



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OFFICE OF _____
DISTRICT/ CLUSTER _____
SCHOOL _____

ANNEX I: CLASSIFICATION OF OFFENSES AND PENALTIES FOR NON-BULLYING RELATED INCIDENTS

The following are the classification of non-bullying related offenses and their corresponding penalties, within the jurisdiction of the Department of Education, without prejudice to any civil or criminal action:

Offense	Penalty
<u>First Level</u> These acts involve <u>less severe actions that do not pose immediate physical, psychological, or emotional harm</u> but still disrupt the learning environment and these behaviors can often be handled through direct intervention and guidance from teachers/authorities. This level of discipline applies to precursor behaviors or acts that can be classified as “minor offenses” such as, but not limited to: 1. Uttering profanities/swearwords inside the school premises, or through online platforms, or during school sanctioned activities whether inside or outside the school; 2. Sharing fake news or false information that can create confusion or commotion in the school; 3. Disruptive behavior and/or pranks in class or within the school premises or during school-sanctioned activities, whether inside or outside the school; 4. Grabbing other's belongings (e.g., toys, things, food, etc.) inside the classroom, school premises or during school-sanctioned activities whether inside or outside the school; 5. Simple vandalism inside the classroom or school premises, involving damage valued at not more than Php 500.00. Vandalism is marking or damaging school property; 6. Punching, pinching another learner which does not result to physical injuries, inside the classroom, school premises or during school-sanctioned activities; 7. Fighting in class/school premises or during school-sanctioned activities which does not result to physical injuries; 8. Carrying, concealing, liquor, toxic substances, cigarettes/e-cigarettes/vapes, and pornographic materials inside the classroom, school premises or during school-sanctioned activities whether inside or outside the school;	For Learners: 1st offense: Written reprimand and parental notice (through formal communication). 2nd offense: Written reprimand and summon of parents through Call Slip (See Annex K). 3rd offense: Suspension not exceeding five (5) days, with provision of alternative learning modalities. For School Personnel: Any personnel who commits the aforementioned acts shall be subject to appropriate administrative actions and/or sanctions in accordance with the existing rules and regulations of the Department of Education or in the private school, without prejudice to any civil or criminal action.
<u>Second Level</u> These acts are <u>severe or repeated behaviors that go beyond minor offenses</u> which necessitate a formal proceeding	For Learners: 1st offense: Suspension not exceeding five (5)



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intervention by the Learner Formation Officer or other relevant authorities.

This level of discipline applies to behaviors or acts that can be classified as “serious offenses” such as, but not limited to:

1. Stalking inside the classroom, school premises or during school-sanctioned activities whether inside or outside the school;
2. Assaulting or inflicting slight physical injuries to another learner or teacher or school personnel, whether inside or outside the school. Slight physical injuries are those that require medical intervention for 1–9 days;
3. Theft or stealing other's belongings inside the classroom, school premises or during school-sanctioned activities whether inside or outside the school;
4. Intimidating or threatening school personnel or learners whether inside or outside the school. This includes threat or intimidation done electronically or using social media platforms;
5. Gambling or possession of gambling materials inside the classroom, school premises or during school-sanctioned activities whether inside or outside the school;
6. Smoking cigarettes/e-cigarettes/vapes, inside the school premises or during school-sanctioned activities whether inside or outside the school;
7. Serious vandalism inside the classroom or school premises involving damaged valued at more than Php500.00 Vandalism is marking or damaging school property;
8. 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 committed inside the classroom, school premises or school-sanctioned activities whether inside or outside the school.

days, with provision of alternative learning modalities, and referral to the Social Welfare Development Office.

2nd offense:

Non-readmission and referral to the Social Welfare Development Office.

3rd offense:

Exclusion and referral to the Social Welfare Development Office.

For School Personnel:

Any personnel who commits the aforementioned acts shall be subject to appropriate administrative actions and/or sanctions in accordance with the existing rules and regulations of the Department of Education or in the private school, without prejudice to any civil or criminal action.

Third Level

These include more severe or complex situations as these incidents require a higher level of intervention due to their potential impact on learner safety and well-being.

This level of discipline applies to offenses that cannot be resolved at the school level, such as, but not limited to:

1. Joining, organizing and/or recruiting learners to fraternities, sororities, street gangs, and similar organizations;
2. Cheating/dishonesty during class assessment/exams; or

For Learners:

1st offense:

Non-readmission and referral to the appropriate office (e.g. PNP, Social Welfare Development Office).

2nd offense:

Exclusion and referral to the appropriate office (e.g. PNP, Social Welfare Development Office).



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allowing another student to copy one's answer in exams or assigned homework or similar assessment whether for personal reasons, profit or gain (sagot for sale);

3. Making bomb threats/jokes;
4. Inflicting serious physical injuries to another learner or personnel, whether inside or outside the school. Serious physical injuries occur when the victim requires medical intervention for 10 days or more;
5. Use, possession, or sale of prohibited drugs or substances inside the school premises or during school-sanctioned activities whether inside or outside the school;
6. Drinking liquor inside the school or during school-sanctioned activities whether inside or outside the school or coming to the school intoxicated;
7. Acts of lasciviousness, offensive physical or body gestures at someone, and exposing private parts for the sexual gratification of the offender 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 committed inside the classroom, school premises or school-sanctioned activities whether inside or outside the school;
8. Sexual exploitation, sexual assault or rape committed whether inside or outside the school;
9. Carrying and concealing deadly weapons, such as firearms, ammunitions, explosives, bladed/pointed/blunt weapons inside the school premises or during school-sanctioned activities whether inside or outside the school;
10. Homicide or murder committed whether inside or outside the school; Hazing in any form inside or outside the school premises;
11. Uploading and sharing recorded or live videos which degrades, demeans, or shames other learners and school personnel;
12. 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 (online sex for sale).

For School Personnel:

Any personnel who commits the aforementioned acts shall be subject to appropriate administrative actions and/or sanctions in accordance with the existing rules and regulations of the Department of Education or in the private school, without prejudice to any civil or criminal action.