



Republic of the Philippines  
Department of Education  
REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE



11 September 2023

**DIVISION MEMORANDUM**

No. 470, s. 2023

**REQUEST FOR THE SUBMISSION OF SCHOOL-BASED CONSOLIDATED  
REPORTS ON CHILD PROTECTION DATA AS OF S.Y. 2022-2023**

To: Public Schools District Supervisors/Coordinating School Principals  
Private and Public Secondary School Heads  
Private and Public Elementary School Heads  
All Others Concerned

1. In accordance with DepEd Order No. 40, s. 2012 titled "*Child Protection Policy*", DepEd Order No. 55, s. 2013, "*DepEd Anti-Bullying Policy*" and Regional Memorandum No. 496, s. 2023 titled Submission of Consolidated Reports of Learner Rights Protection (LRP) Cases, this Office hereby requires the field to submit the **School-based Consolidated Report on the Child Protection Data** for all Public and Private Elementary and Secondary Schools as of S.Y. 2022 – 2023.

2. The field is hereby reminded that all reported cases of bullying and child abuse that happened in the school must have an accomplished Intake Sheet attached.

3. Attached herewith are the following forms which can also be downloaded through google link: <https://bit.ly/3LgOviA>.

- a. Intake Sheet
- b. Profiling and Initial Risk Assessment Tools for Children-At-Risk
- c. Children in Conflict with the Law (CICL) Intake Form
- d. School-based Consolidated Report on Bullying
- e. School-based Consolidated Report on Child Abuse
- f. School-based Consolidated Report on Children-At-Risk
- g. School-based Consolidated Report on Children in Conflict with the Law (CICL)



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h. f. School-based Consolidated Report on Other LRP Concerns

4. The deadline for the submission of the requested data shall be **on or before September 19, 2023**. To ensure the confidentiality of the submitted report, the concerned school heads are hereby advised to seal it in a brown envelope labeled the name of the school and **ATTN: SGOD – Special Programs and Projects**.
5. Attached herewith is a copy of the Regional Memorandum No. 496, s. 2023.
6. Immediate dissemination of this Memorandum is hereby desired.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

CHILD PROTECTION      DIVISION MEMO      REQUEST FOR SCHOOL REPORT

AJM/Division Memorandum – Request for the Submission of School-based Consolidated Reports on  
Child Protection Data as of S.Y. 2022-2023

September 11, 2023



**Address:** Pigcarangan, Tubod, Lanao del Norte  
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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO




September 11, 2023

REGIONAL MEMORANDUM  
No. 0496, s. 2023

SUBMISSION OF CONSOLIDATED REPORTS OF LEARNER RIGHTS  
PROTECTION (LRP) CASES

To: Assistant Regional Director  
Schools Division Superintendents  
SGOD Chiefs  
Division Child Protection Focal Persons  
All Others Concerned

1. To support the Department's commitment to safeguarding the rights and well-being of the students and maintaining a comprehensive record of all LRP cases, the Schools Division Offices (SDOs) shall submit **Consolidated Reports of Learner Rights Protection (LRP) Cases** on or before **September 20**.
2. Submit the reports via Google Drive at <https://bit.ly/ConsolidatedR10LRP>.
3. For any concerns, contact the Education Support Services Division (ESSD) at 09650644855 or at [rcimarie.amansec@deped.gov.ph](mailto:rcimarie.amansec@deped.gov.ph).
4. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated

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

LRP  
REPORT

ESSD/rei



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
(088) 856-3932 | (088) 881-3137 | (088) 881-3031  
Department of Education Region 10  
[region10@deped.gov.ph](mailto:region10@deped.gov.ph)  
<http://deped10.com>

Rev00





**Division Consolidated Report on Schools with Child Protection Policy, Anti-Bullying Policy and  
School Year 2022 - 2023**

**I. PUBLIC SCHOOL**

Schools	ELEMENTARY						JUNIOR HIGH SCHOOL				
	Child Protection Policy with Anti-Bullying Policy	Child Protection Policy Only	Anti-Bullying Policy	No Policy	WITH Established Child Protection Committee	Without Established Child Protection Committee	Child Protection Policy with Anti-Bullying Policy	Child Protection Policy Only	Anti-Bullying Policy	No Policy	WITH Established Child Protection Committee

Put check (✓) on the column that is applicable in your school

**II. Private School**

School	ELEMENTARY						JUNIOR HIGH SCHOOL				
	Child Protection Policy with Anti-Bullying Policy	Child Protection Policy Only	Anti-Bullying Policy	No Policy	WITH Established Child Protection Committee	Without Established Child Protection Committee	Child Protection Policy with Anti-Bullying Policy	Child Protection Policy Only	Anti-Bullying Policy	No Policy	WITH Established Child Protection Committee

