



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BICOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS

RT

18 AUG 2026

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August 17, 2026

DIVISION MEMORANDUM

No. 414, s. 2026

DISSEMINATION AND ADOPTION OF THE DEPED ANTI-BULLYING POLICY TEMPLATE FOR SCHOOLS UNDER DEPED ORDER NO. 6, S. 2026

To: Assistant Schools Division Superintendent
Chief ES - SGOD & CID
OIC-Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education, through DepEd Order No. 006, s. 2026, entitled "*Guidelines on Ensuring a Safe and Motivating Learning Environment*," reiterates the Department's commitment to protecting learners and ensuring that schools remain safe, inclusive, respectful, and conducive to learning.
2. In accordance with the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 10627, otherwise known as the Anti-Bullying Act of 2013, all public and private schools, including the Community Learning Centers (CLCs) are required to adopt a localized anti-bullying policy that reflects the needs and context of their learners and school community.
3. In support of this requirement, **Annex D of DepEd Order No. 006, s. 2026** provides the **DepEd Anti-Bullying Policy Template** for Schools, which shall serve as a guide for schools in formulating, reviewing, updating, and/or enhancing their localized anti-bullying policies. The template shall be adopted, as appropriate to the school's operations, provided that its provisions remain consistent with DepEd Order No. 006, s. 2026, the Revised IRR of RA No. 10627, and other relevant DepEd issuances.
4. In view thereof, all public & private elementary and secondary schools in the Schools Division of Iriga City, as well as the Community Learner Centers (CLCs) are hereby directed to:
 - a. **review their existing Anti-Bullying Policy** against the DepEd Anti-Bullying Policy Template under Annex D of DepEd Order No. 006, s. 2026;
 - b. **adopt and localize the template**, incorporating provisions and mechanisms responsive to the specific context, needs, and circumstances of the school and its learners;
 - c. ensure that the localized policy is **aligned with the Revised IRR of RA No. 10627** and other applicable DepEd policies on learner rights and protection;
 - d. conduct appropriate **consultation and participation of relevant stakeholders**, such as learners, teaching and non-teaching personnel, parents/guardians, and other concerned members of the school community;



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- e. **Integrate the approved localized Anti-Bullying Policy into the Learner Handbook** and ensure its appropriate dissemination and orientation to learners, parents/guardians, school personnel, and other stakeholders; and
- d. **Submit a copy** of the updated/localized Anti-Bullying Policy to the Schools Division Office through the Learner Rights and Protection focal person for review, approval and monitoring.
5. The School Heads and Learner Formation Officers shall take the lead in the review, localization, adoption, dissemination, and implementation of the Anti-Bullying Policy. The policy shall be regularly reviewed and updated after three (3) years. The localized Anti-Bullying Policy shall serve as a **functional school-based mechanism** for preventing bullying, ensuring timely and appropriate response to reported incidents.
6. For reference, attached to this memorandum is the template for the Anti-Bullying Policy. **You may download the soft copy** through this google drive link: <https://tinyurl.com/AntiBullyingPolicyTemplate>.
7. Immediate dissemination and compliance with this memorandum are desired.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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SGOD-LRP/SLRV
08/17/2026



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< INSERT SCHOOL SEAL >

ANNEX D: DEPED ANTI-BULLYING POLICY TEMPLATE FOR SCHOOLS
(Note: Sections highlighted in yellow shall be completed by the schools.)

ANTI-BULLYING POLICY

[Name of the Public or Private school or Community Learning Center] (the "School" or "CLC", as may be applicable) hereby adopts the rules and regulations (the "Policy") provided herein, in compliance with Republic Act (RA) No. 10627, otherwise known as the "Anti-Bullying Act of 2013" (Anti-Bullying Act), its Revised Implementing Rules and Regulations (Revised IRR), other pertinent laws, and rules and regulations of the Department of Education (DepEd).

I. GENERAL PROVISIONS

Section 1. Scope and Coverage. The Policy shall apply to all grade levels of the School. For the avoidance of doubt, the Policy shall extend and be applicable to all stakeholders of the School, including but not limited to its Learners, School Personnel, Service Provider, and the Parents or Guardians of said Learners.

Section 2. Declaration of Policy. The School affirms its commitment to providing a safe, inclusive, and supportive learning environment that upholds the dignity and rights of every Learner. To this end, the School shall implement comprehensive anti-bullying measures with the following objectives:

- a. Ensure a learning environment that is free from bullying, harassment, and all forms of violence, and that is conducive to the academic, emotional, and social development of all Learners;
- b. Uphold the rights of children, including their right to express their views freely and to have such views given due weight in all matters affecting them;
- c. Promote the development of moral character, ethical values, and personal discipline by cultivating positive traits such as empathy, kindness, respect, and responsibility, and by strengthening Learners' social and emotional skills for effective relationship-building and conflict resolution; and
- d. Foster a positive school climate by requiring the School to actively maintain a space where Learners feel physically, emotionally, and socially secure, and where respect, empathy, and understanding are consistently modeled and reinforced.

