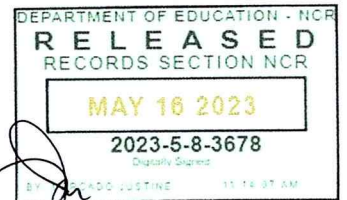





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD - 2023- 368

**TO :** **JENILYN ROSE B. CORPUZ**  
Schools Division Superintendent  
Schools Division of Caloocan City

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

**SUBJECT :** **REQUEST FOR SUBMISSION OF AN INCIDENT REPORT  
AND INTERVENTION PLAN RELATIVE TO THE ALLEGED  
BULLYING INCIDENT COMMITTED AGAINST A LEARNER  
OF ST. RAPHAELA MARY SCHOOL**

**DATE :** May 8, 2023

1. Attached is Memorandum OUOPS 2023-7-4179, dated April 13, 2023, from **Atty. Revsee A. Escobedo**, Undersecretary for Operations, Department of Education, contents of which are self-explanatory for appropriate action.
2. The SDO LRP (Formerly CPU) Focal Person and the Child Protection Committee of the school concerned are directed to conduct a case conference following the guidelines of DepEd Order No. 40, s. 2012, or the "*DepEd Child Protection Policy*" and submit to this Office an intake sheets (Annex B, DO 40, s, 2012), an incident report, and an intervention plan to assist and process the alleged victim-learner.
3. Immediate compliance with this Memorandum is desired.

Thank you very much.

**Copy furnished:**

[cpu@deped.gov.ph](mailto:cpu@deped.gov.ph)  
[johuakenneth.lazaro@deped.gov.ph](mailto:johuakenneth.lazaro@deped.gov.ph)  
[annaliza.esperanza@deped.gov.ph](mailto:annaliza.esperanza@deped.gov.ph)

FTAD/Lcm



CONFIDENTIAL

Republic of the Philippines  
Department of Education


OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OUOPS 2023 - 7-479

TO : DR. WILFREDO E. CABRAL  
*Regional Director*  
DepEd National Capital Region

ATTENTION : SDS JENILYN ROSE B. CORPUZ  
*Schools Division Superintendent*  
Schools Division of Caloocan City

FROM :   
ATTY. REVSEE A. ESCOBEDO  
*Undersecretary for Operations*

SUBJECT : REQUEST FOR SUBMISSION OF AN INCIDENT  
REPORT AND INTERVENTION PLAN RELATIVE TO  
THE ALLEGED BULLYING INCIDENT COMMITTED  
AGAINST A LEARNER OF ST. RAPHAELA MARY  
SCHOOL

DATE : April 28, 2023

This has reference to the attached complaint received by the Learner Rights and Protection Office - Learners TeleSafe Contact Center Helpline (LRPO-LTCCH), relative to the alleged bullying incident committed against a learner of St. Raphaela Mary School, Tanque District, Caloocan City.

Under Section 3b of DepEd Order no. 55, s. 2013 otherwise known as the Anti-Bullying Act of 2013, *bullying* refers to "any severe, or repeated use by one or more students of a written, verbal, electronic expression or physical act or any combination thereof."

In view of the gravity of the allegations made, the LRPO through this Office, requests the submission of an incident report, intake sheet<sup>1</sup> and intervention plan to assist the victim-learner concerned within **five calendar days** upon receipt hereof<sup>2</sup>. Kindly furnish the LRPO a copy of the documents requested at [weprotectlearners@deped.gov.ph](mailto:weprotectlearners@deped.gov.ph) (cc: [cpu@deped.gov.ph](mailto:cpu@deped.gov.ph)). Relatedly, under DepEd Order No. 49, s. 2006<sup>3</sup>, provides that the Schools Division Office has jurisdiction over disciplinary cases against the learners and the school of this Department.

<sup>1</sup> Annex B, *Ibid*.

<sup>2</sup> Republic Act no. 11032, "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", July 24, 2017

<sup>3</sup> Section 1, DepEd Order no. 49, s. 2006. "Revised Rules of the Department of Education in Administrative Cases," December 12, 2006.

Enclosed herewith is a copy of the complaint for reference. Relatedly, the offices and personnel who will be involved in the verification of this matter are reminded to handle learner rights and protection incidents with utmost confidentiality for the protection of both learners and teachers in accordance with Section 18 of DepEd Order No. 40, s. 2012.

For your immediate action and strict compliance.

Thank you.

