



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

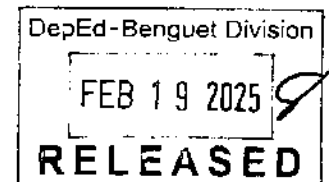
18 February 2025

DIVISION MEMORANDUM



No. **25** s. 2025

COLLECTION, CONSOLIDATION, AND VALIDATION OF BULLYING INCIDENTS INVOLVING LEARNERS AGED THIRTEEN (13) TO SIXTEEN (16) FOR SCHOOL YEAR 2023-2024

TO: Chief Education Supervisors
PSDSs/PSDIs
Public School Heads
Private Schools
All others concerned



1. In reference to DM-OUOPS-2025-11-00580 and RM 84, s. 2025, **all private and public schools are directed to provide data on the number of learner-victims of bullying aged 13 to 16, number of learner bullies aged 13 to 16, and number of bullying incidents involving learners aged 13 to 16 from School Year (SY) 2023-2024.**
2. The collection of the aforementioned data shall be consolidated using the School-Based Consolidation Data Sheet, which can be downloaded through this link: <https://tinyurl.com/27pbxevd>.
3. The School-Based Consolidation Data Sheet and its corresponding documentation of the reported cases (i.e., incident and narrative reports, intervention plan, intake sheets, and other documents showing referral to partner agencies) shall be submitted in **one PDF file** through this link: <https://tinyurl.com/yhhf7weh>. For the step-by-step submission guide, see **Enclosure 1**.
4. The deadline of submission of reports shall be on or before **February 28, 2025**.
5. For more information, contact Murphy S. Liswid or Jenny T. Bacquian, Division Youth Formation Coordinators, at sdobenguet.yfd@deped.gov.ph.
6. For dissemination and compliance.


ESTELA P. LEON-CARIÑO, EDD, CESO III
Regional Director and 
Concurrent Officer In-charge
Office of the Schools Division Superintendent

Enclosure: As stated
Reference: As stated

SGOD/LBA/YF



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Enclosure No. 1 to SDO Memorandum No. 85 s. 2025

Step-by-step Submission Guide


1. Upon access of the link for submission, click the folder for CAR.

CHILD PROTECTION UNIT - WE PROTECT LEARNERS : BULLYING DATA CONSOLIDATION : LINKS FOR BULLYING DATA CONSOLIDATION (Age 13 to 16) @

Name	Modified	Modified By	File size	Sharing	Activity
Region V	January 7	CHILD PROTECTION	3 items	21 Shared	
Region VI	January 7	CHILD PROTECTION	3 items	21 Shared	Any Level
Region VII	January 7	CHILD PROTECTION	5 items	21 Shared	Any Level
Region VIII	January 7	CHILD PROTECTION	16 items	21 Shared	
Region IX	January 7	CHILD PROTECTION	5 items	21 Shared	
Region XI	January 7	CHILD PROTECTION	3 items	21 Shared	
Region XII	January 7	CHILD PROTECTION	3 items	21 Shared	
Region XIII	January 7	CHILD PROTECTION	6 items	21 Shared	MDDO/M
MCR	January 7	CHILD PROTECTION	31 items	21 Shared	Mary Semp
CAR	January 7	CHILD PROTECTION	12 items	21 Shared	
Region II	Yesterday at 4:22	CHILD PROTECTION	3 items	21 Shared	
Region X	4 hours ago	CHILD PROTECTION	5 items	21 Shared	

2. Click link according to level:

- For elementary:

 [\[CAR\] ELEMENTARY School-Based Report on Bullying Involving Learners of Age 13 to 16.url](#)

- For Jr. High School:

 [\[CAR\] JUNIOR HIGH SCHOOL School-Based Report on Bullying Involving Learners of Age 13 to 16.url](#)

- For Sr. High School:

 [\[CAR\] SENIOR HIGH SCHOOL School-Based Report on Bullying Involving Learners of Age 13 to 16.url](#)

3. Accomplish link.

Note: In instances where cases reported are from different levels (i.e., Elem. + Jr. High + Sr. High), the Consolidation Data Sheet and its corresponding documentation of the reported cases, as well as the submission, shall be per level.



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