



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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October 12, 2022

DIVISION MEMORANDUM  
NO. 453, s. 2022

**SUBMISSION OF WEEKLY REPORT ON SEXUAL ABUSE  
AND HARASSMENT CASES**

To: **Asst. Schools Division Superintendent**  
**Chief Education Supervisor, CID and SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. In connection with the attached Memorandum from the Office of the Undersecretary for Legal Affairs, this Office directs the **Submission of Weekly Report on Sexual Abuse and Harassment Cases** against the learners.
2. This weekly submission of report is relative to the ongoing monitoring of the issues and reports of sexual abuse and harassment committed against the learners. This latest development reiterates the duty of DepEd as the bastion in ensuring that every learner in education should be respected, protected and fulfilled.
3. School Youth Formation, Barkada Kontra Droga, Supreme Pupil/Student Government and School Guidance Coordinators/Counselor shall work closely with the School Head to ensure regular and timely submission of the report **on or before Thursday of each week**. The Division Youth Formation Coordinator/Project Development Officer I shall thereafter consolidate and submit the said weekly report every Friday at 5:00 P.M.
4. For more information, kindly contact **Mr. Esmael V. Malaco, Jr.**, Division Youth Formation Coordinator/ Project Development Officer I thru this email address: **esmael.malaco@deped.gov.ph**.



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113  
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5. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For strict and immediate compliance.

**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

Reference:

*DM-LA-2022-0263 from the  
Office of the Undersecretary for Administration*

To be indicated in the Perpetual Index  
under the following subjects:

SEXUAL ABUSE      HARASSMENT CASES  
WEEKLY REPORT



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Republic of the Philippines  
**Department of Education**  
LEGAL AFFAIRS

**MEMORANDUM**

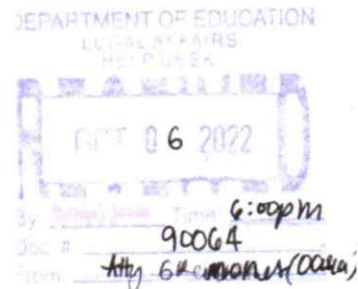
DM-LA-2022- 0263

**FOR** : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ATTY. CORNELIO A. PACALA**  
Attorney V, Investigation Division  
**ATTY. RODEL JAMES R. PULMA**  
Attorney V, Legal Division  
**ATTY. SUZETTE T. GANNABAN-MEDINA**  
Officer-in-Charge, Assistant Regional Director – DepEd  
MIMAROPA and Head, Child Protection Unit

**FROM** : **JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.**  
Undersecretary for Legal Affairs  
**AMANDA MARIE F. NOGRALES, J.D.**  
Assistant Secretary for Legal Affairs

**SUBJECT** : **Submission of Weekly Report on Sexual Abuse and Harassment Cases**

**DATE** : October 06, 2022



This is in reference to the sexual abuse and harassment cases against learners.

The Department of Education (DepEd), through the Legal Affairs Strand, is closely monitoring the issues and reports of sexual abuse and harassment committed against learners. DepEd, as a duty-bearer, should be the bastion, which respects, protects, promotes, and fulfils the rights of every learner in education.

In line with this, this Office requests the submission of weekly report on pending and new cases regarding sexual abuse and harassment against learners. The Schools Division Superintendents shall submit to their respective Regional Directors the said weekly report **every Friday at 5:00 P.M.** The respective Regional Directors shall validate the reports submitted by the Schools Division Superintendents and shall consolidate the same. Likewise, the Regional Directors shall submit an electronic copy of the consolidated reports to the Investigation Division **every Monday at 5:00 P.M.** Below is the template for the weekly report:

**Weekly Report on Sexual Abuse and Harassment Cases**

Region/Schools Division: _____					
Names of Parties Involved	Region	Nature of the Case	Status	Ways forward/Next steps	

The submission of the electronic copies must be in excel form, with editable version, which shall be sent to [ls.invesdiv@deped.gov.ph](mailto:ls.invesdiv@deped.gov.ph), copy furnished [leahd@deped.gov.ph](mailto:leahd@deped.gov.ph); [leomar.ladonga@deped.gov.ph](mailto:leomar.ladonga@deped.gov.ph) and [geraline.ramones@deped.gov.ph](mailto:geraline.ramones@deped.gov.ph).

The Investigation Division, Legal Division, and Child Protection Unit shall update the database on sexual abuse and harassment cases **every Tuesday on or before 5: 00 P.M.** Here is the link for the database: <https://bit.ly/WRSAHC>.

For strict and immediate compliance.