



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong



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December 11, 2014

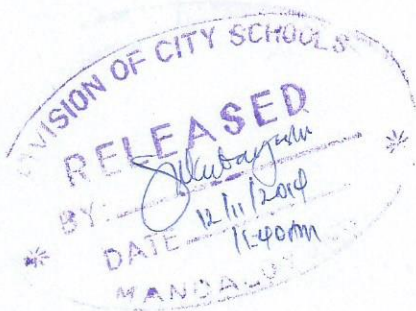
**MEMORANDUM**

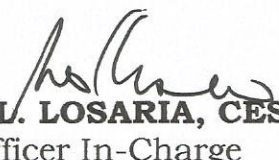
TO : Education Program Supervisors  
Public School District Supervisor  
Principals, Public and Private Elementary and Secondary Schools

**DEPED CHILD PROTECTION POLICY**

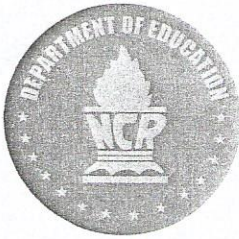
Enclosed is Regional Memorandum No. 260, s. 2014 re: Child Abuse Cases and Complaint Format for your reference.

Wide dissemination of this **Memorandum** is desired.



  
**NERISSA L. LOSARIA, CESO VI**  
Officer In-Charge  
Office of the Schools Division Superintendent

/mcv/can/



Republika ng Pilipinas  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

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Department of Education  
National Capital Region  
RECORDS AND PUBLICATION UNIT

RELEASED

By: \_\_\_\_\_  
Date: DEC 05 2014 Time: \_\_\_\_\_

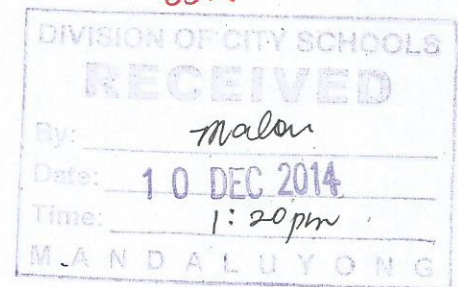
November 26, 2014

Regional Memorandum

No. 260, s. 2014

To: Schools Division Superintendents  
Public School Heads

CHILD ABUSE CASES



1. It has been observed that complaints for child abuse, violence and discrimination involving school personnel are being reported and forwarded to this Office together with Intake Sheets accomplished by the Guidance Counselor/Teacher without observing the provision of Section 16 paragraph B of the DepEd Child Protection Policy, despite the reminder in Regional Memorandum No. 187, s. 2012 dated August 22, 2012.
2. The provision of Section 16 paragraph B of the DepEd Child Protection Policy states:

*B. If a complaint is not sufficient in form, the concerned School Head, Schools Division Superintendent, or Disciplining Authority shall immediately inform the complainant of a formal complaint. Upon the filing of the complaint, the same shall be acted upon pursuant to the preceding paragraphs. (emphasis supplied)*
3. Accordingly, if the complaint is first brought to the school or to the Division Office, the School Principal or the Division Superintendent should inform the complainant of the requirements of a formal complaint as provided by the Revised Rules of Procedure of the Department of Education in Administrative Cases.
4. A formal complaint, may either be a letter-complaint or affidavit-complaint and it may be handwritten or computerized provided that the same should be **sworn/notarized**. It should likewise include a **certification of non-forum shopping** which may be incorporated in the letter-complaint or affidavit-complaint. A sample is attached to serve as guide.
5. Sworn statements/sworn deposition which may have been used in a criminal complaint by the same complainant may also be admitted for purposes of administrative complaints provided that the cover letter should still comply with the requirements as stated in the preceding paragraph.

6. The Guidance Counselor/Teacher shall fill up the Intake Sheet. Pending action on the formal complaint forwarded to or filed with the Regional Director, the School Head/Guidance Counselor will refer the child victim to the Local Social Welfare and Development Officer for assessment for purposes of proper psychosocial intervention. The offending personnel may also under intervention, if warranted. (Sec. 16, par. C, DepEd Order No. 40, s. 2012).
7. Bullying incidents or violence between and among students, as defined under the Implementing Rules of the Anti-Bullying Act of 2013 are within the jurisdiction of the school head being the disciplining authority and the same shall be acted upon pursuant to the procedures provided for in the said rules.
8. Other forms student offenses should be acted upon by the school head in accordance with the provision of the DepEd Child Protection Policy and the school's child protection policy.
9. In the conduct of preliminary investigation on child abuse complaints against school personnel, the investigating officer should notify and involve the child-victim considering that it is the child who has personal knowledge of the acts complained of. Clarificatory questions should be propounded from the parties more particularly the child.
10. It is reminded that in administrative cases, the complainants are in real sense, only witnesses.

For information and strict compliance.

