



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

11 AUG 2026

DIVISION MEMORANDUM

No. 627, s.2026

REMINDER TO FOLLOW PROPER DUE PROCESS IN HANDLING BULLYING CASES (DEPED ORDER NO. 6, S. 2026)

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
Public Elementary and Secondary Schools Heads
Section/Unit Heads
All Others Concerned

1. This office reminds all School Heads and Child Protection Committee (CPC) Chairpersons to strictly follow due process when dealing with bullying and student behavior cases under DepEd Order No. 6, s. 2026.
2. Even as DO 6, s. 2026 focuses on helping and guiding students through positive and restorative discipline, every student still has the right to be treated fairly and heard properly.
3. School heads must ensure that whenever a bullying incident is reported, they follow these 3 required steps:

Step 1: Give a Written Notice. Inform the parents/guardians of the involved student in writing about the incident. Do not rely on verbal warnings alone.

Step 2: Give Time to Answer. Give the student and their parents at least three (3) school days to submit a written explanation and share their side during a meeting.

Step 3: Issue a Written Decision. Always put the final decision in writing. The letter must explain what happened, the rule violated, the support or guidance actions to be taken, and how to appeal.

4. Verbal-only punishments or immediate suspensions without written records are strictly prohibited, as these violate DepEd policies and student rights.
5. Copies of the notice and decisions, as well as incident reports, shall be submitted to SGOD LRPO Focal Person and to the Legal Office. Simplified templates are attached here for guidance and reference and can be accessed through: <https://tinyurl.com/LegalTemplateForms>
6. For strict compliance and immediate dissemination.

DEPED VIGAN CITY

11 AUG 2025

VILMA D. EDA, CESO V
Schools Division Superintendent