



EEllyon Learning Center Inc. cebu

Block 12, Lot 52, Corner Gold and Lithium Street,
6046 Minglanilla Cebu, Philippines

2025-2026

School HANDBOOK

☎ 0956 007 8864

✉ admin@elelyon.academy

🌐 www.elelyon.academy

TABLE OF CONTENTS

I. INTRODUCTION

<i>About us</i>	4
<i>Mission and Vision of the School</i>	5
<i>Objective</i>	6

II. GENERAL ADMISSION

<i>New Pupils/ Current Pupils</i>	7
-----------------------------------	----------

III. SCHOOL FEES

<i>Nursery, Kinder 1 & 2</i>	8
----------------------------------	----------

IV. STUDENT POLICIES

<i>On School Attire, Grooming</i>	9
<i>School Attendance</i>	10
<i>Absences</i>	10
<i>Leaving the School</i>	11
<i>Recess</i>	11
<i>Examination</i>	12
<i>Promotion & Retention</i>	12
<i>Parent Involvement</i>	13

V. SANCTIONS

<i>DEPED ORDER No. 8 S. 2003</i>	14
<i>Minor Offenses</i>	15
<i>Major Offenses</i>	16
<i>Bullying</i>	17
<i>Sanctions</i>	18

TABLE OF CONTENTS

VI. RA NO 10627 (ANTI BULLYING LAW)	19
VII. DEPED ORDER NO. 40 (CHILD PROTECTION POLICY)	25
VIII. GRADING SYSTEM	50
IX. CLASS SCHEDULE	
<i>Nursery</i>	51
<i>Kinder 1</i>	51
<i>Kinder 2</i>	52
X. ACADEMIC CALENDAR	53
XI. CLASS SUSPENSION	54

About Us

El Elyon Learning Center Inc Cebu is a Pre-Primary Private School providing dynamic and enhanced education to refine our students' God-given talent.

Government Recognised

School ID: 409041

Pre-School Education Recognition #067, S.2018

Mission

El Elyon Learning Center aims to provide a dynamic education which has God - centered and Bible - based curriculum, pupil related program of education and a hands on experience and skills with the use of technology and to uphold the standard of scholastic excellence and to strive its end to impress Christ in the hearts of children.

Vision

El Elyon Learning Center is a Bible Centered Christian educational field of ministry that will exemplify in providing quality and transformative education that will give impact to the community for the glory of God.

Objective

As EL ELYON Learning Center Incorporated stands in the portal of the new millennium holds to endeavor citizens and to guide them according to what God wanted them to become someday. This includes the following objectives.

An agency of transmitting moral and spiritual values based in the Bible.

A mission field to saturate the gospel in community through an active teamwork of the school and home.

An avenue for children to experience developmentally appropriate curriculum.

An institution that will maximize Filipino values and culture that are deteriorating.

An environment for children to express themselves and learned freely with the use of educational facilities and materials.

A. New Pupils

1. Enrollment application for new pupils will be accepted during a certain period of time.
 - a. Parent/legal guardian must complete the registration form
 - b. Submit a copy of birth certificate (Photocopy)
2. Kinder II applicants will be accepted on a slot available basis during the enrolment day. (Priorities are given to pupils who finished Kinder I from this school.
3. A down payment will be required for admission.

B. Current Pupils

1. Pre-registration dates are announce each year (usually in April).
2. Pre-registration is not official until the following are completed.
 - a. Re-enrollment application completed.
 - b. Registration fee paid.
3. After the announcement of pre- registration deadline. Enrollment will be opened to the new pupils. Current pupils who have not completed pre- registration will be accommodated depending on the slots available.

SCHOOL FEES PACKAGE

Nursery

Tuition Fee	₱9, 000
Miscellaneous Fees	₱8, 200
Books/Modules (Cash Basis Only)	₱3, 675

TOTAL FEE	₱20, 875
------------------	-----------------

Kinder 1 & 2

Tuition Fee	₱9, 500
Miscellaneous Fees	₱8, 400
Books/Modules (Cash Basis Only)	₱4, 200

TOTAL FEE	₱22, 100
------------------	-----------------

Discounts

Cash	₱1, 000. 00
Highest Honor	₱1, 000. 00
High Honor	₱600. 00
Siblings	₱ 500. 00 / pupil
Referral	₱ 500. 00 / successful referral

On School Attire

Monday to Thursday	Proper and complete school uniform must be worn during class hours.
Friday	P.E. Uniform
During rainy season	Sandals are allowed

Grooming

1. Short hair cut for the boys not touching the collar of their polo school uniform, 1-2 inches length of hair only on the top hair growth and one (1) inch at both sides not touching the earlobe.
2. No long fingernails for boys and girls.
3. No lazy or messy hair bun for the girls.
4. No hair dye/ hair color that affects in the manner of grooming because of its vibrant color (pink, purple, red etc.) that will catch the attention of other students or school personnel.
5. No putting on of make-up like lipstick, eyeliner, mascara etc. (except for lip balm without color for lips protection only).
6. No wearing of high heel shoes, open toe shoes, sandals and flip flops or slippers and knee socks or colored socks.
7. EL ELYON LEARNING CENTER also prohibits any apparel, jewelry, accessory or any bling-bling that stands for any membership (like gang, vibrant color of nail polish which is not proper or fitted to look at in a student).
8. No wearing of cap or hat inside the classroom and taking off the shoes except if going to the rest room and changing it to slippers.

School Attendance

A pupil should attend school function and activities like educational fieldtrips or other activities required by the school.

Absences

A pupil who has been absent should upon his/her arrival present to his/her teacher Written and signed excuse from the parents/guardian.

- Excusable absences are those due to illness, injury, or death in the immediate family and planned absences, which are approved one week in advance by the principal. All other reasons for absences are normally considered.
- For excused absences, the student will be allowed to make up all missed class work assignment, rest, and quizzes within 1-5 days no makeup work for unexcused absences.
- After three days of unexcused absences per grading period (quarter), the parents will be requested to see the principal.
- Parents are urged to refrain from removing the children from school for personal vacations, trip or other reasons not considered absences are not considered unexcused absences and could cause the pupils academic difficulties.

Leaving the School:

- Leaving the school during the class time is prohibited for any purpose without written specific permission of the parents/guardian duly approved by the Principal.
- Should a pupil get ill, he/she could leave the school after parent/guardian has been notified to pick her/him up.
- Parents and guardians are urged to be on time for dismissal to fetch their children
- No pupils will be allowed to leave the school premises while waiting for pick up.
- During the school year, parents/guardians are requested not to go their children's classroom to confer with the teachers. Conference with teachers or other school authorities shall be done by appointment through the Principal's office.
- Smoking is strictly prohibited inside the school premises.

