



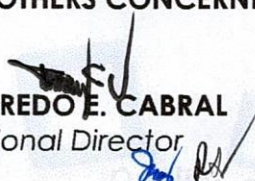
Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



Office of the Regional Director

**REGIONAL MEMORANDUM**

**TO :** ALL SCHOOLS DIVISION SUPERINTENDENTS  
PARTNER AGENCIES/STAKEHOLDERS  
ALL OTHERS CONCERNED

**FROM :**   
WILFREDO E. CABRAL  
Regional Director

**SUBJECT :** CREATION OF THE TECHNICAL WORKING GROUP TO CRAFT  
THE GUIDELINES ON EXPRESS SYSTEM OF REPORTING OF  
CHILD ABUSE AND BULLYING INCIDENTS IN DEPED  
CALABARZON, ITS COMPOSITION, AND WORKING  
SCHEDULE.

**DATE :** February 1, 2021

1. Pursuant to Article XV, Section 3(2) of the 1987 Philippine Constitution, the State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development.
2. Republic Act No. 9155<sup>1</sup> declares that the Department of Education is vested with authority, accountability and responsibility of ensuring relevant and responsive basic education services operating within the bounds of pertinent laws and regulations.
3. The Department of Education recognizes the increase of Child Abuse and Bullying Incidents as a result of difficult situations faced by teachers and other officials including learners within and outside the school.
4. Item V, Section 16(A) of DepEd Order No. 40, s. 2012<sup>2</sup> provides that:

<sup>1</sup> An Act instituting a frame work of governance for basic education, establishing authority and accountability, renaming the Department of Education, Culture and Sports as the Department of Education, and for other purposes.

<sup>2</sup> DepEd Child Protection Policy.

**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**



Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon



- A. The School Head or the Schools Division Superintendent, upon receipt of the complaint, shall forward the same, within forty-eight (48) hours, to the Disciplining Authority, who shall then issue an Order for the conduct of a fact-finding investigation, not later than seventy-two (72) hours from submission. These periods shall be strictly observed, except when justified by circumstances beyond their control.

5. Rule VI, Section 8.4(J) of DepEd Order No. 55, s. 2013<sup>3</sup> provides that:

- J. Accomplish the Intake Sheet xxx whenever there is an incident of bullying, maintain a record of all proceedings related to bullying, and submit reports xxx to the Division Office.

6. In compliance thereto, DepEd Region IV-A CALABARZON, as duty-bearer, in collaboration with its partners and stakeholders, exerts every effort to uphold the fundamental rights of children in basic education and ensures that the schools are safe places for education.
7. Consistent with Republic Act No. 11032<sup>4</sup>, DepEd Region IV-A CALABARZON aims to streamline the current reporting systems and procedures relating to Child Protection. Thus, a systematic reporting of Child Abuse and Bullying Incidents is indispensable in the efficient and effective implementation of DepEd Order No. 40, s. 2012, DepEd Order No. 55, s. 2013 and other related DepEd Orders as it opens a platform for the prevention, early detection, immediate investigation, proper case management, and speedy resolution of Child Abuse and Bullying Incidents in DepEd CALABARZON taking into account the "Best Interests of Batang CALABARZON" as a primary and paramount consideration.
8. In view thereof, there is a need to constitute the Technical Working Group (TWG) that will craft the Guidelines on Express System of Reporting of Child Abuse and Bullying Incidents in DepEd CALABARZON.
9. Attached hereto are: (a) **List of members of the TWG (Annex "A")** that will craft the Guidelines on Express System of Reporting of Child Abuse and Bullying Incidents in DepEd CALABARZON; and (b) **Schedule of Activities (Annex "B")**.
10. All TWG members are required to **submit their respective official gmail addresses** to the Legal Unit of this Office so as to be able to gain access to the working draft. Submission is **on or before February 12, 2021**.

<sup>33</sup> Implementing Rules and Regulations (IRR) of Republic Act No. 10627 otherwise known as the Anti-Bullying Act of 2013.

<sup>4</sup> Ease of Doing Business and Efficient Government Service Delivery Act of 2018.



11. For further inquiries and clarifications, feel free to contact the Legal Unit through Kelvin P. Matib @ 682-1054 loc. 412, [kelvin.matib@deped.gov.ph](mailto:kelvin.matib@deped.gov.ph) or [legal.calabarzon@deped.gov.ph](mailto:legal.calabarzon@deped.gov.ph).