Put check (✓) on the column that is applicable in your school

**Prepared by:**

\_\_\_\_\_  
(Signature Over Printed Name)  
(Designation)

**Date:**

\_\_\_\_\_

# and Child Protection Committee

SENIOR HIGH SCHOOL						GRAND TOTAL	
Without Established Child Protection Committee	Child Protection Policy with Anti-Bullying Policy	Child Protection Policy Only	Anti-Bullying Policy	No Policy	WITH Established Child Protection Committee	Without Established Child Protection Committee	Total Number of Schools WITH Established Child Protection Committee

SENIOR HIGH SCHOOL						GRAND TOTAL	
Without Established Child Protection Committee	Child Protection Policy with Anti-Bullying Policy	Child Protection Policy Only	Anti-Bullying Policy	No Policy	WITH Established Child Protection Committee	Without Established Child Protection Committee	Total Number of Schools WITH Established Child Protection Committee

Validated by:

(Name)  
Signature Over Printed Name of School CPC Chairperson

Date:

## School-Based Report on Incidents of Bullying

### School Year 2022 - 2023

Classification: (Private/Public)

School ID: \_\_\_\_\_

Level: (Kindergarten/Elementary/Secondary)

[illegible]

Number of Resolved Cases
Cases for Monitoring
Number of Cases referred to other Government Agencies
Number of Cases referred to other Non-Government Agencies

**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.)

(Name and Designation)

Prepared by:

(Name and Designation)

Date:

## School:

Classification: (Private/Public)

School ID:

Address:

Level: (Kindergarten / Elementary / Secondary)

[illegible]

Number of Resolved Cases
Cases for Monitoring
Number of Cases referred to other Government Agencies
Number of Cases referred to other Non-Government Agencies

**Note:** Child Abuse refers to the 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** - refer 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.

## No amicable settlement for any acts of child abuse

**Revised and Conformed by:**

*(Name and Designation)*

Prepared by:

*(Name and Designation)*

Date:

Date:



**SCHOOL-BASED CONSOLIDATED REPORT ON CASES OF CHILDREN-AT-RISK (CAR)**

School: \_\_\_\_\_

School ID: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_

Classification: ☐ Public☐ PrivateLevel: ☐ Kindergarten☐ Elementary☐ Junior High School☐ Senior High School**I. CHILDREN-AT-RISK (CAR)**

Classification	No. of Students		Action Taken	Present Status
	Male	Female		
1. Victim of abuse (sexual, physical, psychological, mental, economic and other mean)				
2. Victim of Neglect				
3. Coming from a dysfunctional family or without parent or guardian				
4. Being a member of a gang				
5. Living in a community with a higher level of criminality				
6. Living a situation of armed conflict				
7. Committed a status Offense under Section 57 of RA 9344, as amended				
8. Mendicant under PD 1563				
9. Solvent/ Rugby user				
10. Marijuana/ Drug Use/ Dependency				
11. Smoking				
12. Others				

**II. Concrete descriptions of actions taken by the school to alleviate the risk factors of the CAR:**


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Number of Resolved Cases	
Cases for Monitoring	
Number of Cases referred to other Government Agencies	
Number of Cases referred to other Non-Government Agencies	

**Prepared by:****Validated by:**\_\_\_\_\_  
(Designation)

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal

Date: \_\_\_\_\_



School-Based Consolidated Report on Incidents of Children in Conflict with the Law (CICL)  
School Year 2022 - 2023

School: \_\_\_\_\_  
Period Covered: \_\_\_\_\_

School ID: \_\_\_\_\_  
Classification: ☐ Public ☐ Private      Level: ☐ Kindergarten ☐ Elementary ☐ Junior High School ☐ Senior High School

A. Consolidated Report on Incidents of Children in Conflict with the Law (CICL)				
Learner's Reference Number (LRN)	Age	Sex (M/F)	Case/Violation	Action Taken

B. Concrete descriptions of any intervention program or diversion program that the school initiated or adopted which facilitated the reintegration of the CICL in the school and community

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Resolved Cases	
Cases for Monitoring	
Number of Cases referred to other Government Agencies	
Number of Cases referred to other Non-Government Agencies	

Prepared by: \_\_\_\_\_  
(Designation)

Date: \_\_\_\_\_

Validated by: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

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School ID: \_\_\_\_\_

Level: (Kindergarten/Elementary/Secondary)

[illegible]

Note: OSEC - Online Sexual Exploitation of Children  
SEC - Sexual Exploitation of Children

Number of Resolved Cases	
Cases for Monitoring	
Number of Cases referred to other Government Agencies	
Number of Cases referred to other Non-Government Agencies	

Prepared by:

*(Name and Designation)*

(Name and Designation)

Date:

**Children in Conflict with the Law (CICL) Intake Form**

Division: \_\_\_\_\_ Region: \_\_\_\_\_  
Name of School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Date: \_\_\_\_\_

**I. Identifying Information**

Name: \_\_\_\_\_  
Nickname: \_\_\_\_\_  
Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Grade/ Year Level & Section: \_\_\_\_\_  
Class Adviser: \_\_\_\_\_

**Parents/Guardian Information**

Parents/ Guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Nos: \_\_\_\_\_

**II. Problem Presented (Information on the Reported Offense)**

Alleged offense committed by the student (describe incident as reported):

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Place and Date of Alleged Commission of Offense: \_\_\_\_\_  
Name of the referring party/ relation to the child: \_\_\_\_\_

Name of victim/s (if any): \_\_\_\_\_ Grade/Level: \_\_\_\_\_

Previous Offense reported in school, *if any* (please indicate date:)

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**III. Actions taken, if any**

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**IV. Disposition:**

**Referred and/or Released to:**

☐ LSWDO Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

☐ PNP Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

☐ NGO/ FBO Name of Organization \_\_\_\_\_

Contact No. \_\_\_\_\_

**Released to:**

☐ Parents

☐ Guardian

☐ Relative/s Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Receiving Party

Address: \_\_\_\_\_

**Prepared by:**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Designation

**Noted by:**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Designation

**Profiling and Initial Risk Assessment Tools for Children-at-Risk****PART I:**

This form will help the guidance teacher or guidance counselor quickly note down risk factors that make the child vulnerable to coming into conflict with the law. A check mark on those items in red/ bold font require immediate referral of the child to the LSWDO, DSWD or licensed child-caring agencies and NGOs for further assessment and treatment or intervention planning.

A mark on the other items or factors, other than those in red, require further investigation or data gathering on the part of the school CPC before referral is made to the LSWDO or DSWD

Initial assessment made using this form will not substitute for the professional assessment and judgment of a licensed counselor, licensed child psychologist and licensed social worker.

**I. Child's Identifying Information**

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_

Address: \_\_\_\_\_

In school? \_\_\_\_\_ Yes; Grade/ Year Level: \_\_\_\_\_

\_\_\_\_\_ No; Highest Grade/ Year Level Finished: \_\_\_\_\_

Caregivers: \_\_\_\_\_ Father only \_\_\_\_\_ Mother only \_\_\_\_\_ Father &amp; Mother

\_\_\_\_\_ Others (indicate relationship to the child): \_\_\_\_\_

Caregiver's source of income/employment and monthly income: \_\_\_\_\_

No. of siblings: \_\_\_\_\_ No. of siblings below 18 years old: \_\_\_\_\_

Ordinal position: \_\_\_\_\_

**I. Individual factors**

\_\_\_\_\_ History of substance/alcohol abuse

\_\_\_\_\_ Involvement in gangs

\_\_\_\_\_ Involvement in any positive youth development activity, identify: \_\_\_\_\_

\_\_\_\_\_ Reported incidents of sudden outbursts of anger/irritability exhibited in school

\_\_\_\_\_ Report or allegations of traumatic experiences of the child

\_\_\_\_\_ Reported recent suicide attempts or suicidal ideation

\_\_\_\_\_ Child observed in class to be depressed, anxious and out of focus most of the time

\_\_\_\_\_ Constant somatic complaints

\_\_\_\_\_ Reported/Noted thought disturbances

**Types of offenses committed** (Mark with X and indicate how many times reported for every type of offense committed)

- ☐ Theft
- ☐ Robbery
- ☐ Physical injuries
- ☐ Sexual harassment
- ☐ Rape
- ☐ Homicide
- ☐ Murder
- ☐ Drug-related offense
- ☐ Other offenses punished under penal laws (please indicate) \_\_\_\_\_

**Family/community factors:**

- ☐ Child is a victim of abuse, identify \_\_\_\_\_ (sexual, physical, emotional, verbal)
- ☐ Child is a victim of neglect
- ☐ Child has no parents or no adult guardian in the household
- ☐ History of parental criminal behavior
- ☐ History of sibling's criminal behavior
- ☐ Witness to family/ domestic violence
- ☐ Parent substance abuse
- ☐ Homeless
- ☐ Abandoned
- ☐ Witness to community violence
- ☐ Presence of support system (family, community, church, school)

**School Behavior**

- ☐ Child is behaving well in school
- ☐ Child is a victim of bullying in school
- ☐ Child has been observed to have moderate behavior problems in school
- ☐ Child had severe problems with behavior in school. Child has been reported for bullying in school.

