



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 123, s. 2025

21 FEB 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 203, s. 2025, this division **requests all schools to submit data on reported bullying incidents** involving learners aged 13 to 16. This initiative aligns with DepEd Order No. 3, s. 2021 and other related policies on Learner Rights and Protection (LRP).

2. To ascertain the accuracy and reliability of the reports, the collection, consolidation and validation process shall follow three phases:

Phase 1. Collection and Consolidation.

- Schools shall accomplish the School-Based Consolidation Data Sheet (Annex A).
- Data shall be encoded in the designated MS Forms link: <https://tinyurl.com/yhhf7web>.
- The Central Office (Operations Strand – LRPD) will aggregate the submissions and provide disaggregated data per region and division.

Phase 2. Validation.

- The focal persons from the Regional and Schools Division Offices will validate the data.
- The Regional Office will then submit the consolidated validated reports.

Phase 3. Analysis and Interpretation.

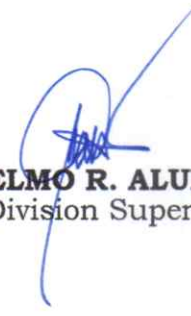
- The Learner Rights and Protection Division (LRPD) will analyze the validated data and generate the final report on bullying incidents.

3. Schools must submit both the accomplished MS Forms and a signed copy of the School Based Consolidation Data Sheet (Annex A). supporting documents such as incident reports, narrative reports and referral documents must also be included. **The deadline for submission is on or before February 28, 2025.**

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

5. For clarifications, refer to the attached memorandum.

6. For compliance and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: RM No. 203, s. 2025
Memo OM-OUOPS-2025-11-00580

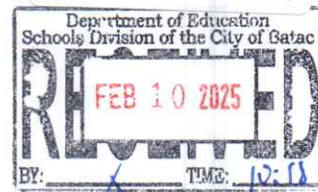
Reference:
To be included in the Perpetual Index
Under the following subject:

Data	Learners	Bullying
Forms	Policy	Reports

GVD/Legal-Bullying
250009/ February 17, 2025



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	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)	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
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.</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:	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)

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/yhhf7web>.

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@365.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





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2025 - 11 - 0050

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. (Memorandum for Phase II: Validation to be released)</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	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**:

- 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/ybhf7weh>

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.

