



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



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DIVISION MEMORANDUM

No. 043, s. 2019

TO: All Public Elementary and Secondary School Heads  
This Division

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
OIC, Schools Division Superintendent

Subject: Submission of School-Based Report on Incidents of Bullying and School-Based Child Protection or Anti-Bullying Policies

Date: February 18, 2019

1. You are required to submit the following reports covering SY 2018-2019:
  - a. School-Based Report on Incidents of Bullying
  - b. School-Based Child Protection or Anti-Bullying Policies
2. Attached are the report form templates you need to fill up. Reports must contain data for School Year 2018-2019. Do not leave any blanks unfilled.
3. Submit said reports AS SOON AS POSSIBLE. Deadline of report submission in on February 20, 2019, 12:00 noon. Submit also in soft copies (as much as possible in Excel format) in the following email: [helen.maasin@deped.gov.ph](mailto:helen.maasin@deped.gov.ph).
4. For inquiries and clarification, please contact Helen E. Maasin of the CID at 0926-742-6798.
5. For your strict compliance.

# School-Based Report on Incidents of Bullying

SY 2018-2019

Name of School: \_\_\_\_\_  
 Address of School: \_\_\_\_\_

Classification: \_\_\_\_\_ (either public/private)  
 Level: \_\_\_\_\_

Date/Place of Incident	Nature of Bullying					Victims		Perpetrator		Action Taken	Recommendation	Status (resolved/Pending/ Referred to other agency)
	Physical	Social	Gender Based	Cyber Bullying	Retaliation	Name	Age	Name	Age			

Prepared By: \_\_\_\_\_  
 Chairman-Child protection Committee  
 (School Head)

## School-Based Report on Child Protection or Anti-Bullying Policies

SY 2018-2019

Name of School: \_\_\_\_\_  
 Address of School: \_\_\_\_\_  
 School ID: \_\_\_\_\_

Classification: \_\_\_\_\_ (either public/private)  
 Level: \_\_\_\_\_

**Instructions:**

Please check the appropriate box if you have the following policies in your school. Please attach together with this report your School-Based Child Protection or Anti-Bullying Policies, if you have any. Policies include flowchart in handling cases, school guidelines set on child protection/anti-bullying, campaign/project/activity against anti-bullying and promotion of child protection, etc.

School Based Child Protection Policy	School Based Anti-Bullying Policy	Please write the list of your Child Protection Committee Members with its corresponding function (Chairman, Co-chairman, member, student representative, PTA representative, barangay official representative, etc.)
<input type="checkbox"/> Yes, we have this policy <input type="checkbox"/> No, we don't have this policy	<input type="checkbox"/> Yes, we have this policy <input type="checkbox"/> No, we don't have this policy	

Prepared By: \_\_\_\_\_

\_\_\_\_\_  
 Chairman-Child protection Committee  
 (School Head)