



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

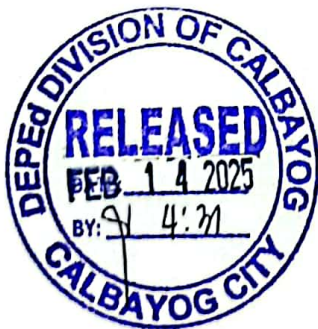
February 14, 2025

MEMORANDUM
DM-OSGOD-LFD 115, s. 2025

TO: All Public and Private Schools
School Heads
Guidance/CPC Coordinator
All Others Concerned

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

1. Pursuant to Regional Memorandum No. 120, s. 2025 and OM-OUOPS-2025-11-00580 from the Office of Undersecretary for Operations, regarding the **Collection, Consolidation, and Validation of Bullying Incidents involving Learners aged thirteen (13) to sixteen (16) for School Year 2023-2024.**
2. In compliance thereof, all public and private schools are requested to collect and consolidate the reported bullying incidents specified in the above-mentioned memorandum **on or before February 28, 2025**, following the guidelines for **Phase I: Data Collection and Consolidation** (please see attachments).
3. The schools shall:
 - a. Accomplish the School-Based Consolidation Data Sheet, which can be downloaded using the link, <https://tinyurl.com/27pbxevd>.
 - b. Transfer the consolidated data to the designated MS Form Link at <https://tinyurl.com/yhhf7weh>.
4. Immediate dissemination of and compliance with this Memorandum is earnestly desired.



MARGARITO A. CADAYONA JR.
MARGARITO A. CADAYONA JR., Ph.D. CESO VI
OIC-Office of the Schools Division Superintendent
SO # 009 s. 2025



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

February 3, 2025

REGIONAL MEMORANDUM
 No. **120** s. 2025

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

To: Schools Division Superintendents
 All Others Concerned

1. Attached is Memorandum OM OUOPS 2025-11-00580 from Malcolm S. Garma, Assistant Secretary and Officer-In-Charge, Office of the 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 School Year 2023-2024.

2. In compliance with the directive, this Office, through the Education Support Services Division, enjoins all public and private schools to collect and consolidate reported bullying incidents involving learners within the specified age range for School Year 2023-2024, strictly adhering to the instructions outlined in Phase 1 of the data collection, consolidation, and validation process in the aforementioned memorandum.

3. The schools shall:
 a. Accomplish the School-Based Consolidation Data Sheet, which can be downloaded from <https://tinyurl.com/27pbxevd>.
 b. Transfer the consolidated data to the designated MS Form Link at <https://tinyurl.com/yhhf7weh>.

4. The Schools Division Offices (SDOs), through their Learner Rights and Protection Focal Persons, shall monitor and ensure 100% compliance of all schools under their jurisdiction on or before February 28, 2025 via the monitoring link <https://tinyurl.com/ROVIII1316-BullyingIncidents>.

5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subject:
BULLYING INCIDENTS DATA CONSOLIDATION

ERSD-SPPS-HEMC



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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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
[Signature]

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).

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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**:

1. 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/27pbsecd>
- c. Schools may access the MS forms for their respective regions using the link: <https://tinyurl.com/yh4f7wch>

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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