Section 3. Definition of Terms. As used in the Anti-Bullying Act and its Revised IRR, other relevant laws, and issuances of DepEd, the following terms shall mean or be understood as follows:

- a. "**Bully**" refers to any Learner who commits acts of bullying, as defined in Section 4 of this Policy.

- b. **"Bystander"** refers to any person who witnesses or has personal knowledge of any actual or perceived incidents of bullying or retaliation, as defined by this Policy.
- c. **"Disciplining Authority"** refers to either the teacher, Learner Formation Officer, or Principal or School Head who are tasked to act on the bullying incident pursuant to Section 19 of this Policy.
- d. **"Exclusion"** refers to a penalty wherein a learner is immediately dropped from the class list of the school. In such cases, the learner may continue his/her education through appropriate educational interventions in an educational setting other than the school of origin. Such placement shall be based on the learner's needs and context after a formal assessment and recommendation of the concerned governing agencies.
- e. **"Hostile environment"** refers to a situation where unwelcome or offensive behavior creates an intimidating, unfriendly, aggressive, or abusive atmosphere for the victim and upstander, among others.
- f. **"Learner"** refers to any individual seeking basic literacy skills and functional life skills or support services for the improvement of the quality of his/her life, and who is enrolled either in a school or in a Community Learning Center (CLC), as may be applicable.
- g. **"Non-readmission"** refers to a penalty where a student is no longer allowed to be admitted for the following school year but is allowed to complete his or her current school year.
- h. **"Precursor to Bullying"** refers to acts, whether physical, verbal, or through the use of technology or electronic means, that indicate that bullying may occur or that a Learner is starting to be bullied by fellow Learner/s.
- i. **"Retaliation"** refers to acts which include any form of intimidation, reprisal, or harassment against a person who reports a bullying incident, who provides information during an investigation of bullying, who is a witness to, or who has reliable information about a bullying incident.
- j. **"School Personnel"** refers to all persons working for the School, which include the following:
 - i. **Teacher** refers to a person who is directly engaged in teaching or in the delivery of instruction in the elementary and secondary levels (junior high school and senior high school), whether full-time or part-time, in the School.
 - ii. **Non-Teaching Personnel** refers to a person whose primary duties and responsibilities contribute to the delivery of basic education services and achievement agency outcomes, but neither involve nor directly support the actual conduct of teaching or delivery of instruction.
 - iii. **Related-Teaching Personnel** refers to a person whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes

through the provision of direct support to teaching and the delivery of instruction, such as standard setting, policy and program formulation, research, and sector monitoring and evaluation.

- k. **“Service Provider”** refers to any person who is not a part of the above-enumerated school personnel but who works in the School, such as, but not limited to security guards, canteen personnel, utility workers, and transportation service personnel;
- l. **“Suspension”** refers to a penalty wherein a learner is temporarily disallowed from attending classes for a specified number of days, based on the degree, frequency, and level of commitment involved in LRP-concern incidents. During the period of suspension, the learner shall be considered absent and shall be provided appropriate educational interventions by the school.
- l. **“Upstander”** refers to a person who speaks, acts, or intervenes on behalf of a Learner being bullied, including but not limited to getting help from a trusted adult; and
- m. **“Victim”** refers to any Learner to whom acts of bullying or retaliation, as defined by this Policy, are directed.

II. PROHIBITION ON BULLYING

Section 4. Acts of Bullying. “Bullying” refers to any severe or repeated use by one or more Learners of a written, verbal, or electronic expression; a physical act or gesture; or any combination thereof, directed at another Learner that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm, or damage to their property; creating a hostile environment at school for the other Learners; infringing on the rights of another student at school; or materially and substantially disrupting the educational process or the orderly operation of a school, such as but not limited to, the following forms:

- a. **Physical Bullying** – refers to any unwanted physical contact between the bully and the victim.
Examples include but are not limited to: punching, pushing, tripping, pinching, spitting, shoving, hitting, kicking, slapping, tickling, head-locking, grappling, inflicting school pranks, teasing, fighting, and the use of any available objects as weapons
- b. **Psychological or Emotional Bullying** – refers to any act that causes damage to a victim’s psyche and/or emotional well-being.
Examples include but are not limited to: name-calling, humiliation, intimidation, circulating malicious rumors, manipulation, coercion, and other circumstances tending to cause dishonor, discredit or expose a person to contempt
- c. **Verbal Bullying** – refers to any slanderous statement or accusation that causes the victim undue emotional distress.
Examples include but are not limited to: directing foul language or profanity at the target, teasing, name-calling, tormenting, taunting, threats, cursing, making offensive jokes, and commenting negatively or inappropriately on victim’s looks, clothes and body;

and all forms of aggression involving the use of written or spoken language to demean, harm, or exert power over another Learner

- d. **Cyber-Bullying** – refers to all forms of bullying carried out through the use of technology or any electronic means.

