



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
(056)-4215415



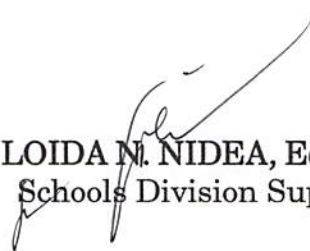
May 16, 2019

DIVISION MEMORANDUM
No. 10, s. 2019

Submission of Reports on Bullying and Child Abuse

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Education Program Supervisors
Public Schools District Supervisors/OIC PSDS
School Heads of Public Elementary and Secondary Schools
Administrators/School Heads of Private Elementary/Secondary Schools

1. DepEd Memorandum No. 59, s. 2015 provides that the submission of accomplished report on incidents of bullying and child abuse shall be within one week after the start of school year.
2. For the purpose of disaggregating data on incidents of bullying and child abuse, Enclosure No. 1A and Enclosure No. 1B, respectively, of DM No. 59, s. 2015 shall be used in the accomplishment and submission of the report.
3. Data covered must be that of school year 2018 – 2019.
4. Accomplished report must be submitted to the Legal Section on or before June 10, 2019.
5. For information, guidance and compliance.


LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent

(To be submitted to the Division Office a week after the start of each school year)

School-Based Report on Incidents of Bullying
School Year _____

School: _____
 Address: _____

Classification: (Private/Public) _____
 Level: (Kindergarten/Elementary/Secondary) _____

Date/ Place of Incident	Nature of Bullying					Victims			Perpetrator			Action Taken	Recommendation	Status (Resolved/Pending/ Referred to other agency)	
	Physical	Social	Gender- Based	Cyber Bullying	Retaliation	NAME	Age	Sex (M/F)	NAME	Age	Sex (M/F)				

Note: Bullying is perpetrated by a student against another student which may be:

- Physical – unwanted physical contact (punching, shoving, pushing, kicking, slapping, tickling, headlocks etc.)
- Social – refers to any deliberate, repetitive and aggressive social behavior intended to hurt or belittle an individual (name-calling, cursing, labelling, etc.)
- Gender-Based – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity
- Cyber Bullying – any bullying done through the use of technology or any electronic means (texting, email, chatting, online games etc.)

Reviewed and Conformed by: _____
 Name and Designation

Date: _____

Prepared by: _____
 Name/Designation

Date: _____

(To be submitted to the Division Office one (1) week after the opening of every school year)

School-Based Report on Incidents of Child Abuse
School Year _____

School: _____
 Address: _____

Classification: (Private/Public) _____
 Level: (Kindergarten/Elementary/Secondary) _____

Date of Incident	Nature of Abuse			Victims			Perpetrators			Relationship to the Victim	Action Taken	Status (Resolved/Pending/ Referred to other agency)
	Physical	Sexual	Verbal/ Psychological	NAME (Last Name, First Name, M.I.)	Age	Sex (M/F)	NAME (Last Name, First Name, M.I.)	Age	Sex (M/F)			
Total												

- Note
- ❖ Child Abuse refers to the maltreatment of a child, whether habitual or not, which includes any of the following:
 - Physical – refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazardous to their physical well-being;
 - Sexual – refers to acts that are sexual in nature such as rape, sexual harassment, sexually demeaning remarks, forcing children to watch obscene publications or shows etc.; and
 - Psychological – refers to acts or omissions causing or likely to cause mental or emotional suffering to the child which include intimidation, harassment, stalking, public ridicule, threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.
 - ❖ Relationship to the Victim refers to relatives (father, mother, cousin etc.) or school personnel (teachers and non-teaching staff)
 - ❖ No amicable settlement for any acts of child abuse

Reviewed and Conformed by: _____
 Name and Designation

Date: _____

Prepared by: _____
 Name/Designation

Date: _____