*Copy furnished:*

**DR. LEONILA C. MUSTAPHA**  
*Learner Rights and Protection RO Focal*  
DepEd National Capital Region

**JOSHUA KENNETH R. LAZARO**  
*Learner Rights and Protection SDO Focal*  
Schools Division of Caloocan City

**RACHELLE JANE ABENDÑO**  
*Complainant*  
[abendaror@racheljane@gmail.com](mailto:abendaror@racheljane@gmail.com)

**DEPED PUBLIC ASSISTANCE ACTION CENTER**  
[deped\\_enactment@deped.gov.ph](mailto:deped_enactment@deped.gov.ph)



**Fwd: Bullying Incident at St. Raphaela Mary School**

3 messages

DepEd Public Assistance Action Center <depedactioncenter@deped.gov.ph>  
To: DepEd National Capital Region <ncr@deped.gov.ph>  
Cc: pau.ncr@deped.gov.ph, weprotectlearners@deped.gov.ph, abendanorachellejane@gmail.com

Mon, Apr 17, 2023 at 8:01 AM

**Attention:** Office of the Regional Director  
Regional Public Assistance Coordinator

May we respectfully refer, for your information and appropriate action, of the herein attached communication coursed through the Public Assistance Action Center (PAAC). You may directly communicate with the concerned party/ies.

Kindly furnish us with the action taken through this email within 72 hours from receipt hereof.

Please acknowledge receipt.

Thank you.

We are happy to be of service: [bit.ly/PAACFeedback](https://bit.ly/PAACFeedback)

Sincerely,

Grazielle Anne A. Sarical

Department of Education

Office of the Secretary

**Public Assistance Action Center**

Unit M-106-A, G/F, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City 1600 Philippines

Telephone Nos. (02) 8636.1663, 8633.1942  
Fax Nos. (02) 8638.8641; 8634.0222  
SMS 0919.4560027 (S)  
Email Address depedactioncenter@deped.gov.ph  
Website <http://www.deped.gov.ph>

----- Forwarded message -----

From: **Rachelle Jane Abendaño** <abendanorachellejane@gmail.com>  
Date: Mon, Apr 17, 2023 at 6:01 AM  
Subject: Bullying Incident at St. Raphaela Mary School  
To: <depedactioncenter@deped.gov.ph>, <caloocan.city@deped.gov.ph>

Good evening,

I would like to formally report a bullying incident at **St. Raphaela Mary School** where my kids are currently attending school. There was a three incident of bullying on Grade 1 class where in my son was hurt by one of his classmates and the school failed to act on it accordingly.  
To protect the mental health of my son, as he became anxious of going to school due to the fear of repetitive bullying incident, we opted to let him attend online classes for 1 month.  
In so doing, the school did not intend to even ask or check why my son was not attending face to face classes anymore.  
This was duly reported to the principal but sadly no action was taken on their behalf. Seems to me that the school did not took this incident fairly and seriously.  
I have attached previous conversation with the principal and as you may see, he did not even bother to see or read my messages.  
Hence, I decided to brought this matter to your attention to seek also your help in this matter. May i ask what is the proper protocol when it comes to incident like this? May i also suggest to let the school officials undergo a training about how to handle bullying so they will be well equipped to know what to do once this incident occurs again.

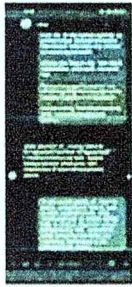
Looking forward to your response and help.

Rachelle Jane Abendano

You may reach me through this number below should you need further clarification,

09476030440  
09192891308

This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance on it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.



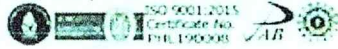
Screenshot\_2023-04-12-12-20-51-17\_be80aec1db9a2b53c9d399db0c602181.jpg  
719K

DepEd National Capital Region <ncr@deped.gov.ph>  
To: DepEd Public Assistance Action Center <depedactioncenter@deped.gov.ph>  
Cc: pau.ncr@deped.gov.ph, weprotectlearners@deped.gov.ph, abendanorachellejane@gmail.com

Mon, Apr 17, 2023 at 1:49 PM

Received with thanks.

Department of Education  
NATIONAL CAPITAL REGION  
Misamis Street, Bago Bantay  
1105 Quezon City  
Tel. No. (632) 929-3891  
Telefax: (632) 926-9254



[Quoted text hidden]

Child Protection Unit - We Protect Learners <weprotectlearners@deped.gov.ph>  
To: DepEd Public Assistance Action Center <depedactioncenter@deped.gov.ph>  
Cc: DepEd National Capital Region <ncr@deped.gov.ph>, pau.ncr@deped.gov.ph, abendanorachellejane@gmail.com

Mon, Apr 17, 2023 at 2:01 PM

Dear Ma'am/Sir,

*Isang makabatang araw!*

This is to acknowledge the receipt of your email and its attachments.

Rest assured that this will be kept confidential and will never be shared without your consent.

Thank you!

**Para sa Ligtas na Paaralan,**  
Learners TeleSafe Contact Center Helpline

On Mon, Apr 17, 2023 at 8:02 AM DepEd Public Assistance Action Center <depedactioncenter@deped.gov.ph> wrote:  
[Quoted text hidden]



### Learners TeleSafe Contact Center Helpline

Department of Education | Learner Rights and Protection Office  
Rm 232, 2/F, Bonifacio Bldg, DepEd Central Office, Marikina Ave., Taguig City  
• weprotectlearners@deped.gov.ph • +63 945 126 9272 • +63 962 1172 1172  
Know your rights. Speak to Us!



[Quoted text hidden]