Examples include but are not limited to: sending offensive or harmful messages through text, email, instant messaging, or online chat platforms, posting hurtful, threatening, or inappropriate comments, photos, or videos online, engaging in trolling, spamming, or other disruptive online behavior intended to cause emotional distress, stealing, misusing, or disclosing another person's personal information without consent, using another person's name, identity, or online account without authorization to impersonate or cause harm

- e. **Social Bullying** – refers to a form of bullying that aims to damage the social reputation of a Learner or a group of Learners, including but is not limited to relationships affecting the victim's social standing.

Examples include but are not limited to: deliberate, repetitive, or aggressive social behavior against Learners with disabilities, Learners who are members of indigenous or ethno-linguistic groups, and Learners who are part of religious groups, among others

- f. **Gender-based Bullying** – refers to any act that humiliates, excludes, or targets individuals based on their perceived or actual sexual orientation, gender identity, or gender expression.

Examples include but are not limited to: acts that create an intimidating, hostile, or humiliating environment for the victim, such as unwanted sexual remarks or actions, use of sexist, homophobic, misogynistic, or transphobic remarks, among others

- g. **All other forms of bullying analogous** to those provided under the Policy, the Anti-Bullying Law and its Revised IRR, other pertinent laws, and rules and regulations of DepEd.

Examples include but are not limited to: stealing another person's property, deliberately destroying, defacing, or damaging another's property, extorting money, food, or possessions from other Learners

Section 5. Prohibited Acts. The following acts are prohibited under this Policy:

- a. All forms of bullying, as defined and classified in this Policy;
- b. Acts of bullying, committed at the following locations or circumstances:
- i. on School grounds;
 - ii. on properties and establishments immediately adjacent to School grounds, up to a two (2)-kilometer radius from the School;
 - iii. on streets near the School, up to a two (2)-kilometer radius;
 - iv. during School-sponsored or School-related activities, functions, or programs, whether conducted on or off School grounds, as long as an act of bullying is committed before, during, or immediately after the said activities, functions, or programs;
 - v. at School bus stops;
 - vi. at School buses or other vehicles owned, leased or used by the School or privately-owned but accredited by the School; and

- vii. anywhere through the use of technology or an electronic device owned, leased, or used by the School;
- c. Acts of bullying committed outside the above-mentioned locations or circumstances, through the use of technology or an electronic device not owned, leased, or used by the School, if such acts create a hostile environment at the School for the victim; infringe on the rights of the victim at the School; or materially and substantially disrupt the educational process or the orderly operation of the School; and
- d. Any act of retaliation, as defined in Section 3 (i) of this Policy, against a person who reports an incident of bullying, provides information during an investigation of bullying, or serves as a witness or has reliable information about a bullying incident.
- e. False Accusation of Bullying - If the learner, after an investigation, is found to have knowingly made a false accusation of bullying, the said learner shall be subjected to disciplinary actions or to appropriate interventions in accordance with the existing rules and regulations of the DepEd.

III. PREVENTION AND INTERVENTION PROGRAMS TO ADDRESS BULLYING

Section 6. Prevention Programs. The School shall implement and maintain a comprehensive program designed to educate all stakeholders and personnel on the harmful effects of bullying and the ways they can safely report or address the same through the following initiatives:

a. School-Wide Initiatives

Initiatives that promote a positive school climate and institutional commitment to bullying prevention, including:

- i. Creating a positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships, and the understanding of and respect for individual differences;
- ii. Periodically assessing and monitoring the nature, extent, and perceptions of bullying behaviors and attitudes of Learners;
- iii. Periodically reviewing and enhancing the Learners' and Personnel's manual or code of conduct in relation to bullying;
- iv. Conducting activities for Learners, School Personnel, and Service Providers on how to recognize and respond to bullying;
- v. Continuing personnel development to sustain bullying prevention programs; and
- vi. Coordinating with Local Government Units, barangays (Barangay Council for the Protection of Children), and other stakeholders.

The School shall provide the following programs and initiatives to prevent bullying: [Kindly recommend and enumerate specific programs to be implemented as a School-wide initiative].

b. Classroom-Based Initiatives

Initiatives that empower Teachers and Learners within the classroom setting to recognize, prevent, and address bullying, including:

- i. Reinforcing school-wide rules pertaining to bullying;

- ii. Building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- iii. Discussing issues related to bullying and strategies for responding to and reporting incidents of bullying;
- iv. Teaching positive online behavior and safety and how to recognize and report cyberbullying; and
- v. Providing an inclusive and caring learning environment for Learners.