12. For compliance and information of all.

ORD-01C/SH-III





## ANNEX "A"

**CHAIRPERSONS AND MEMBERS OF THE TWG**  
**Guidelines on Express System of Reporting of Child Abuse and Bullying Incidents in DepEd**  
**CALABARZON**

CHAIRPERSON: **WILFREDO E. CABRAL**, Regional Director

CO-CHAIRPERSONS: **JOCELYN B. BUCLIG**, Attorney IV, Regional Office  
**KELVIN P. MATIB**, Special Investigator III, Regional Office

MEMBERS:

**MICHAEL GIRARD R. ALBA**, Chief-FTAD, Regional Office  
**REY M. VALENZUELA**, Information Technology Officer I, Regional Office  
**ALBERTO C. COLASITO**, Youth Formation Coordinator, Regional Office  
**RHINA MAY S. ELICANO**, Attorney III, SDO Dasmariñas City  
**DANIEL V. CARPINA**, Attorney III, SDO Cavite Province  
**JERICA CLARA S. MACHADO**, Attorney III, SDO Cabuyao City  
**CARLO JUNE C. TIBAYAN**, Attorney III, SDO, Sta. Rosa City  
**ROWELL B. MALABAG**, Attorney III, SDO Lipa City  
**JESSIE V. VASQUEZ**, Principal IV, SDO Quezon  
**MARIDEL O. MONFERO**, District Guidance Coordinator III, SDO, Laguna  
**CHERRYL C. LORESCA**, Guidance Counselor, SDO Sta. Rosa City  
**ARVIE CELESTE M. RUBIO**, Education Program Specialist II, SDO  
 Cabuyao City  
**ROWENA R. CARAVEO**, Representative of Regional Juvenile Justice  
 and Welfare Committee IV-A  
**MA. BONNIE CORAÑES-MANLUNAS**, President, Division Federation PTA,  
 SDO Antipolo City  
**RIAN ELLY MAE KALUBIRAN**, Public Information Officer, Regional  
 Federation of Supreme Student Government Officers, SDO General  
 Trias City

SECRETARIAT: **SHIELA MAY A. GUBAT**, Regional Office  
**OMER P. LICYAYO**, Regional Office  
**CRISPIN B. BALAG-OY**, Regional Office



## ANNEX "B"

## SCHEDULE OF ACTIVITIES

Date	Activities
<b>February 16, 2021</b> 9:00 a.m. to 5:00 p.m. Online via Google Meet/Bulwagan ng Karunungan, DepEd Regional Office IV-A	<ul style="list-style-type: none"> <li>Background and objectives of the activity</li> <li>Policy enrichment and strategic direction on Child Protection</li> <li>Workshop 1:               <ul style="list-style-type: none"> <li>Policy Development Process</li> <li>Review existing applicable laws, DepEd Orders and issuances</li> <li>Identification and discussion of policy gaps, issues, problem areas, opportunities, trends, goals, and other concerns</li> </ul> </li> </ul>
<b>February 23, 2021</b> 9:00 a.m. to 5:00 p.m. Online via Google Meet/Bulwagan ng Karunungan, DepEd Regional Office IV-A	<ul style="list-style-type: none"> <li>Presentation of Workshop 1 outputs</li> <li>Discussion of Workshop 1 outputs</li> <li>Consolidation of Workshop 1 outputs</li> </ul>
<b>March 2, 2021</b> 9:00 a.m. to 5:00 p.m. Online via Google Meet/Bulwagan ng Karunungan, DepEd Regional Office IV-A	<ul style="list-style-type: none"> <li>Presentation of consolidated Workshop 1 outputs</li> <li>Workshop 2:               <ul style="list-style-type: none"> <li>Implementation of roles and responsibilities</li> <li>Policy analysis</li> </ul> </li> </ul>
<b>March 9, 2021</b> 9:00 a.m. to 5:00 p.m. Online via Google Meet/Bulwagan ng Karunungan, DepEd Regional Office IV-A	<ul style="list-style-type: none"> <li>Discussion and consolidation of Workshop 2 outputs</li> <li>Writeshop/Crafting of the initial draft Guidelines</li> </ul>
<b>March 16, 2021</b> 9:00 a.m. to 5:00 p.m. Online via Google Meet/Bulwagan ng Karunungan, DepEd Regional Office IV-A	<ul style="list-style-type: none"> <li>Identification of anticipated challenges and effective strategies</li> <li>Review of the draft Guidelines</li> <li>Validation of the draft Guidelines</li> </ul>
<b>March 23, 2021</b> 9:00 a.m. to 5:00 p.m. Online via Google Meet/Bulwagan ng Karunungan, DepEd Regional Office IV-A	<ul style="list-style-type: none"> <li>Finalization of the draft Guidelines</li> </ul>
<b>March 30, 2021</b> 9:00 a.m. to 5:00 p.m. Bulwagan ng Karunungan, DepEd Regional Office IV-A	<ul style="list-style-type: none"> <li>Signing of the final Guidelines</li> </ul>