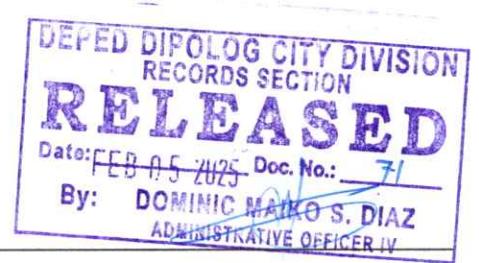




Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



February 3, 2025

**DIVISION MEMORANDUM**

No. 71, s. 2025

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

To: Assistant Schools Division Superintendent  
Chief – Curriculum Implementation Division  
Chief – Schools Governance and Operations Division  
All Public and Private Elementary and Secondary Schools  
All Others Concerned  
*This Division*

1. Attached is the *DepEd Memorandum-OUOPS-2025-11-00580* dated January 20, 2025 from OIC-Assistant Secretary for the Office of the Undersecretary for Operations Malcolm S. Garma titled *Collection, Consolidation, and Validation of Bullying Incidents Involving Learners Aged Thirteen (13) to Sixteen (16) for S.Y. 2023-2024* requesting all public and private elementary and secondary schools to submit data of the aforementioned.
2. This issuance is a mandate of the Learner Rights and Protection Division (LRPD) 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.
3. Anent this request, **all public and private elementary and secondary schools are enjoined to fill in the School-Based Consolidation Data Sheet** (<https://tinyurl.com/27pbxevd>) which will then be transferred to the MS Forms link thru <https://tinyurl.com/yhhf7weh>. **This office sets the deadline for the submission to the Central Office on February 21, 2025.**
4. A signed copy of the School-Based Consolidation Data Sheet shall be submitted to the Division Learner Rights and Protection Focal Persons



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Mr. Cielbert E. Dondoyano and Mr. Andrew Homil G. Elumbaring for validation.

5. To ensure the accuracy of information, schools shall be guided by the DepEd Order No. 55, s. 2013 otherwise known as the Anti-Bullying Act of 2013. In addition, all bullying concerns to be reported/listed should have documentation (i.e., with incident/narrative reports, intervention plan, intake sheets, and other documents).
6. School heads and guidance counselors/guidance designates are directed to read comprehensively the attached memorandum.
7. **Further, school heads and guidance counselors/guidance designates shall be held liable for concealment of bullying cases and non-compliance with DepEd Order No. 55, s. 2013.**
8. For any inquiries regarding this subject, you may contact the aforementioned focal persons.
9. For immediate dissemination and compliance.

  
**MA. LIZA R. TABILON, EdD, CESO V**  
Schools Division Superintendent 



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.

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.