The School shall conduct the following programs to prevent bullying: [Kindly recommend specific programs to be implemented as a classroom-level initiative].

c. Parent and Family Engagement

Programs that actively involve parents and guardians in the School's anti-bullying initiatives, such as:

- i. Discussing the anti-bullying policy of the School, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
- ii. Conducting or sponsoring education sessions for Parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

The School shall conduct the following programs to prevent bullying: [Kindly recommend specific programs in relation to parent involvement].

d. Learner Monitoring and Early Intervention

Monitoring Learners who are vulnerable to committing aggressive bullying acts or who are possible victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

The School shall [Kindly recommend the process of monitoring and the corresponding form of early intervention].

e. Other Bullying Prevention Measures

Additional programs or strategies that the School may develop and implement in support of a safe and nurturing learning environment.

The School shall [Kindly specify other relevant bullying prevention initiatives, if any].

Section 7. Intervention Program. The School shall implement intervention programs and strategies to support the enforcement of this Policy. "Intervention" shall refer to activities which are designed to address the causes and effects of bullying. These may include programs such as counseling, life skills training, education, and other mental health and psychosocial support activities that will enhance the psychological, emotional and psycho-social well-being of the victim, the bully, the bystander, the upstander, and the school community, among others.

The intervention programs may include, but are not limited to, the following:

- a. Activities that will address acts of bullying;

- b. Approaches that emphasize guidance and the promotion of positive behavioral changes, rather than punishment;
- c. Strategies that uphold principles of child protection and promote safe, respectful, and non-violent forms of discipline;
- d. Opportunities for the victim, the bully, the upstander, and the bystanders to understand the bullying incident and its negative consequences;
- e. Programs and initiatives to develop and practice respectful and empathetic behavior; and
- f. Referrals to external services or professionals, especially for concerns that go beyond School's capacity to manage.

Specific intervention programs per stage of the case handling may include the following:

- a. **During Case Handling**
 - i. **For the Victim** – Assessment, provision of mental health and psychosocial support services and any other intervention programs such as [Schools to insert specific intervention programs]. However, should the foregoing intervention programs be insufficient, the victim may be referred to the SDO or established partners/stakeholders.
 - ii. **For the Bully** – Interview, Case Study of Psychological Assessment, Administration of Psychological Test (level 1), Provide Individual Counseling, Development of intervention programs, such as psychological, cognitive, or behavioral programs, among others, based on assessment findings, Implementation of the intervention program with the consent of the learner and the parent/s and or guardian, Post-evaluation of the impact of the intervention program, and refer to relevant partners when necessary (LGU, LSWDO, Psychologists, Mental Health professionals, Guidance Counselors).
- b. **Post-Intervention Process** – the Disciplining Authority may conduct a case conference with the parents/guardians to:
 - i. Discuss the post assessment findings of the intervention program conducted;
 - ii. Recommend further intervention program, if needed; and
 - iii. Make appropriate recommendations as regards the disciplinary procedures before submission to the SDO.
- c. **Aftercare Program Strategies**
 - i. **For the Victim**— Strengthen family support, strengthen coping skills, enhancement of self-concept, emotional check-ins through journal, peer buddy system, participate in School Clubs and Student Groups, boosting self-confidence, and self-concept development activity through [Schools to insert specific efforts or specific school personnel who will handle]
 - ii. **For the Bully** – Strengthen family support, anger management activity, reflection journal, self-discovery activity, peer coaching and mentoring, participate in School Clubs and Student Groups, learn to empathize, and behavior modification through counseling service [Schools to insert specific efforts or specific school personnel who will handle]

IV. JURISDICTION IN BULLYING CASE

Section 8. Jurisdiction. Complaints of bullying and other acts under this Policy shall be within the primary jurisdiction of the School and/or DepEd, which shall ensure appropriate investigations, sanctions, and intervention programs, without prejudice to existing laws, rules and regulations. Complaints for acts not covered by the Anti-Bullying Act of 2013 or the Revised IRR shall be referred to the appropriate authorities that have jurisdiction over such matters. The School shall ensure that these cases are properly endorsed and handled in accordance with applicable laws and regulations.

Section 9. Applicability of Republic Act No. 9344, as Amended, and Other Related Laws. If the bullying incident or retaliation results in serious physical injuries or death, the case shall be handled in accordance with the provisions of RA No. 9344, otherwise known as the "Juvenile Justice and Welfare Act," as amended, along with its IRR and other applicable laws, as warranted by the circumstances surrounding the bullying incident.

Criminal and civil liability arising from child abuse, discrimination, exploitation, and other acts constituting a crime or offense are separate and distinct and shall not be a bar to the filing of an administrative case under this Policy. Accordingly, the School shall refer the case to the appropriate government institution for purposes of instituting the applicable criminal and/or civil actions.

V. MECHANISMS AND PROCEDURES IN HANDLING BULLYING INCIDENTS IN SCHOOLS

Section 10. Immediate Response to On-Going Bullying. Any victim, bystander, or individual who witnesses or has direct knowledge of a bullying incident that is actively taking place or requiring urgent attention, shall promptly report the matter to any available School Personnel.