**Juvenile Justice (JJ)\***

**History of criminal behavior**

- ☐ Current criminal behavior is the first known occurrence
- ☐ Youth has engaged in multiple delinquent acts in the past year

**Seriousness**

- ☐ Youth has engaged only in status violations or violations of local ordinances
- ☐ Youth has engaged in criminal behavior
- ☐ Youth has engaged in criminal behavior that places other citizens at risk of significant physical harm

**Peer influences**

- ☐ Youth's primary peer social network does not engage in delinquent behavior
- ☐ Youth predominantly has peers who engage in delinquent behavior
- ☐ Youth's primary peer social network are known to engage in criminal behavior

\* Indicators were based on the Juvenile Justice Module of the Child and Adolescent Needs and Strengths Manual, Preda Foundation (1999)



**PART II:**

The table below further provides a non-exhaustive list of examples of evidence which would suggest that a student has met the threshold for an immediate referral to the proper authorities (LSWDO, Licensed SW of accredited and duly-licensed child caring agency, or to the DSWD CIU) or whether there is still a need for further investigation or data gathering on the allegations before referrals are made.

**Initial assessment made using this form will not substitute for the professional assessment and judgment of a licensed counselor, licensed child psychologist and licensed social worker.**

**Referral to LSWDO for immediate intervention within 8 hours**

**Initial Assessment: For further investigation before referral to LSWDO or DSWD within 24 hours**

☐ Any allegation of abuse or neglect or any suspicious injury in a non-mobile child

☐ Allegation of physical assault with no visible injury (child is mobile and verbal)

☐ Two or more minor injuries in non-verbal young children (including disabled children)

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☐ Allegations or suspicious about a serious injury

☐ Any incident/ injury triggering concern e.g. a series of apparently accidental injuries or a minor non-accidental injury

☐ Allegations or suspicious about a sexual abuse perpetrated against a child

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☐ Repeated allegations of reasonable suspicious of non-accidental injury or injuries

☐ Repeated expressed minor concerns from one or more sources on suspicious of non-accidental injury

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☐ The child has been traumatised, injured or neglected as a result of domestic violence

☐ Allegation concerning verbal threats

☐ Repeated allegations involving serious verbal threats and/or emotional abuse

☐ Allegations of emotional abuse including that caused by minor domestic violence

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☐ Allegations/ reasonable suspicions of serious neglect

☐ Allegations of periodic neglect including insufficient supervision; poor hygiene; clothing or nutrition; failure to seek/attend treatments or appointments; young carers undertaking intimate personal care

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☐ Direct allegation of sexual abuse made by child or abuser's confession to such abuse

☐ Suspicions of sexual abuse (e.g. medical concerns, sexualized behavior, or referral by concerned relative, neighbor and caregiver)

☐ Any allegation suggesting connections between sexually abused children in different families or more than one abuser

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☐ An individual inside the child's home posing a risk to the child (alleged perpetrator living with the child or who has daily access to the child/ adult alleged of threatening child to commit crime, etc.)

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☐ Any suspicious injury or allegation involving a child already subject to a child protection plan or looked after by a local authority

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☐ No available parent/carer and child is left abandoned child

☐ No available parent, child in need of temporary accommodation and no specific risk if this need is met

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☐ Suspicion that a child has suffered or is at-risk of significant harm due to fabricated/ induced illness

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☐ A child reported to be at-risk of sexual exploitation or trafficking

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☐ Pregnancy in a child

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☐ A child at-risk of forced marriage

**Initial assessment made by:**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Designation

**Noted by:**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Designation



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**Republic of the Philippines**  
**Department of Education**

In compliance with the Data Privacy Act of 2012, the Learner Rights and Protection Office (LRPO), all personal data obtained from this form is entered and stored within DepEd's authorized information and communications system and will only be accessed by authorized personnel. Moreover, Section 18 of the DepEd Child Protection Policy ensures that the identity or other information pertaining to the learner/s or individuals involved shall be withheld from the public to protect their privacy.

**INTAKE SHEET**

**I. INFORMATION**

**A. VICTIM:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Gr./Yr. And Section: \_\_\_\_\_ Adviser: \_\_\_\_\_

Parents:

Mother: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Father: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

**B. COMPLAINANT:**

Name: \_\_\_\_\_

Relationship to the Victim: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

**C. RESPONDENT:**

C-1. If respondent is a School Personnel

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

Position/Designation: \_\_\_\_\_



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C-2. If respondent is a Student

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Gr./Yr. and Section: \_\_\_\_\_

Parents/Guardian:

Mother: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

Father: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

**II. DETAILS OF THE CASE:**

**III. ACTION TAKEN:**

1

2

3

**IV. RECOMMENDATIONS:**

1

2

3

**Prepared by:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

**Noted by:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date