Recess

- All pupils are requested to eat inside the classroom.
- Junk foods & other foods with heavy content of preservatives (saltier) are discouraged. Sandwiches, biscuits, milk, juice, chocolate drinks are the only foods allowed during the recess.

Examination

- The school advise the parents/guardians to settle their accounts and secure examination permit, if ever the parents/guardians could not settle their account they will see the office to secure promissory notes.
- Our date of payment is every 15th of the Month, If the Day of Payment fall on Saturday, Sunday or Holiday; payment will be one day prior

Promotion & Retention

- Promotion and retention of students shall be by subject. Students whose proficiency level is beginning at the end of the quarter or grading period shall be required to undergo remediation after class hours/ tutorials so that they can immediately catch up as they move to next grading period.
- If by the end of the school year, the students are still at the beginning level then they shall be required to take summer classes.

Parent Involvement

- The school desires that parents pray for our support and take an active interest in the school. Parents are actively involved with their children academically, non-academically and spiritually.
- Help the child in homework, assignments and projects
- Attend programs and activities in which their child is involved.
- Parents are urged to attend all parent-teacher conferences to discuss the progress of their child.
- Visit the school or class to discuss their child's progress or problems with the teacher or principal when necessary.
- Attend the parents forum once a year
- Take an active role in organizing and extracurricular activities
- Support their child's teacher and the school by prayer and by participating in the activities.

DepED ORDER No. 8 S. 2003 (Using of Cellular Phone)**DO 83, s. 2003 – Reiteration to DECS Orders Nos. 70, s. 1999 and 26, s. 2000 (Prohibiting Students of Elementary and Secondary Schools from Using Cellular Phones and Pagers During Class Hours)**

November 20, 2003

DO 83, s. 2003

Reiteration to DECS Orders Nos. 70, s. 1999 and 26, s. 2000 (Prohibiting Students of Elementary and Secondary Schools from Using Cellular Phones and Pagers During Class Hours)

To: Bureau Directors

Regional Directors

Schools Division/City Superintendents

Heads, Public Elementary and Secondary Schools

1. It has been noted that cell phones have been proliferated with lewd and obscene picture messages particularly those capable of Multi-Media Services (MMS). In view of this, the following policies regarding the prohibition on the use of cell phones are hereby reiterated:

1. The Department of Education (DepED) strictly imposes a ban on the use of cellphones by the students during class hours; and

2. Teachers and parents should devise ways to educate students on the responsible use of cell phones to prevent them from engaging in misguided and immoral activities.

2. Immediate dissemination of and compliance with this Order is hereby directed.

References: DECS Orders: Nos. 26, s. 2000 and 70, s. 1999

Allotment: 1—(D O. 50-97)

Minor Offenses

- Disorderly conduct during class hours
- Littering within the school
- Gambling in any form
- Dress code and hairstyle violations
- Tardiness more than 3x
- Playing rough games
- Not showing respect to the teachers by not paying attention, doing others things and sarcasm
- Leaving the room without permission
- Using foul language or obscene
- Bringing banned items such as cellphones, trading cards, ipods etc. Items will be confiscated and may not be returned/ may only be returned by the end of school year.
- Failure to submit homework 3 or more times
- Teasing

Major Offenses

- Stealing
- Cheating
- Leaving the school premises without permission
- Destroying school properies
- Vandalism
- Possession of pornograhic materials (will be confiscated without return)
- Inflicting harm to others
- All forms of bullying
- Assaulting staff, teachers and visitors
- Carrying deadly weapon

Bullying

According to republic act 10627 or the anti-bullying act 2013, bullying refers to any severe or repeated use by one or more students of a:

- written
- verbal
- electronic/ cyber bullying
- physical act or gesture

Or any combination thereof, directed at other student that has the effect of actually causing or placing the latter reasonable fear of physical and emotional harm to his/her property. Administrative sanction depends on minor or major offenses

1. Warning

This is a verbal reprimand or written notice given to any violator. Continuation or repetition of the offense may be a cause for higher sanction.

2. Probation

This prohibits the violator from participating in any extra or curricular activities as set forth in the notice of probation. Further violation, after due process, shall be a reason for further or higher sanction

3. Suspension

This prohibits the violator from attending his/her classes and activities of a definite period of time. If this is violated while the offender is on suspension, he/she shall be subjected for further and higher sanction.

Minor offense – 4th degree – 2 days suspension

Major offense – 3-4 days suspension

4. Dismissal

The termination of student status for an indefinite period of time. The violator may be readmitted upon approval of the principal

5. Expulsion

This is permanent termination of student status without possibility of admission to any school. The school shall not release good moral and report card.

REPUBLIC ACT NO. 10627(BULLYING LAW)

AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO
ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN
THEIR INSTITUTIONS

Be it enacted by the Senate and House of Representatives of the Philippines
in Congress assembled:

Section 1. Short Title. – This Act shall be known as the "Anti-Bullying Act of 2013".

Section 2. Acts of Bullying. – For purposes of this Act, "bullying" shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a.** Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b.** Any act that causes damage to a victim's psyche and/or emotional well-being;
- c.** Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- d.** Cyber-bullying or any bullying done through the use of technology or any electronic means.

REPUBLIC ACT NO. 10627(BULLYING LAW)

Section 3. Adoption of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

(a) Prohibit the following acts:

(1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;

(2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and

(3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

(b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

REPUBLIC ACT NO. 10627(BULLYING LAW)

(c) Establish clear procedures and strategies for:

(1) Reporting acts of bullying or retaliation;

(2) Responding promptly to and investigating reports of bullying or retaliation;

(3) Restoring a sense of safety for a victim and assessing the student's need for protection;

(4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and

(5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;

(d) Enable students to anonymously report bullying or retaliation: Provided, however, That no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;

(e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;

(f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;

(g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and

(h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: Provided, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

REPUBLIC ACT NO. 10627(BULLYING LAW)

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

Section 4. Mechanisms to Address Bullying. – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying. Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- (a)** Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- (b)** Take appropriate disciplinary administrative action;
- (c)** Notify the parents or guardians of the perpetrator; and
- (d)** Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

REPUBLIC ACT NO. 10627(BULLYING LAW)

If an incident of bullying or retaliation involves 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 5. Reporting Requirement. – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective schools division superintendents all relevant information and statistics on acts of bullying or retaliation. The schools division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

Section 6. Sanction for Noncompliance. – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

Section 7. Implementing Rules and Regulations. – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

REPUBLIC ACT NO. 10627(BULLYING LAW)

Section 8. Separability Clause. – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

Section 9. Repealing Clause. – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

Section 10. Effectivity. – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

(Sgd.) **JINGGOY EJERCITO ESTRADA**
Acting Senate President

(Sgd.) **FELICIANO BELMONTE JR.**
Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 5, 2013.

