



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

DEC 28 2022

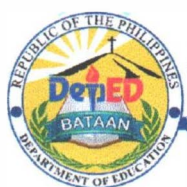
**DIVISION MEMORANDUM**

No. 486, s. 2022

**DISSEMINATION OF BATA ANg UNA AS THE DIVISION MONITORING  
MECHANISM INVOLVING CHILD RELATED INCIDENTS  
AND ITS LOCALIZED GUIDELINES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisor  
All Public and Private School Heads  
All Other Concerned

1. Pursuant to the 1987 Constitution, the State shall protect and promote the right of all children to accessible and quality basic education. Alongside this right is the constitutional policy that the State shall promote and protect their holistic development through the promotion of their physical, moral, spiritual, intellectual, and social well-being.
2. The Department, in upholding the right of the child to special protection and reiterating its policy of zero tolerance for any act of abuse and violence against the child, issued DepEd Order No. 40, s. 2012 titled Policy Guidelines on Protecting Children in School from Abuse, Violence, Exploitation, Discrimination, Bullying and Other Forms of Abuse, also known as the DepEd Child Protection Policy.
3. The Department fully recognizes the rights of the child and takes proactive measure to uphold not only the right of the child to special protection but also the other rights of the child in the context of basic education.
4. Cognizant to these, this Office initiates the development of a monitoring mechanism to synchronize the management of cases and incidents involving our learners across grade levels such as bullying, abuse, children-at-risk, children in conflict with the law, suicide, teenage pregnancy, and other mental health issues.
5. The monitoring mechanism is coined as **BATA ANg UNA** which aims to gather immediate information on cases committed against our learners.



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CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2001169



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6. Only the school heads and guidance counselors/designates can access the online monitoring tool using their registered email. They shall register using this link: [https://bit.ly/IncidentReporter\\_Registration](https://bit.ly/IncidentReporter_Registration) on or before January 13, 2023.
7. The following localized guidelines shall be adopted in reporting child related cases:
  - a. all cases involving children shall be immediately reported by the school;
  - b. any personnel of the school with direct supervision, instruction, and custody with children shall report child related cases/incidents to the school head and/or guidance counselor/designate;
  - c. external stakeholders who have knowledge and have witnessed child related incidents shall report to the school head and/or guidance counselor/designate;
  - d. learners are encouraged to report any incidents/cases thereof; and
  - e. all cases shall be treated with strict confidentiality.
8. Below are the steps in accomplishing the tool, to wit:
  - a. access the link using the registered email address;
  - b. provide all the necessary information;
  - c. after completing the first tool, the incident reporter will be redirected to a designated link for the child-related case reported;
  - d. upload the intake sheet for bullying and child abuse cases; and
  - e. certify the accuracy and completeness of data submitted.
9. The Division Child Protection Policy Focal person shall validate the report received and recommends necessary action to the Schools Division Superintendent.
10. Wide dissemination and compliance of this Memorandum is enjoined.

  
**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

S03  
December 28, 2022



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