



Republic of the Philippines
Negros Island Region
DIVISION OF SAGAY CITY
Quezon St., Poblacion 1, Sagay City, Negros Occ.
Tel. No. (034) 488-0215/0216



July 1, 2019

DIVISION MEMORANDUM

No. 213 s. 2019

**SUBMISSION OF SCHOOL REPORT ON INCIDENTS OF BULLYING
AND CHILD ABUSE – SECOND QUARTER, 2019**

TO:

Division Chiefs
EPSs
PSDSs of Districts 1-10
School Heads of Public and **Private** Elementary and **Private** Secondary Schools
(Junior & Senior)

1. This is to officially remind all public and private schools through the respective PSDSs and School Heads that **Quarter 2 Reports of Bullying and Abuse Incidents** are highly needed by our Division for consolidation on or before the 2nd Week of July, 2019.
2. Course your report through our **Record Section** for appropriate recording and logging. It is also emphasized that even a **zero incident** report must be submitted for a proof of reporting.
3. Attached hereto are the templates for your ready reference.
4. Immediate dissemination and strict compliance with this memorandum is desired.

MARSETTE D. SABBALUCA, CESO VI

Schools Division Superintendent


SUZETTA C. ESCOLTA
Administrative Officer V
In-Charge of the Division

As: Stated

Reference: RA 7610, "Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act of 2003" & D.O. No. 40, s.2012, Child Protection Policy

Allotment:

To be indicated in the Perpetual Index in the following subjects
POLICY/ACT/RULES & REGULATION

DIVISION OF SAGAY CITY

Case Form 2 CHILD ABUSE

District: _____

REPORT ON CASES OF ABUSE, VIOLENCE, EXPLOITATION, DISCRIMINATION, BULLYING OR PEER ABUSE AND OTHER RELATED OFFENSES

AS OF DECEMBER 31, 2017

NATURE OF ABUSE			Name of Victim	Age	Sex	Name of Person Complained of /Position or relation to victim	Age	Sex	Actions Taken	Recommendation	Status (Resolved/pending/Referred to other Agencies)
Physical	Sexual	Verbal/Psychological									

Submitted by: _____

Signature Over Printed Name _____

School Head (Designation) _____

Noted:

_____ PSDS

Republic of the Philippines
 Department of Education
 Region VI-Western Visayas
DIVISION OF SAGAY CITY

Form 1 BULLYING

Report on Cases of Abuse, Violence, Exploitation, Discrimination, Bullying or Peer Abuse and Other Related Offenses
 AS OF DECEMBER 31, 2017

District: _____

School: _____

Date/Place of Incident	Nature of Bullying				Name of Victim	Age	Sex	Name of Perpetrator /Position or relation to victim	Age	Sex	Actions Taken	Recommendation	Status
	Physical	Social	Gender-based	Cyberbullying									

Submitted by: _____

Signature Over Printed Name _____

Position/Designation _____

Noted:

 School Head

 PSDS

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 Department of Education
 Region VI-Western Visayas