Upon being notified thereof, said School Personnel shall take immediate and appropriate action to ensure the safety and well-being of the individuals involved. The Personnel shall undertake the following measures:

- a. Immediately stopping the bullying or retaliatory act;
- b. Safely separating the Learners involved to prevent further conflict or harm;
- c. Removing the victim or, where appropriate, the alleged bully from the scene of the incident to ensure their safety;
- d. Assessing and addressing the immediate safety needs of the victim, which shall include:
 - i. determining any urgent protective measures required; and
 - ii. providing or facilitating prompt medical attention where necessary, and securing a medical certificate in cases involving physical injury; and
- e. Escort the alleged bully to the Disciplining Authority depending on the level of disciplinary intervention, for further assessment and appropriate action.

Section 11. Reporting of Bullying Incidents. Any victim, bystander, or individual who witnesses or has personal knowledge of an incident of bullying, retaliation, or any precursor to bullying that is not actively taking place or does not require urgent attention, shall immediately report the same, whether verbally or in writing, to the Disciplining Authority depending on the level of disciplinary intervention.

Section 12. Anonymous Reports. Reports of incidents initiated by persons who prefer to remain anonymous shall be entertained and afforded protection from possible retaliation. Nevertheless, no sanction shall be taken against an alleged bully solely based on an anonymous report and without any evidence to substantiate the allegation of bullying.

In this regard, the channel for anonymous reporting of bullying can be accessed through _____.

[School shall establish and maintain secure channels for anonymous reporting, including but not limited to, a designated reporting box placed in accessible areas within the school premises, or a secure online reporting platform administered and monitored by the designated school authorities. Kindly specify which is applicable for the School].

Section 13. Commencing Actions in Cases of Bullying. In cases of bullying incidents, an action may be commenced by the Learner, his/her representative, or any School Personnel through the filing of a complaint before the Disciplining Authority exercising jurisdiction over the matter pursuant to Section 19 of this Policy.

Section 14. Referral of Reports of Complaints. Reports of bullying incidents, anonymous reports, and complaints should be filed with the appropriate Disciplining Authority pursuant to Section 19 of this Policy. However, should the Disciplining Authority determine that the incident does not fall within his or her jurisdiction, he or she shall refer the same to the proper Disciplining Authority within forty-eight (48) hours from the receipt of the report or complaint.

Section 15. Conduct of a Fact-Finding Investigation. If the report or Complaint is deemed sufficient in substance, the Disciplining Authority shall immediately initiate the conduct of a Fact-Finding Investigation (FFI) to determine the veracity of the allegations and circumstances surrounding the bullying incident. The Disciplining Authority shall use the report as a result of the FFI as basis for his or her decision and shall promptly undertake to do the following:

- a. Conduct separate interviews or consultations with the parties involved;
- b. Assess the level of threat and develop appropriate intervention strategies;
- c. Inform the victim and their parents or guardians of the steps to be taken to prevent any further acts of bullying or retaliation; and
- d. Submit a complete written report to the Principal/School Head, for his or her information, containing their findings and recommendations within ten (10) calendar days from their designation.

The Disciplining Authority may also conduct an FFI *motu proprio* (on his/her own initiative) when he/she has well-founded belief or reasonable ground to suspect that any prohibited act under Section 5 of this Policy has been committed.

Section 16. Due Process. In all cases where a penalty is to be imposed on the bully, the following minimum requirements of due process shall be complied with:

- a. **Written Notice.** The Learner complained of and his or her parents or guardians shall be informed of the nature of the complaint or offense committed in writing together with the supporting pieces of evidence;
- b. **Right to Answer Complaints.** The Learner complained of shall be given the opportunity to answer the complaint in writing within five (5) school

- days from receipt of the Complaint, with the assistance of his or her parents or the parent-substitute; and
- c. **Written Decision.** The decision of the Disciplining-Authority shall be in writing, stating clearly the facts and the reasons for the decision.
 - d. **Appeal.** The decision of the Disciplining Authority may be appealed pursuant to **Section 18** of this Policy.

Section 17. Period to Render Decision. The Disciplining Authority must provide his/her decision within thirty (30) calendar days from the receipt of the report or Complaint, unless there is a valid reason for the postponement of the proceedings.

Section 18. Procedure of Appeal. Any party adversely affected by the Decision of the Disciplining Authority may appeal the same pursuant to Rule V of the Revised IRR.

Section 19. Levels of Discipline in Anti-Bullying Cases. The specific procedure to address bullying incidents shall consider the frequency and severity of the bullying acts committed. Each level is designed to ensure effective discipline, intervention, and support for all Learners involved, with distinct protocols and designated school officials responsible for managing each level.

- a. **First Level of Disciplinary Intervention including Precursors to Bullying.** This level of discipline applies to precursors to bullying or bullying behaviors that can be classified as “minor bullying acts.”

