Report on Other Child Protection Concerns (Enclosure No. 5)
 - e. Accomplished Regional Consolidated Report on Schools with Localized Child Protection Policy and Anti-Bullying Policy; and
 - f. Regional Consolidated Report on Schools with Established Child Protection Committee.

For inquires and clarifications, kindly contact

1. Mr. Clint Richard Chua, *STA III*
Email: clint.chua@deped.gov.ph
Viber : +63 908 812 1720
2. Ms Ann May Aguinaldo, *TA II*,
Email: ann.aguinaldo@deped.gov.ph
Landline: +639068897732



For your immediate compliance.