  
LUZ S. ALMEDA  
Director IV

Encl.:

Reg. Memo No. 187, s. 2012  
Sample letter-complaint form

6. The Guidance Counselor/Teacher shall fill up the Intake Sheet. Pending action on the formal complaint forwarded to or filed with the Regional Director, the School Head/Guidance Counselor will refer the child victim to the Local Social Welfare and Development Officer for assessment for purposes of proper psychosocial intervention. The offending personnel may also under intervention, if warranted. (Sec. 16, par. C, DepEd Order No. 40, s. 2012).
7. Bullying incidents or violence between and among students, as defined under the Implementing Rules of the Anti-Bullying Act of 2013 are within the jurisdiction of the school head being the disciplining authority and the same shall be acted upon pursuant to the procedures provided for in the said rules.
8. Other forms student offenses should be acted upon by the school head in accordance with the provision of the DepEd Child Protection Policy and the school's child protection policy.
9. In the conduct of preliminary investigation on child abuse complaints against school personnel, the investigating officer should notify and involve the child-victim considering that it is the child who has personal knowledge of the acts complained of. Clarificatory questions should be propounded from the parties more particularly the child.
10. It is reminded that in administrative cases, the complainants are in real sense, only witnesses.

For information and strict compliance.

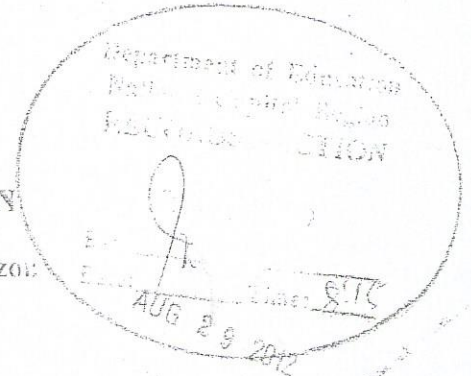
  
LUZ S. ALMEDA  
Director IV

Encl.:

Reg. Memo No. 187, s. 2012  
Sample letter-complaint form



Republika ng Pilipinas  
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PAMBANSANG PUNONG REHIYON  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)



August 22, 2012

REGIONAL MEMORANDUM

No. 187, s. 2012

To : Schools Division Superintendents  
School Principals  
Heads, Private Schools in Basic Education

DepEd CHILD PROTECTION POLICY

1. Pursuant to DepEd Order No. 40, s. 2012 or the "DepEd Child Protection Policy," Division Offices are enjoined to immediately perform their duties and responsibilities provided under Section 6 of the Policy.
2. Division Offices are likewise enjoined to check compliance of the schools for the establishment of a **Child Protection Committee** and adoption of **Child Protection Policy**, and to direct the schools within their jurisdiction to comply and perform their specified duties and responsibilities mandated by the Policy.
3. To prevent bullying or peer abuses and other forms of violence, schools are enjoined to orient the pupils/students of their duties and responsibilities under Section 9 of the Child Protection Policy and such child protection policy to be instituted and adopted by the school as mandated by the Policy.
4. Schools are advised to include the Policy and topics on **Positive and Non-Violent Discipline** in their In-Service training for school personnel.
5. Pursuant to Section 16 of the Policy, complaints against school personnel/officials on child abuse, exploitation, violence or discrimination shall be forwarded to this Office within forty (48) hours provided that the complaint is sufficient in form. Otherwise, the Policy provides, to wit:

*B. If a complaint is not sufficient in form, the concerned School Head, Schools Division Superintendent, or Disciplining Authority shall immediately inform the complainant of the requirements of a formal complaint. x x x*

Accordingly, Principals or Schools Division Superintendents shall inform the complainant to comply with the rules particularly on the requirement that the complaint should be sworn and shall contain a certification of non-forum shopping. Upon compliance, the same shall be forwarded to this Office.

6. All forms of violence and abuses against children in schools, whether committed by school personnel or pupils/students, shall be acted upon by the schools and Division Offices pursuant to the procedures set forth in the Policy.
7. Schools shall coordinate with and encourage the PTA to disseminate information on the school's adopted child protection policy, and to conduct parenting orientation sessions and other activities intended to raise the awareness of parents on children's rights and positive and non-violent discipline. Pursuant to Section 11, par. 5 thereof, the school may allow the use of the school as venue for the activity.
8. The Division Offices shall inform the private schools and enjoin compliance to their duties and responsibilities under the Policy.
9. Immediate and wise dissemination of this Memorandum is enjoined.

  
LUZ S. ALMEDA, CESO IV  
Director IV

*Encl. : DepEd Child Protection Policy  
Reference: DepEd Order No. 40, s. 2012*

\_\_\_\_\_ Date

The Regional Director  
Department of Education-NCR  
Misamis St., Bago Bantay  
Quezon City

Madam:

I, \_\_\_\_\_, of legal age, mother/father/guardian of  
\_\_\_\_\_, a Grade \_\_\_\_\_ pupil/student of  
\_\_\_\_\_, \_\_\_\_\_ years old, would like to file an administrative  
complaint against \_\_\_\_\_, adviser /teacher in  
\_\_\_\_\_, for \_\_\_\_\_ my child.

(statement of facts/incident)

Attached are \_\_\_\_\_ ( pieces of evidence )

I certify that I have not filed similar complaint against the same person/s involving the same issue before any administrative tribunal.

Very truly yours,

\_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at  
\_\_\_\_\_ by the affiant identified by me as such person after presenting  
his/her/ \_\_\_\_\_ ID.