Minor bullying acts involve less severe actions that do not pose immediate physical, psychological, or emotional harm but still disrupt the learning environment and these behaviors can often be handled through direct intervention and guidance from teachers.

Upon observing or being informed of a minor bullying incident, the teacher shall immediately conduct an initial assessment and implement appropriate intervention measures. Such incidents must still be properly documented and reported in accordance with school protocols.

In cases where minor bullying behaviors persist despite intervention or escalate into more serious incidents of bullying, teachers shall refer these cases to the Learner Formation Officer or the Principal/School Head for further action in accordance with Section 19 of this policy.

- b. **Second Level of Disciplinary Intervention.** This level of discipline applies to bullying behaviors that can be classified as “serious bullying acts.”

Serious bullying acts are severe or repeated behaviors that go beyond minor offenses which necessitate a formal proceeding intervention by the Learner Formation Officer.

[For schools to input how a Learner Formation Officer will handle bullying complaints or cases ensuring that the rights of the victim, the bully, the upstander, and the bystander are protected and upheld during the conduct of the investigation while maintaining confidentiality throughout the process.]

- c. **Third Level of Disciplinary Intervention.** This level of discipline applies to acts of bullying that cannot be resolved by the teacher at the classroom level or by the Learner Formation Officer. These include more severe or complex

situations as these incidents require a higher level of intervention due to their potential impact on student safety and well-being.

In these cases, the Principal/School Head shall conduct thorough investigations, notify parents or parent-substitutes, implement safety plans for affected Learners, and coordinate with law enforcement, as necessary.

[For schools to input step by step process for the implementation of safety plans or coordination with law enforcement, as necessary]

Section 20. School Counselor or School Counselor Associate Intervention. The intervention of the School Counselor or School Counselor Associate can be at any level of the disciplinary interventions as provided in Section 21 of this Policy. The School Counselor or School Counselor Associate shall work closely with teachers, the Learner Formation Officer, and the Principal/School Head to create a comprehensive approach to bullying prevention and intervention.

Such interventions shall, in no case, substitute disciplinary measures to be carried out by the School. They shall be implemented alongside or in support of the disciplinary process during the initial reports of bullying, the provision of emotional support for victims, the implementation of interventions for bullies, follow-up support for affected Learners, emergency situations, and other similar circumstances.

Section 21. Disciplinary Administrative Action. Bullying incidents shall be treated according to their nature, gravity, severity, and attending circumstances.

Depending on the levels of discipline as indicated in Section 19 of this Policy, the teacher, Learner Formation Officer, or Principal/School Head may impose reasonable disciplinary measures, such as but not limited to written reprimand, suspension, non-readmission, or expulsion, provided that the requirements of due process mentioned above are complied with. Further, the bully, joined by his/her parents, shall also be required to undergo an intervention program to be implemented by the School Counselor or School Counselor Associate.

The following disciplinary administrative actions that may be taken against the bully, depending on the severity and circumstances of the case:

Levels of Disciplinary Intervention	Penalties	
First Level of Disciplinary Intervention including Precursors to Bullying. This level of discipline applies to precursors to bullying or bullying behaviors that can be classified as "minor bullying acts" such as, but not limited to: 1. Uttering profanities / swearwords against a learner; 2. Disruptive behavior and/ or pranks against a learner;	First Offense	Written reprimand and Summon of Parents
	Second Offense	Suspension from classes for three (3) days

Levels of Disciplinary Intervention	Penalties	
3. Grabbing belongings of another learner without permission; 4. Punching, pinching another learner which does not result in physical injuries; and 5. Fighting a learner which does not result in physical injuries.	Third or subsequent offense	Suspension from classes for five (5) days
Second Level of Disciplinary Intervention This level of discipline applies to bullying behaviors that can be classified as “serious bullying acts” such as, but not limited to: 1. Stalking; 2. Catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs, persistent uninvited comments or gestures on a person’s appearance, relentless requests for personal details, statement of sexual comments and suggestions against a learner 3. Assaulting or inflicting slight physical injuries to another learner; 4. Theft or stealing learner’s belongings; and 5. Intimidating or threatening a learner.	First Offense	Suspension from classes for five (5) days, Summon of Parents, and referral to the Social Welfare Development Office
	Second Offense	Non-readmission
	Third or subsequent offense	Exclusion

Levels of Disciplinary Intervention	Penalties	
Third Level of Disciplinary Intervention This level of discipline applies to acts of bullying that cannot be resolved by the teacher at the classroom level or by the Learner Formation Officer, such as, but not limited to: 1. Inflicting physical injuries to another learner when the victim is incapacitated or requires medical intervention for 10 days or more; 2. Offensive physical or body gestures at someone, and exposing private parts for the sexual gratification of the respondent with the effect of demeaning, harassing, threatening or intimidating the offended party, including flashing of private parts, public masturbation, groping, and similar lewd sexual actions; 3. Uploading and sharing recorded or live videos which degrades, demeans or shames other learners; and 4. Uploading and sharing one's or another student's recorded/live video, photo, or voice with sexual content in the social media or to any person willing to pay for purposes of gain or profit.	First Offense	Exclusion

A learner under investigation of a case involving the penalty of expulsion may be preventively suspended for thirty (30) days from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the pupil or student during the period of the investigation constitutes a distraction to the normal operations of the school or poses a risk or danger to the life of persons and property in the school.

