



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

August 5, 2019

DIVISION MEMORANDUM

No. 488, s. 2019

**TO: OIC-Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Division Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/District In-Charge  
Public Elementary/Secondary School Administrators  
District Public Elementary/Secondary Child Protection Coordinators  
School Public Elementary/Secondary Child Protection Coordinators  
Guidance Counselors  
Others Concerned**

**REPORTING SCHEDULE using GADORS (GAD On-line Reporting System)  
ON CHILD ABUSE, BULLYING, Child-At-Risk (CAR), Child in Conflict with  
the Law (CICL), and Sexual Harassment Cases**

As per July 5, 2019 Orientation and Simulation meeting with the District Child Protection Coordinators regarding the use of GADORS in the submission of Consolidated reports for child abuse, bullying, CAR, CICL and sexual harassment cases, it was agreed that rollout will be done from July 15 to 31, 2019 to the School Child Protection Coordinators.

It was further agreed that starting August 1, 2019, all the dummy data used during the simulation will be wiped out to prepare for the actual use of the Online Reporting System.

With this online reporting, there is a need to update the reporting procedures, as follows:

1. **School Child Protection Coordinators** can input and submit data to the online reporting system on a daily basis as they seem convenient for them. Provided that all data in a quarter had already been entered in the system before the deadline set below.


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Tel. Nos: (035)225-2838 / 225-0687/422-7844 (Division Sup't's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);  
(035)225-8180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section);  
(035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections);  
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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2. **District Child Protection Coordinators shall generate the Consolidated Reports online in 3 quarters based on the School Year and submit the same online to the Division Office. The following are the deadlines which will be followed starting SY 2019-2020 and onwards:**
  - a) **Q1 Report** (June to Aug) – September 15, 2019
  - b) **Q2 Report** (Sept to Dec) – December 15, 2019
  - c) **Q3 Report** (Jan to Mar/Apr) – April 15, 2019
3. It is presumed that data generated within the above deadlines are complete records from the school per quarter.
4. There is **no need to submit hardcopies** of the reports to the Division Office.
5. For information, guidance and strict compliance.

  
**WILFREDA D. BONGALOS, Ph. D. CESO V**  
Schools Division Superintendent  
8/6/19

SAA

Tel. Nos. (035)225-2838 / 225-0687/422-7844 (Division Supt's Office); (035) 225-1822 (CID); (035) 225-1823 (Legal Section); (035)225-6190 (SGOO); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Records Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acc. Budget Section); (035) 422-3921 (Supply Section)