



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

March 10, 2025

DIVISION MEMORANDUM  
SGOD No. 023 s. 2025

**REQUEST FOR COLLECTION, CONSOLIDATION AND VALIDATION OF  
BULLYING INCIDENTS INVOLVING 13-16 YEAR-OLD LEARNERS  
IN ALL SCHOOLS FOR SY 2023-2024**

TO: Assistant School Division Superintendent  
Chief Education Supervisors, CID and SGOD  
All Public and Private Elementary & Secondary School Heads  
All Public and Private Guidance Counselors/Designates/LRP Coordinators  
All Others Concerned

1. Pursuant to **Regional Memorandum No. ESSD-2025-045**, titled **“Request for Collection, Consolidation and Validation of Bullying Incidents Involving 13-16 Year-Old Learners in All Schools for SY 2023-2024”**, this Division requests all public and private schools to submit data on bullying-reported incidents involving learners aged 13-16 for SY 2023-2024.
2. All public and private elementary and secondary schools are hereby instructed to observe the following guidelines for Phase 1: Data Collection and Consolidation:

**A. Data to be collected and consolidated**

- a. Number of Learner-victims of bullying aged thirteen (13) to sixteen (16) in all public and private schools from S.Y. 2023-2024
- b. Number of learner-bullies aged thirteen (13) to sixteen (16) in all public and private schools from S.Y. 2023-2024
- c. Number of bullying incidents involving learners aged thirteen (13) to sixteen (16) from S.Y. 2023-2024

**B. Manner of Collection**

- a. All public and private schools shall collect the reported incidents of bullying in their respective schools.
  1. To ensure accuracy of information, school shall be guided by the following steps:
    - 1.1 : reporting/listing of bullying concerns should be based on the definition provided under D.O. No.55, s. 2013 or the Implementing Rules and Regulations of Republic Act No. 10627 otherwise known as the Anti-Bullying Act of 2013.
    - 1.2 : all bullying concerns to be reported/listed should have documentation (i.e. with incident / narrative reports, intervention plan, intake sheets and other documentations showing referral to partner agencies); and



Address: Alunan Highway, Poblacion, Tacurong City 9800  
Telephone Numbers: (064)-562-4880; 0919-065-6425  
Email: [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
Website: [depedtacurong.org](http://depedtacurong.org)



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1.3 : School heads and guidance counselors/ guidance designates shall be held liable for concealment of bullying cases and non-compliance with D.O. 55, s. 2013.

**C. Manner of Data Consolidation**

- a. All public and private elementary and secondary schools shall consolidate the data collected using the School-Based Consolidation Data Sheet and submit it to the Central Office (Operations Strand- LRPD) through MS Forms.

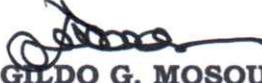
**D. Manner of Submission**

- a. The school shall submit its report to the Central Office (Operations Strand-LRPD) by accomplishing the MS Form and attaching the School-Based Consolidation Data Sheet and corresponding documentation of the reported bullying cases (i.e., with incident / narrative reports, intervention plan, intake sheets and other documents showing referral to partner agencies).
- b. School may download the School-Based Consolidation Data Sheet at <https://tinyurl.com/27pbxevd>
- c. Schools may access the MS Forms using the link <https://tinyurl.com/yhhf7weh>

3. Schools shall submit the report to the SDO LRPO focal on or before March 21, 2025.

4. For other clarifications and concerns, contact JOHN G. BAYUGOS, PDO-I through email [john.bayugos@deped.gov.ph](mailto:john.bayugos@deped.gov.ph) or through 09060176863.

5. Immediate and widest dissemination of this Memorandum is desired.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

JGB/SGOD/DM – REQUEST FOR COLLECTION, CONSOLIDATION AND VALIDATION OF BULLYING INCIDENTS INVOLVING 13-16 YEAR-OLD LEARNERS IN ALL SCHOOLS FOR SY 2023-2024/March 10, 2025



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