(Sgd.) **EMMA LIRIO-REYES**
Secretary of the Senate

(Sgd.) **MARILYN B. BARUA-YAP**
Secretary General
House of Representatives

Approved: SEP 12 2013

(Sgd.) **BENIGNO S. AQUINO III**
President of the Philippines

DepED order no. 40 s. 2012(DepED Child Protection Policy)

**Policy and Guidelines on Protecting Children in School from Abuse,
Violence, Exploitation, Discrimination, Bullying and Other Forms of
Abuse**

I. GENERAL PROVISIONS

Section 1. Short Title

This Department Order shall be known as the “DepEd Child Protection Policy.”

Section 2. – Statement of Policy

Pursuant to the 1987 Constitution, the State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development (Article XV, Section 3 [2]).

The Constitution further provides that all educational institutions shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency. (Article XIV, Section 3 [2]).

The Convention on the Rights of the Child (CRC) aims to protect children from all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and exploitation, including sexual abuse. The same Convention establishes the right of the child to education, and with a view to achieving this right progressively, and on the basis of equal opportunity, it obliges the government to take measures to encourage regular attendance in school and reduce drop-out rates. Thus, it is mandated that all appropriate measures be undertaken to ensure that school discipline is administered in a manner consistent with the child’s human dignity, and in conformity with the CRC.

DepED order no. 40 s. 2012(DepED Child Protection Policy)

Towards this end, the Department of Education (DepEd), in collaboration with its partners and stakeholders, shall ensure that all schools are conducive to the education of children. The best interest of the child shall be the paramount consideration in all decisions and actions involving children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children, as enunciated in the CRC. Teachers and learning facilitators especially in learning centers are their substitute parents, and are expected to discharge their functions and duties with this in mind. In this connection, the Family Code empowers the school, its administrators and teachers, or the individual, entity or institution engaged in child care to exercise the special parental authority and responsibility over the child, while under their supervision, instruction or custody.

The Department recognizes that cases of abuse may arise as a result of the difficult situations faced by teachers and other officials within and outside school.

DepEd has adopted the policy to provide special protection to children who are gravely threatened or endangered by circumstances which affect their normal development and over which they have no control, and to assist the concerned agencies in their rehabilitation.

Furthermore, this Department aims to ensure such special protection from all forms of abuse and exploitation and care as is necessary for the child's well-being, taking into account the primary rights and duties of parents, legal guardians, or other individuals who are legally responsible and exercise custody over the child. DepEd recognizes the participatory rights of the child in the formulation and implementation of policies, and in all proceedings affecting them, whether they be victims or aggressors, either directly, or through a representative.

Accordingly, this Department reiterates a zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse, and hereby promulgates this Department Order.

Section 3. – Definition of Terms

- A. "Child"** – refers to any person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty,

DepED order no. 40 s. 2012(DepED Child Protection Policy)

exploitation or discrimination because of a physical or mental disability or condition; (RA 7610). For purposes of this Department Order, the term also includes pupils or students who may be eighteen (18) years of age or older but are in school.

- B. ***“Children in School”*** – refers to bona fide pupils, students or learners who are enrolled in the basic education system, whether regular, irregular, transferee or repeater, including those who have been temporarily out of school, who are in the school or learning centers premises or participating in school-sanctioned activities.
- C. ***“Pupil, Student or Learner”*** – means a child who regularly attends classes in any level of the basic education system, under the supervision and tutelage of a teacher or facilitator.
- D. ***“School Personnel”*** – means the persons, singly or collectively, working in a public or private school. They are classified as follows:
 - a. ***“School Head”*** refers to the chief executive officer or administrator of a public or private school or learning center.
 - b. ***“Other School Officials”*** include other school officers, including teachers, who are occupying supervisory positions or positions of responsibility, and are involved in policy formulation or implementation in a school.
 - c. ***“Academic Personnel”*** includes all school personnel who are formally engaged in actual teaching service or in research assignments, either on a full-time or a part-time basis, as well as those who possess certain prescribed academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors, researchers, and other similar persons. They may include school officials who are responsible for academic matters, and other school officials.
 - d. ***“Other Personnel”*** includes all other non-academic personnel in the school, whatever may be the nature of their appointment and status of employment.
- E. ***“Child Protection”*** - refers to programs, services, procedures and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination and violence.

DepED order no. 40 s. 2012(DepED Child Protection Policy)

- F. “Parents”** – refers to biological parents, step-parents, adoptive parents and the common-law spouse or partner of the parent;
- G. “Guardians or Custodians”** – refers to legal guardians, foster parents, and other persons, including relatives or even non-relatives, who have physical custody of the child.
- H. “School Visitor or Guest”** – refers to any person who visits the school and has any official business with the school, and any person who does not have any official business but is found within the premises of the school. This may include those who are within the school premises for certain reasons, e.g. student teachers, catechists, service providers, suppliers, bidders, parents and guardians of other children.
- I. “Child Abuse”** – refers to the maltreatment of a child, whether habitual or not, which includes any of the following:
- 1) psychological or physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
 - 2) any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
 - 3) unreasonable deprivation of the child's basic needs for survival, such as food and shelter; or
 - 4) failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child's permanent incapacity or death (Sec. 3 [b], RA 7610).
- J. “Discrimination against children”** – refers to an act of exclusion, distinction, restriction or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS), being pregnant, being a child in conflict with the law, being a child with disability or other status or condition, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on an equal footing, of all rights and freedoms.

