



*Department of Education*  
**Region V**

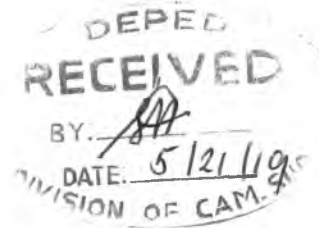
DIVISION OF CAMARINES SUR

*Freedom Sports Complex, San Jose, Pili, Camarines Sur*



**DIVISION MEMORANDUM**

**NO. 169 S. 2019**



To: **PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC AND PRIVATE ELEMENTARY AND  
SECONDARY SCHOOL HEADS  
ALL CONCERNED**

From:   
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

Subject: **SUBMISSION OF PUBLIC AND PRIVATE SCHOOLS ANTI-BULLYING POLICIES AND SCHOOL REPORTS ON BULLYING INCIDENTS AND CASES**

Date: 21 May 2019

1. Relative to the Regional Unnumbered Memorandum dated 8 February 2019, this Office is set to submit the following:
  - a. A **hard copy of child protection or anti-bullying policies** received by the Division Offices from public and private schools as required under Section 3 of RA 10627 and Rule VI Section 8.4 (A) of its IRR; and
  - b. Latest consolidated Division Reports containing the summary of **incidental reports and cases on bullying submitted by schools** to the Division Officers within the Region as required under Section 5 of RA 10627 and Rule VI Section 8.3 (C) of its IRR.
2. Public and private schools, both elementary and secondary, are instructed to submit the Anti-Bullying Policies and Consolidated School Reports on Bullying **on or before May 30, 2019 to Mr. Salvador T. Pelingon, OIC** Legal Officer of Schools Division Office of Camarines Sur.
3. Enclosed to this Memorandum is the template to be used for the submission of reports on incidents of bullying.
4. For information and strict compliance.

**SDO CAMARINES SUR: CARING, ENGAGING, SERVING WITH UNITED HEART**

(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: \_\_\_\_\_ Classification: (Private/Public) \_\_\_\_\_  
Address: \_\_\_\_\_ 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: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
Name and Designation Name/Designation  
Date: \_\_\_\_\_ Date: \_\_\_\_\_