In addition to the foregoing, the school may implement other reasonable measures or arrangements to ensure the safety of all individuals concerned.

VI. DUTIES AND RESPONSIBILITIES OF SCHOOL PERSONNEL, LEARNERS, AND EDUCATION STAKEHOLDERS

Section 22. School. The School shall have the primary duty of protecting its Learners from all forms of violence and bullying, taking a proactive approach in responding to behavior exhibited by Learners officially enrolled in their respective institutions. The minimum roles and responsibilities of the members of the school

community in handling and resolving bullying cases, which includes all School Personnel, Learners, parents, and parent-substitutes are as follows:

- a. Adopt and implement policies to address bullying;
- b. Educate Learners on the dynamics of bullying, the anti-bullying policies of the School, and the mechanisms for the anonymous reporting of acts of bullying or retaliation;
- c. Educate parents and guardians on the dynamics of bullying, the anti-bullying policies of the Schools, and how parents and guardians can provide support and reinforce the policies at home;
- d. Maintain a public record of relevant information and statistics on acts of bullying or retaliation, *Provided*, that the names of Learners who committed acts of bullying or retaliation shall be kept strictly confidential and only made available to the DepEd, school administration, teachers directly responsible for the said Learners, and parents or guardians of Learners who are or have been victims of acts of bullying or retaliation;
- e. Adopt comprehensive and multi-faceted bullying prevention programs applicable to all Learners regardless of risk or vulnerability to bullying;
- f. Monitor Learners who are vulnerable towards committing aggressive acts or possible targets or victims for the purpose of early intervention;
- g. Develop and implement programs to promote the continuity of comprehensive anti-bullying policies, designed to address issues that influence the Learner to commit bullying, factors that make a Learner a target of bullying, and the effects of bullying;
- h. Develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, School Personnel, Service Providers and all other persons who may be affected by the bullying incident; and
- i. Provide Learners and their parents or guardians with a copy of the anti-bullying policies being adopted by the School, include such policies to the School's student and/or employee's handbook, and post the same on conspicuous areas within the Schools and its website.

Section 23. Principal/School Head. The Principal/ School Head shall:

- a. Designate a Learner Formation Officer to handle the bullying incidents, taking into consideration the population of the School and the historical data on the prevalence of bullying. In no case shall the School Counselor and School Counselor Associate be designated as a Learner Formation Officer;
- b. Adopt, implement, and oversee the effective implementation of this Policy in accordance with the Anti-Bullying Act and the Revised IRR;
- c. Coordinate with the concerned local government units (LGUs) for aid in the implementation of this Policy and the School's other anti-bullying programs, if any;
- d. Take primary responsibility for ensuring that the contact details of the Learner Formation Officer (LFO) and the Child Protection Committee (CPC) are prominently displayed within each classroom. The contact information for the LFO shall be posted to enable prompt follow-up on any matters related to bullying incidents, while the CPC contact details shall serve as the communication channel for receiving and managing reports of bullying;
- e. Ensure that the parents or guardians of the Learners involved in any incident of bullying or retaliation are promptly and appropriately informed of the situation, including relevant details and any corresponding actions taken by the school;

- f. Report, refer, and monitor all cases or incidents related to bullying and ensure that bullying incidents are investigated and resolved within the period indicated in this Policy;
- g. Monitor, evaluate, and assess the implemented plans, programs, and policies;
- h. Spearhead advocacy activities or orientations on anti-bullying programs and procedures for reporting bullying cases for Learners, school personnel, parents or guardian;
- i. Lead the consolidation and maintenance of a public record of relevant information and statistics on acts of bullying and retaliation in the school; and
 - i. If it is determined that bullying or retaliation, including precursors to bullying, has occurred:
 - a. Notify law enforcement should they believe that criminal charges under the Revised Penal Code may be pursued against the bully;
 - b. Take appropriate disciplinary administrative action;
 - c. Notify the parents or guardians of the bully;
 - d. Notify the parents or guardians of the victim of the incident and of the action/s taken to prevent any further acts of bullying or retaliation; and
 - e. Should the incident involve students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

Section 24. School Counselor. The School Counselor or School Counselor Associate shall support all Learners through the following:

- a. Conduct learning sessions or activities for teachers and other school personnel in handling bullying cases;
- b. Conduct regular awareness-raising programs, at least annually, with School stakeholders, including but not limited to parents or parent-substitutes, Learners and School Personnel, in order to prevent and address bullying incidents;
- c. Ensure the safety and well-being of the victim of bullying, the bully, upstander and the bystander;
- d. Determine their needs for protection and appropriate intervention, and ensure these are provided to them;
- e. Refer cases to the appropriate offices and other agencies or instrumentalities or non-government organizations for appropriate assistance and intervention, as required by the circumstances;
- f. Monitor Learners who have gone through third-party intervention to ensure their continuous improvement and attendance in the intervention program; and
- g. Attend and participate in capacity building and seminars relevant to counseling.

