



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

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

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Division Memorandum  
No. 232, s. 2018

April 20, 2018



**Template for School-Based Report on Incidents of Child Abuse and Bullying**

**TO :** Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Division Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads

For uniformity and consistency, kindly use the template subject of this Memo for School-Based Report on Incidents of Child Abuse and Bullying.

This is in compliance with the Division Clearance for public elementary and secondary school administrators and public schools district supervisors or district-in-charge requiring for list of cases and/or complaints filed.

For compliance.

for:   
**WILFREDA D. BONGALOS, Ph. D. CESO V**  
Schools Division Superintendent  
Division of Negros Oriental 

SAA

23 APR 2018  
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Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's 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 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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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

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.)

Prepared by: \_\_\_\_\_  
Signature over Printed Name and Designation

Date: \_\_\_\_\_

Reviewed and Conformed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over Printed Name and Designation

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**School-Based Report on Incidents of Child Abuse and Bullying**  
**School Year: \_\_\_\_\_**

School: \_\_\_\_\_  
 Address: \_\_\_\_\_

Classification: (Private/Public) \_\_\_\_\_  
 Level: (Kindergarten/Elementary, Secondary) \_\_\_\_\_

Date/ Place of Inci- dent	Nature of Abuse			Nature of Bullying					Victims		Perpetra- tors		Relati- onship to the Victim	Action Taken	Status (Resolved/Pe- nding/Referr- ed to other agency)
	Physi- cal	Sexual	Verbal/ Psychol- ogical	Physical	Social	Gender -Based	Cyber	Retaliati- on	Age	Sex (M /F)	Age	Sex (M /F)			
<b>TOTAL</b>															

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 (035) 225-7012 (Educ. Facilities Section); (035) 225-1840 & (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)