DepED order no. 40 s. 2012(DepED Child Protection Policy)

K. “Child exploitation” - refers to the use of children for someone else's advantage, gratification or profit often resulting in an unjust, cruel and harmful treatment of the child. These activities disrupt the child's normal physical or mental health, education, moral or social emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

There are two (2) main forms of child exploitation that are recognized:

- 1. Sexual exploitation** – refers to the abuse of a position of vulnerability, differential power, or trust, for sexual purposes. It includes, but it is not limited to forcing a child to participate in prostitution or the production of pornographic materials, as a result of being subjected to a threat, deception, coercion, abduction, force, abuse of authority, debt bondage, fraud or through abuse of a victim's vulnerability.
- 2. Economic exploitation** – refers to the use of the child in work or other activities for the benefit of others. Economic exploitation involves a certain gain or profit through the production, distribution and consumption of goods and services. This includes, but is not limited to, illegal child labor, as defined in RA 9231.

L. “Violence against children committed in schools” - refers to a single act or a series of acts committed by school administrators, academic and non-academic personnel against a child, which result in or is likely to result in physical, sexual, psychological harm or suffering, or other abuses including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

- 1. Physical violence** refers to acts that inflict bodily or physical harm. It includes assigning children to perform tasks which are hazardous to their physical well-being.
- 2. Sexual violence** refers to acts that are sexual in nature. It includes, but is not limited to:

DepED order no. 40 s. 2012(DepED Child Protection Policy)

- a) rape, sexual harassment, acts of lasciviousness, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body;
 - b) forcing the child to watch obscene publications and indecent shows or forcing the child to do indecent sexual acts and/or to engage or be involved in, the creation or distribution of such films, indecent publication or material; and
 - c) acts causing or attempting to cause the child to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion, or through inducements, gifts or favors.
3. *Psychological violence* refers to acts or omissions causing or likely to cause mental or emotional suffering of the child, such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, deduction or threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.
4. *Other acts of violence* of a physical, sexual or psychological nature that are prejudicial to the best interest of the child.

M. "Bullying or Peer Abuse" – refers to willful aggressive behavior that is directed, towards a particular victim who may be out-numbered, younger, weak, with disability, less confident, or otherwise vulnerable. More particularly:

1. Bullying – is committed when a student commits an act or a series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:

DepED order no. 40 s. 2012(DepED Child Protection Policy)

a. Threats to inflict a wrong upon the person, honor or property of the person or on his or her family;

b. Stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention;

c. Taking of property;

d. Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit or expose a person to contempt;

e. Deliberate destruction or defacement of, or damage to the child's property;

f. Physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;

g. Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and

h. Restraining the liberty and freedom of a pupil or student.

2. Cyber-bullying - is any conduct defined in the preceding paragraph, as resulting in harassment, intimidation, or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.

N. "Other acts of abuse by a pupil, student or learner"— refers to other serious acts of abuse committed by a pupil, student or learner upon another pupil, student or learner of the same school, not falling under the definition of 'bullying' in the preceding provisions, including but not limited to acts of a physical, sexual or psychological nature.

O. "Corporal Punishment" - refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried

DepED order no. 40 s. 2012(DepED Child Protection Policy)

out or inflicted, for the purpose of discipline, training or control, by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading punishment, including, but not limited to the following:

- 1) Blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing, of any part of a child's body, with or without the use of an instrument such as, but not limited to a cane, broom, stick, whip or belt;
- 2) Striking of a child's face or head, such being declared as a "no contact zone";
- 3) Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;
- 4) Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salt, pebbles or other objects;
- 5) Deprivation of a child's physical needs as a form of punishment;
- 6) Deliberate exposure to fire, ice, water, smoke, sunlight, rain, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child's health, safety and sense of security such as, but not limited to bleach or insecticides, excrement or urine;
- 7) Tying up a child;
- 8) Confinement, imprisonment or depriving the liberty of a child;
- 9) Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
- 10) Forcing a child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;

DepED order no. 40 s. 2012(DepED Child Protection Policy)

11) Permanent confiscation of personal property of pupils, students or learners, except when such pieces of property pose a danger to the child or to others; and

12) Other analogous acts.

P. “Positive and Non-Violent Discipline of Children” –is a way of thinking and a holistic, constructive and pro-active approach to teaching that helps children develop appropriate thinking and behavior in the short and long-term and fosters self-discipline. It is based on the fundamental principle that children are full human beings with basic human rights. Positive discipline begins with setting the long-term goals or impacts that teachers want to have on their students’ adult lives, and using everyday situations and challenges as opportunities to teach life-long skills and values to students.

II. DUTIES AND RESPONSIBILITIES

Section 4. Central Office

The DepEd Central Office shall have the following duties and responsibilities:

A. Develop a policy and guidelines for the prevention of violence against children in schools and make these available to all schools;

B. Conduct a nationwide information dissemination and campaign on violence prevention programs for children and research-based best practices for teachers, which are intended to promote new techniques, methodologies and research related to teaching, classroom management, child development, positive and non-violent discipline;

C. Devise programs, campaigns and activities through the Offices of the Undersecretary for Programs and Projects and Regional Operations, to raise consciousness, mobilize and educate the students, parents, teachers, community, local government units and other stakeholders in addressing child abuse, exploitation, violence, discrimination and bullying; and

DepED order no. 40 s. 2012(DepED Child Protection Policy)

D. Formulate a system of standard reporting, prescribe standards and procedures for monitoring and evaluation, and maintain the central repository of Regional Reports (Annex "A") on incidents and cases of child abuse, exploitation, violence, discrimination, bullying and other acts of abuse, through the Office of the Undersecretary for Legal and Legislative Affairs.

The data on the number and types of reports made under these guidelines, the results of investigations undertaken to verify the details made in the complaints, the sanctions imposed, the action taken and the interventions adopted, are to be maintained on an annual aggregated basis.

E. The Secretary shall exercise disciplinary jurisdiction, where appropriate, pursuant to the Revised Rules of Procedure of the Department of Education in Administrative Cases and other existing laws, rules and regulations.

Section 5. Regional Offices

The Regional Offices shall have the following duties and responsibilities:

A. Encourage and support advocacy campaigns and capability building activities on the prevention of child abuse, violence, exploitation, discrimination, bullying and other forms of abuse, promotion of positive and non-violent discipline, conflict resolution and peer mediation;

B. Consolidate reports on incidents and cases of the Division Offices within the Region and submit a Regional Report (Annex "A") to the Undersecretary for Legal and Legislative Affairs;

C. Monitor and evaluate the implementation and enforcement of this Department Order by the Schools Division Offices and such other related laws and regulations relative to abuse, exploitation, violence and discrimination of children;

D. Exercise disciplinary jurisdiction, where appropriate, pursuant to the Revised Rules of Procedure of the Department of Education in Administrative Cases and other existing laws, rules and regulations; and

E. Give recommendations to the Central Office on the policies, programs, and services, to address and prevent cases of child

DepED order no. 40 s. 2012(DepED Child Protection Policy)

abuse, exploitation, violence and discrimination, bullying and other acts of abuses, consistent with this Department Order.