Section 25. Learner Formation Officer. The Learner Formation Officer shall also be referred to as the Discipline Officer. It shall be responsible for maintaining a safe and respectful learning environment by enforcing school policies and managing student behavior. It shall be their duty to:

- a. Provide Learners and their parents or guardians with a copy of this Policy;
- b. Enable Learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report;

- c. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation while maintaining confidentiality throughout the process;
- d. Maintain a public record of relevant information and statistics on acts of bullying and retaliation in school, subject to the conditions stipulated under Section 23 (d) of this Policy; and
- e. Render desk duty for at least two (2) hours per day for sessions or consultations with Learners, school personnel, and parents or parent-substitutes for purposes of reporting and inquiries.

Section 26. Teaching and Non-Teaching Personnel. All teaching and non-teaching personnel shall work together to immediately address and respond to all cases of bullying.

Further, it shall be their duty to execute the following:

- a. Support and take part in the School's bullying prevention and response programs, including training on how to handle reports of bullying;
- b. Provide assistance to victims or those who are experiencing precursors to bullying;
- c. Report any incidents of bullying or any of the precursors to bullying that may be taking place to the designated school authorities, ensuring that such instances are still reported even when immediately resolved by the teacher or school personnel involved;
- d. Create and maintain a positive classroom environment, allowing for Learners to safely report incidents of bullying by regularly monitoring student interactions and identifying bullying behaviors; and
- e. Establish and maintain teacher-parent collaboration to prevent and address bullying concerns.

Section 27. Learners. Learners shall actively participate in any and all measures to prevent bullying. It shall be their duty and responsibility to do the following:

- a. Participate in and cooperate with all prevention, intervention, and related measures implemented by the school to address bullying and its precursors;
- b. Familiarize themselves with the relevant anti-bullying policies as established by the School;
- c. Refrain from engaging in any conduct that may be classified as bullying or that may contribute to an environment conducive to bullying;
- d. Render aid or support to any individual who is a victim of bullying or who is experiencing precursors to bullying, when it is reasonably safe for them to do so and without compromising their own safety and well-being; and
- e. Promptly report any and all incidents of bullying or precursors to bullying that comes to their attention.

Section 28. Parents and Guardians. Parents and guardians shall be encouraged to:

- a. Actively participate and cooperate with all prevention, intervention, and related measures concerning anti-bullying initiatives implemented by the School;

- b. Familiarize themselves with the relevant school plans, programs, and policies related to anti-bullying;
- c. Cooperate with School authorities in managing incidents of bullying that involve their child/children; and
- d. Adopt positive discipline strategies when addressing behavioral issues with their child/children.

VII. MISCELLANEOUS PROVISIONS

Section 29. Confidentiality. Any information relating to the identity and personal circumstances of all parties involved in a bullying or retaliatory incident shall be treated with the utmost confidentiality by all parties that collected the said data, including but not limited to the Principal/School Head, teachers, School Counselor or School Counselor Associate, Learner Formation Officer, and parents or guardians.

The names of the Learners involved may be disclosed to DepEd and its respective Offices, the Principal/School Head, teachers, School Counselor or School Counselor Associate, Learner Formation Officer and parents or parent-substitutes of Learners who are the victims of bullying or retaliation.

Further, all personal information, sensitive personal information, and/or privileged information collected shall be subject to the rules and regulations set forth in Republic Act No. 10173, or the Data Privacy Act of 2012 and its IRR. Disclosure to other persons shall be strictly limited to those authorized by law and this Policy, and only for lawful and legitimate purposes.

Any school personnel who breaches the duty of confidentiality shall be subject to appropriate administrative action in accordance with the existing rules and regulations of DepEd or in the private school, without prejudice to any civil or criminal action under existing laws.

Section 30. Separability Clause. If any provision of the Policy is declared invalid or unconstitutional, the remainder thereof not otherwise affected shall remain in full force and effect.

Section 31. Repealing Clause. All prior policies, rules, and guidelines issued by the School that are inconsistent with the provisions of this Policy are hereby repealed, revised, or modified accordingly.

Section 32. Effectivity. This Policy shall take effect immediately after it is posted in three (3) conspicuous places within the school premises and its publication on the official school website or social media page, if any.