Memorandum

To: Public Schools District Supervisors
Elementary and Secondary School Heads
Heads of Elementary and Secondary Private Schools

From: NYMPHA D. GUEMO
Assistant Schools Division Superintendent
Officer-In-Charge

Subject: ADDITIONAL INFORMATION TO DEPED MEMORANDUM NO. 58, S.2014
Re: Submission of School-Based Child Protection and Anti-Bullying Policies & Reports

Date: June 16, 2015

Pursuant to DepED Memorandum No. 59, s.2015, all schools are requested to submit a report on incidents of child abuse and bullying one (1) week after the start of the school year.

In this connection, you are hereby advised to accomplish the attached templates and submit to the Schools Division Office. C/o Mrs. Maria Imelda S. Abejo, Senior Education Program Specialist – Social Mobilization on or before June 24, 2015.

For information and guidance.
School-Based Report on Incidents of Bullying
School Year ____________

<table>
<thead>
<tr>
<th>Date/Place of Incident</th>
<th>Nature of Bullying</th>
<th>Victims</th>
<th>Perpetrator</th>
<th>Action Taken</th>
<th>Recommendation</th>
<th>Status (Resolved/Pending/ Referred to other Agency)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical</td>
<td>Social</td>
<td>Gender-Based Cyber Bullying Retaliation NAME Age Sex (M/F) NAME Age Sex (M/F)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Bullying is perpetrated by a student against another student which may be:
- Physical – unwanted physical contact (punching, shoving, pushing, kicking, slapping, tickling, headlocks etc.)
- Social – refers to any deliberate, repetitive and aggressive social behavior intended to hurt or belittle an individual (name-calling, cursing, labelling, 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.)

Reviewed and Conformed by: __________________________ Name and Designation ____________

Prepared by: __________________________ Name/Designation ____________

Date: ____________ Date: ____________
School-Based Report on Incidents of Child Abuse
School Year ___________

<table>
<thead>
<tr>
<th>Date of Incident</th>
<th>Nature of Abuse</th>
<th>Victims</th>
<th>Perpetrators</th>
<th>Relationship to the Victim</th>
<th>Action Taken</th>
<th>Status (Resolved/Pending/Referred to other agency)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical</td>
<td>NAME (Last Name, First Name, M.I.)</td>
<td>NAME (Last Name, First Name, M.I.)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Sexual</td>
<td>Age</td>
<td>Sex (M/F)</td>
<td>Age</td>
<td>Sex (M/F)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Verbal/Psychological</td>
<td></td>
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</tr>
</tbody>
</table>

Total

Note:
- Child Abuse refers to any maltreatment of a child, whether habitual or not, which includes any of the following:
  - Physical - refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazardous to their physical well-being;
  - Sexual - refers to acts that are sexual in nature such as rape, sexual harassment, sexually demeaning remarks, forcing children to watch obscene publications or shows, etc.; and
  - Psychological - refers to acts or omissions causing or likely to cause mental or emotional suffering to the child which include intimidation, harassment, stalking, public ridicule, threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.
- Relationship to the Victim refers to relatives (father, mother, cousin, etc.) or school personnel (teachers and non-teaching staff).
- No amicable settlement for any acts of child abuse.

Reviewed and Conformed by: ___________________________ Name and Designation
Date: ___________________________

Prepared by: ___________________________ Name/Designation
Date: ___________________________