Section 6. Division Offices

The Division Offices shall have the following duties and responsibilities:

A. Conduct the information-dissemination activities and in-service training for teachers on the protection of children in school from abuse, violence, exploitation, discrimination, bullying or peer abuse and other related cases;

B. Undertake advocacy campaigns and capability building activities to enable the schools to do the following:

- Apply positive and non-violent discipline,
- Formulate and implement guidelines and procedures to emphasize the role of all stakeholders and other persons in the prevention and reporting of cases of bullying, and
- Provide conflict resolution or peer mediation, including referral to appropriate service providers, if needed;

C. Organize and conduct the capacity building activities for members of the Child Protection Committee and Guidance Counselors/Teachers; including, but not limited to the identification of students who may be suffering from significant harm based on any physical, emotional or behavioral signs;

D. Develop strategies to address the risk factors that contribute to the commission of acts of abuse, violence, exploitation, discrimination, and bullying;

E. Consolidate the reports on incidents and cases of all schools and submit a Division Report (Annex "A") to the Regional Office;

F. Monitor and evaluate the implementation and enforcement by public and private schools of this Department Order and such other related laws and regulations relative to abuse, exploitation, violence and discrimination of children;

G. Exercise disciplinary jurisdiction, where appropriate, pursuant to the Revised Rules of Procedure of the Department of

DepED order no. 40 s. 2012(DepED Child Protection Policy)

Education in Administrative Cases and other existing laws, rules and regulations;

H. Give recommendations to the Regional Office and devise measures to address and prohibit abuse, exploitation, violence and discrimination, and bullying or peer abuse of children, consistent with this Department Order;

I. Utilize resources, coordinate with appropriate offices and other agency or instrumentality for such assistance as it may require in the performance of its functions;

J. Encourage and support activities and campaigns initiated by stakeholders; and

K. Perform such other functions, as may be assigned by the Secretary or the Regional Director.

Section 7. – Schools

The School Heads shall have the following duties and responsibilities:

- A. Ensure the institution of effective child protection policies and procedures, and monitor compliance thereof;
- B. Ensure that the school adopts a child protection policy;
- C. Ensure that all pupils, students or learners, school personnel, parents, guardians or custodians, and visitors and guests are made aware of child protection policy (Annex "C").
- D. Organize and convene the Child Protection Committee for the school;
- E. Conduct the capacity building activities for the members of the Child Protection Committee and Guidance Counselors/Teachers;
- F. Conduct disciplinary proceedings in cases of offenses committed by pupils, students or learners;

DepED order no. 40 s. 2012(DepED Child Protection Policy)

- G. Ensure that the participatory and other rights of children are respected and upheld in all matters and procedures affecting their welfare;
- H. Maintain a record of all proceedings related to bullying or peer abuse and submit after each school year to the Division Office the report and a copy of the intake form (Annexes "A" & "B", respectively);
- I. Conduct the appropriate training and capability-building activities on child protection measures and protocols;
- J. Ensure that the school adopts a student Code of Conduct to be followed by every pupil, student or learner while on school grounds, or when traveling to and from school, or during a school-sponsored activity, and during lunch period, whether on or off campus;
- K. Adopt such conflict resolution mechanisms that respect the rights of indigenous peoples, provided that they conform to this Department Order and they uphold the rights of the child;
- L. Coordinate with the appropriate offices and other agency or instrumentality for appropriate assistance and intervention, as may be required in the performance of its functions;
- M. Coordinate with the Department of Social Welfare and Development or, the appropriate government agencies or non-governmental organizations on a Child Protection Hotline for reporting abuse, violence, exploitation, discrimination, bullying and other similar acts and for counseling;
- N. Ensure that all incidents of abuse, violence, exploitation, discrimination, bullying and other similar acts are addressed in accordance with the provisions of this Department Order.

DepED order no. 40 s. 2012(DepED Child Protection Policy)

Section 8. Duties and Responsibilities of School Personnel

Article 218 of the Family Code of the Philippines provides the following responsibilities of school administrators, teachers, academic and non-academic and other personnel:

A. Exercise special parental authority and responsibility over the child while under their supervision, instruction and custody. Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity or institution.

Articles 220 and 233 of the Family Code of the Philippines, Presidential Decree No. 603, and other related laws enumerated the following duties and responsibilities of the abovementioned persons and personnel over the children under their supervision, instruction and custody:

B. Keep them in their company and support, educate and instruct them by right precept and good example;

C. Give them love and affection, advice and counsel, companionship and understanding;

D. Enhance, protect, preserve and maintain their physical and mental health at all times;

E. Furnish them with good and wholesome educational materials, supervise their activities, recreation and association with others, protect them from bad company and prevent them from acquiring habits detrimental to their health, studies and morals;

F. Represent them in all matters affecting their interests;

G. Inculcate the value of respect and obedience;

H. Practice positive and non-violent discipline, as may be required under the circumstances; provided, that in no case shall corporal punishment be inflicted upon them;

I. Perform such other duties as are imposed by law upon them, as substitute parents or guardians; and

J. School personnel shall also strictly comply with the school's child protection policy.

DepED order no. 40 s. 2012(DepED Child Protection Policy)

Section 9. Duties and Responsibilities of Pupils, Students and Learners

Pupils, students and learners shall have the following duties and responsibilities:

- A. Comply with the school's regulations, as long as they are in harmony with their best interests. Pupils, students and learners shall refrain from:
 - i. Engaging in discrimination, or leading a group of pupils or students to discriminate another, with reference to one's physical appearance, weaknesses and status of any sort;
 - ii. Doing any act that is inappropriate or sexually provocative;
 - iii. Participating in behavior of other students that is illegal, unsafe or abusive;
 - iv. Marking or damaging school property, including books, in any way;
 - v. Engaging in fights or any aggressive behavior;
 - vi. Introducing into the school premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material; and
 - vii. Performing other similar acts that cause damage or injury to another.

An allegation that any of these acts has been committed shall not be used to curtail the child's basic rights, or interpreted to defeat the objectives of this Department Order.

- B. Conduct themselves in accordance with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other persons;
- C. Respect another person's rights regardless of opinion, status, gender, ethnicity, religion, as well as everyone's moral and physical integrity; and
- D. Observe the Code of Conduct for pupils, students and learners.

DepED order no. 40 s. 2012(DepED Child Protection Policy)

Section 10. Establishment of Child Protection Committee

All public and private elementary and secondary schools shall establish a Child Protection Committee (CPC).

A. The CPC shall be composed of the following:

1. School Head/Administrator – Chairperson
2. Guidance Counselor/ Teacher – Vice Chairperson
3. Representative of the Teachers as designated by the Faculty Club
4. Representative of the Parents as designated by the Parents-Teachers Association
5. Representative of pupils, students and learners as designated by the Supreme Student Council
6. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC).

B. The CPC shall perform the following functions:

1. Draft a school child protection policy with a code of conduct and a plan to ensure child protection and safety, which shall be reviewed every three (3) years. The template for the school child protection policy is attached as Annex "C";
2. Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse;
3. Develop and implement a school-based referral and monitoring system. The template for the referral system is attached as Annex "D";
4. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
5. Identify, refer and, if appropriate, report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination and bullying;

DepED order no. 40 s. 2012(DepED Child Protection Policy)

6. Give assistance to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions;
7. Coordinate closely with the Women and Child Protection Desks of the Philippine National Police (PNP), the Local Social Welfare and Development Office (LSWDO), other government agencies, and non-governmental organizations (NGOs), as may be appropriate;
8. Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child; and
9. Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their welfare.

III. PREVENTIVE MEASURES TO ADDRESS CHILD ABUSE, EXPLOITATION, VIOLENCE, DISCRIMINATION AND BULLYING AND OTHER ACTS OF ABUSE

Section 11. Capacity Building of School Officials, Personnel, Parents and Students

All public and private elementary and secondary schools shall build the capacities of school personnel, pupils, students and learners, parents and guardians to understand and deal with child abuse, exploitation, violence and discrimination cases, bullying and peer violence by conducting sessions, trainings and seminars on positive peer relationships and enhancement of social and emotional competence.

They shall use training modules which include positive and non-violent discipline in classroom management, anger and stress management and gender sensitivity. They shall likewise employ means which enhance the skills and pedagogy in integrating and teaching children's rights in the classroom.

The programs that are intended to promote Positive and Non-Violent Discipline include, but are not limited to, the following:

DepED order no. 40 s. 2012(DepED Child Protection Policy)

1. Integration of education sessions on corporal punishment and positive discipline in the initiatives of the Parent-Teachers Associations (PTAs);
2. Capacity-building programs for school administrators, teachers and non-academic personnel focused on children's rights, child development and positive and nonviolent approaches in teaching and classroom management, to enable them to incorporate positive discipline messages in parent-teacher conferences and family counseling, and integrate messages on children's rights and corporal punishment in classroom discussions;
3. Encouraging and supporting the formation and initiatives of support groups among teaching and non-teaching staff, and parents and caregivers;
4. Implementing specific parenting orientation sessions with parents and caregivers and other activities;
5. Implementing school activities or events that raise awareness on children's rights, corporal punishment and positive discipline, fostering the active involvement of and providing venues for bringing together parents, families and children;
6. Encouraging and supporting student-led initiatives to raise awareness on children's rights, corporal punishment and positive discipline; and
7. Setting up child-friendly mechanisms for obtaining children's views and participation in the formulation, monitoring and assessment of school rules and policies related to student discipline.

IV. PROTECTIVE AND REMEDIAL MEASURES TO ADDRESS CHILD ABUSE, EXPLOITATION, VIOLENCE, DISCRIMINATION, BULLYING AND OTHER ACTS OF ABUSE

Section 12. Procedures in Handling Bullying Incidents in Schools. A complaint for bullying or peer abuse shall be acted upon by the School Head following the procedures herein set forth:

- a. **Bullying** - Upon the filing of a complaint or upon notice by a school personnel or official of any bullying or peer abuse incident, the same shall be immediately reported to the School Head, who

DepED order no. 40 s. 2012(DepED Child Protection Policy)

shall inform the parents or guardian of the victim and the offending child, in a meeting called for the purpose. The victim and the offending child shall be referred to the Child Protection Committee for counseling and other interventions. The penalty of reprimand, if warranted, may be imposed by the School Head in the presence of the parents or guardians.

If bullying is committed for a second or subsequent time, after the offending child has received counseling or other interventions, the penalty of suspension for not more than one (1) week may be imposed by the School Head, if such is warranted. During the period of suspension, the offending child and the parents or guardians may be required to attend further seminars and counseling. The School Head shall likewise ensure that the appropriate interventions, counseling and other services, are provided for the victim or victims of bullying.

- b. **Bullying that results in serious physical injuries or death** - If the bullying or peer abuse resulted in serious physical injuries or death, whenever appropriate, the case shall be dealt with in accordance with the provisions of Republic Act 9344 and its Implementing Rules and Regulations.
- c. **Procedure** - In all cases where the imposable penalty on the offending child is suspension, exclusion or expulsion, the following minimum requirements of due process shall be complied with:
 - (1) The child and the parents or guardians must be informed of the complaint in writing;
 - (2) The child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
 - (3) The decision of the school head must be in writing, stating the facts and the reasons for the decision;
 - (4) The decision of the school head may be appealed, as provided in existing rules of the Department.

Section 13. Implementation of Non-punitive Measures. Depending on the gravity of the bullying committed by any pupil, student or learner, the school may impose other non-punitive

DepED order no. 40 s. 2012(DepED Child Protection Policy)

measures, in lieu of punitive measures, in accordance with the principles of Positive and Non-Violent Discipline.

Section 14. Other acts of violence or abuse. Other serious acts of violence or abuse committed by a pupil, student or learner upon another pupil, student or learner of the same school, shall, and whenever appropriate, be dealt with in accordance with the provisions of Republic Act 9344 and its Implementing Rules and Regulations.

V. RULES AND PROCEDURES IN HANDLING CHILD ABUSE, EXPLOITATION, VIOLENCE AND DISCRIMINATION CASES

Section 15. - Prohibited Acts

The following acts, as defined in Section 3 of this Order, are hereby prohibited and shall be penalized in administrative proceedings as Grave or Simple Misconduct depending on the gravity of the act and its consequences, under existing laws, rules and regulations:

1. Child abuse;
2. Discrimination against children;
3. Child Exploitation ;
4. Violence Against Children in School;
5. Corporal Punishment;
6. Any analogous or similar acts.

Section 16. Investigation and Reporting. The conduct of investigation and reporting of cases of child abuse, exploitation, violence or discrimination, shall be done expeditiously, as herein provided.

A. PUBLIC SCHOOLS

- A. The School Head or the Schools Division Superintendent, upon receipt of the Complaint, shall forward the same, within forty-eight (48) hours, to the Disciplining Authority, who shall then issue an Order for the conduct of a fact-finding investigation, not later than seventy-two (72) hours from submission. These periods shall be strictly observed, except when justified by circumstances beyond their

DepED order no. 40 s. 2012(DepED Child Protection Policy)

control; *Provided*, that, if the person complained of is a non-teaching personnel, the Schools Division Superintendent shall cause the conduct of a fact-finding investigation within the same period.

- 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. Upon the filing of the formal complaint, the same shall be acted upon pursuant to the preceding paragraphs.
- C. The conduct of a fact-finding investigation shall be in accordance with the Revised Rules of Procedure of the Department of Education in Administrative Cases. Pending investigation, upon referral of the School Principal or Guidance Counselor/Teacher, the Local Social Welfare and Development Officer (LSWDO) of the concerned local government unit shall assess the child and provide psycho-social intervention to help the child victim recover from whatever trauma he or she has experienced as a result of the abuse. The offender shall likewise undergo psycho-social intervention, if such is warranted.

If a *prima facie* case exists based on the Investigation Report and the records, a Formal Charge shall be issued by the Disciplining Authority, which may be the basis for the issuance of an Order of Preventive Suspension or as an alternative, reassignment of the offending party, as may be warranted. The respondent may be placed under preventive suspension pending investigation, for a period of ninety (90) days, if the injury or abuse committed against a child is so grave, as to render the child unable to attend his or her classes. The respondent may also be preventively suspended to preclude the possibility of influencing or intimidating witnesses.

The respondent may file a Motion for Reconsideration with the Disciplining Authority or may elevate the same to the Civil Service Commission by way of an Appeal within fifteen (15) days from receipt thereof.

DepED order no. 40 s. 2012(DepED Child Protection Policy)

D. The Revised Rules of Procedure of the Department of Education in Administrative Cases shall apply in all other aspects.

E. A complaint for education-related sexual harassment as defined under Resolution No. 01-0940 of the Civil Service Commission, must be in writing, signed and sworn to by the complainant. It shall contain the following:

1. the full name and address of the complainant;
2. the full name, address, and position of the respondent;
3. a brief statement of the relevant facts;
4. evidence, in support of the complainant, if any;
5. a certification of non-forum shopping.

E.1. The Complaint shall be referred to the Committee on Decorum and Investigation. Upon receipt of the complaint, the Committee shall require the person complained of to submit his or her Counter-Affidavit/Comment, which shall be under oath, not later than three (3) days from receipt of the notice, furnishing the complainant a copy thereof, otherwise the Counter-Affidavit or Comment shall be considered as not filed.

E.2. The procedure for the conduct of an investigation and all other related incidents, shall be in accordance with the rules under Resolution No. 01-0940 of the Civil Service Commission; Provided, that, if the respondent is a teacher, the composition of the Formal Investigating Committee shall be in accordance with Section 9 of R.A. 4670.

F. The Regional Directors shall periodically monitor and keep a record of all reported child abuse cases, and submit a final consolidated regional report (Annex "A") to the Office of the Undersecretary for Legal and Legislative Affairs and the Undersecretary for Regional Operations.

DepED order no. 40 s. 2012(DepED Child Protection Policy)

G. Failure to submit an incident report or to render a decision involving the case within the prescribed period, without justifiable cause, shall be a ground for administrative action for neglect of duty against the responsible official.

H. The Office of the Undersecretary for Legal and Legislative Affairs shall compile the regional reports and submit an annual report to the Secretary.

Section 17. Jurisdiction. Complaints of child abuse, violence, discrimination, exploitation, bullying and other acts of abuse under this Department Order shall be within the exclusive jurisdiction of the Department, and shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts committed by persons not under the jurisdiction of the Disciplinary Authority of the Department shall be referred to the appropriate authorities.

Section 18. Confidentiality. In child abuse, violence, discrimination, exploitation, bullying or peer abuse and other acts of abuse by a pupil, student or learners, the identity or other information that may reasonably identify the pupil, student or learner, whether victim or offender, shall be withheld from the public to protect his or her privacy.

On the other hand, the Magna Carta for Public School Teachers protects the rights of teachers and no publicity shall be given to any disciplinary action against a teacher during the pendency of his or her case.

Section 19. Criminal and Civil Liability. Criminal and civil liability arising from child abuse, discrimination, exploitation, and other acts of abuse are separate and distinct, and shall not be a bar to the filing of an administrative case under these guidelines.

B. Private Schools

Section 20. Complaint against school personnel or official. A complaint for child abuse, violence, exploitation or discrimination in a private school shall be filed with the School Head/Chief Executive Officer and shall be acted upon pursuant to the school's rules of procedures on administrative cases. The penalty shall be that which is provided by the rules of the school, subject to the requirements of due

DepED order no. 40 s. 2012(DepED Child Protection Policy)

process. The administrative case shall be without prejudice to any civil or criminal case that may be filed.

Section 21. The private school shall submit the report (Annex "A") to the Division Office after each school year.

VI. REFERRAL AND ASSESSMENT OF VICTIMS AND OFFENDERS AND OTHER CHILDREN

Section 22. Referral and Assessment. In all cases involving child abuse, violence, exploitation, discrimination, bullying and other acts of abuse, the CPC shall accomplish the Intake Sheet (Annex "B"). The School Head may refer the victims and offenders in cases involving child abuse, exploitation, discrimination, bullying or peer abuse and other acts of abuse, to the LSWDO for assessment. The LSWDO shall determine the appropriate intervention.

The School Head, with the aid of the assigned Guidance Counselor/Teacher, and in coordination with the LSWDO, shall immediately remove the victim, or in appropriate cases the offender, from the place of the incident, if the victim is determined to be at risk. The child's family shall be informed of any action taken.

The School Head may also refer to the LSWDO other pupils, students or learners who are victims of abuse at home, children at risk, children in especially difficult circumstances, children with special needs or at risk, children facing difficult situations, or those who are exhibiting signs of aggressive behavior, with a view to obtaining professional assessment, appropriate interventions and assistance from competent service providers.

VII. MISCELLANEOUS PROVISIONS

Section 23. Duties of Private Schools

Private Schools shall be responsible for promulgating a school child protection policy, including a policy on bullying, a protocol for reporting and procedures for handling and management of cases, consistent with these policies and guidelines.

DepED order no. 40 s. 2012(DepED Child Protection Policy)

Section 24. - Separability Clause

Any part or provision of this Department Order which may be held invalid or unconstitutional shall not affect the validity and effectivity of the other provisions.

Section 25. Repealing Clause

All prior Department Orders or other issuances, or provisions thereof, which are inconsistent with this Department Order are hereby repealed, revised or modified accordingly.

Section 26. – Effectivity

This Department Order shall take effect immediately upon issuance.



BR. ARMIN A. LUPTRO FSC
Secretary

Grading System

Note: The school considers multi-intelligences

THREE LEVEL OF ASSESSMENT

1. Written Works	- 30%
a. Seat Works	
2. Performance	- 50%
a. Quiz	
b. Project	
c. Class Participation	
d. Class Attendance	
e. Character and Teachers Evaluation	
3. Periodical Examination	-20%
TOTAL	100%

90 - 94 - With Honors

95 - 97 - With High Honors

97 - 100 - With Highest Honors

Nursery

Teacher Elfa D. Alsa, LPT

TIME:	MON	TUE	WED	THU	FRI	NOTES:
12:00 - 12:20 PM	PREPARATION Prayer, Singing Nursery Rhymes, Reading Drills Note: Always do the Flag Ceremony Inside the class by singing Lupang Hinirang, Recite Panatang Makabayan every day					20 MINS
12:20 - 12:50 PM	WRITING	WRITING	READING	READING	VALUES	30 MINS
12:50 - 1:10 PM	SNACK TIME / RECESS					20 MINS
1:10 - 1:25 PM	NAP TIME / STORY TIME					15 MINS
1:25 - 1:55 PM	MATH	LANGUAGE	MATH	LANGUAGE	P.E.	30 MINS
1:55 - 2:00 PM	DIARY TIME / DISMISSAL					5 MINS

Kinder 1

Teacher Elfa D. Alsa, LPT

TIME:	MON	TUE	WED	THU	FRI	NOTES:
2:30 - 2:45 PM	PREPARATION Prayer, Singing Nursery Rhymes, Reading Drills Note: Always do the Flag Ceremony Inside the class by singing Lupang Hinirang, Recite Panatang Makabayan every day					15 MINS
2:45 - 3:20 PM	WRITING	WRITING	WRITING	SCIENCE	SCIENCE	35 MINS
3:20 - 3:55 PM	READING	READING	FILIPINO	FILIPINO	VALUES	35 MINS
3:55 - 4:10 PM	RECESS BREAK					15 MINS
4:10 - 4:45 PM	LANGUAGE	LANGUAGE	MATH	MATH	P.E./ART	35 MINS
4:45 - 4:55 PM	STORY TIME/ SING & DANCE					10 MINS
4:55 - 5:00 PM	DIARY / DISMISSAL					5 MINS

Kinder 2

Teacher Elfa D. Alsa, LPT

TIME:	MON	TUE	WED	THU	FRI	NOTES:
8:30 - 8:45 AM	PREPARATION Prayer, Singing Nursery Rhymes, Reading Drills Note: Always do the Flag Ceremony Inside the class by singing Lupang Hinirang, Recite Panatang Makabayan every day					15 MINS
8:45 - 9:25 AM	WRITING	WRITING	WRITING	SCIENCE	SCIENCE	40 MINS
9:25 - 10:05 AM	READING	READING	FILIPINO	FILIPINO	VALUES	40 MINS
10:05 - 10:20 AM	RECESS BREAK					15 MINS
10:20 - 11:05 AM	LANGUAGE	LANGUAGE	MATH	MATH	P.E./ART	40 MINS
11:05 - 11:20 AM	STORY TIME/ SING-A-LONG					15 MINS
11:20 - 11:30 AM	DIARY / DISMISSAL					10 MINS

SCHOOL YEAR 2025 - 2026

JUNE

- 23 Commencement of Classes
- 28 Parent-Teacher Conference
- 30 1st Monthly Payment

JULY

- 15 2nd Monthly Payment
- 21-25 NUTRITION WEEK
ACTIVITIES/CELEBRATION

AUGUST

- 15 3rd Monthly Payment
- 18-20 1st Long Test
- 21 Ninoy Aquino Day
- 25 National Heroes Day
- 26-29 Pagdiriwang ng Linggo ng Wika

SEPTEMBER

- 15 4th Monthly Payment
- 16-19 1st Periodical Exam
- 23-26 ENVIRONMENT/EARTH WEEK

OCTOBER

- 15 5th Monthly Payment
- 16-20 2nd Long Test
- 18 1st Grading Cards Day
- 20-23 CULTURAL WEEK
ACTIVITIES
- 24 UN DAY CELEBRATION
- 27-31 Semestral Break

NOVEMBER

- 1-2 All Saints/Souls Day (Special Holiday)
- 3 Resumption of Class
- 14 6th Monthly Payment
- 17-20 2nd Periodical Exam
- 25-28 ART AND COLOR WEEK
- 30 Bonifacio Day

DECEMBER

- 8 Feast of the Immaculate Conception Of Mary
- 13 2nd Grading Cards Day
- 15 7th Monthly Payment
- 16-18 3rd Long Test
- 19 Christmas Party
- 22-31 Holiday Break
- 25 Christmas Day

JANUARY

- 1-2 New Year Break
- 5 Resumption of Class
- 15 8th Monthly Payment
- 19-22 3rd Periodical Exam
- 26 Start of Moving-Up Payments

FEBRUARY

- 13 EELC Hearts day & Teacher's Day
- 13 9th Monthly Payment (Final)
- 17 Chinese New Year (Special Holiday)
- 18-20 4th Long Test
- 21 3rd Grading Cards Day
- 27 Due of Moving-Up Payments

MARCH

- 7 FAMILY DAY
CELEBRATION
- 10-13 Final Exams
- 16-27 Practice/Rehearsal for Moving-up
- 31 Moving-Up Ceremony



**Signal
No. 1** No classes in **Kindergarten**

**Signal
No. 2** No classes in **Elementary** and
High School

**Signal
No. 3** No classes in **ALL LEVELS**
including tertiary level

LGU Discretion in areas where there are no storm signals.