




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



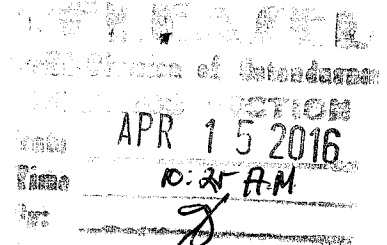
**MEMORANDUM**

**TO :** Chief EPS (CID/SGOD)  
Education Program Supervisor  
Public Schools District Supervisor  
Elementary/Secondary School Heads

**FROM :**   
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent

**SUBJECT :** Annual Accomplishment Report on National Drug Education Program (NDEP); Incidents of Bullying; Incidents of Child Abuse for SY 2015-2016

**DATE :** April 15, 2016



This office requires the submission of the following reports using the attached form which should be consolidated by district, to wit:

- a. Annual Accomplishment Report on National Drug Education Program (NDEP)
- b. School-Based Report on Incidents of Bullying
- c. School-Based Report on Incidents of Child Abuse

Confidentiality of this reports, if needed, should be maintained.

Deadline for the submission of the said reports shall be on **April 26, 2016** c/o **Mrs. Rosa T. Tusi, EPS (GVES)**

For immediate dissemination and compliance.



Dangerous Drugs Board  
Civic Awareness Committee  
Accomplishment Report

NDEP Report

Date \_\_\_\_\_

Date	Programs / Projects		Person / Office Responsible	Beneficiaries	Resources Used	Lead & Partner Agency	Challenges	Recommendations Remarks
	Activity	Venue						

Submitted by: \_\_\_\_\_

School/Division/Region \_\_\_\_\_

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 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, labeling, 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: \_\_\_\_\_

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

Name and Designation \_\_\_\_\_ Name/Designation \_\_\_\_\_

**DISTRICT Consolidated Report on Incidents of Bullying**  
 School Year \_\_\_\_\_

Division: \_\_\_\_\_

Total Number of Public Schools: \_\_\_\_\_ Total Number of Private Schools: \_\_\_\_\_  
 Elementary: \_\_\_\_\_ Elementary: \_\_\_\_\_  
 Secondary: \_\_\_\_\_ Secondary: \_\_\_\_\_  
 Total: \_\_\_\_\_ Total: \_\_\_\_\_

School	Nature of Bullying					No. Of Bullying Incidents		
	Physical	Social	Gender-Based	Cyber Bullying	Retaliation	Total No. of Male Victims	Total No. of Female Victims	Total
<b>I. Public</b>								
<b>A. Elementary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>B. Secondary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>II. Private</b>								
<b>A. Kindergarten</b>								
1.								
<b>Sub-Total</b>								
<b>B. Elementary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>C. Secondary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>Total</b>								

- Note: Bullying is perpetrated by a student against another student which may be:
- Physical -- unwanted physical contact (punching, shoving, pushing, kicking, stepping, 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: \_\_\_\_\_  
 Name and Designation  
 \_\_\_\_\_  
 Date

Reviewed and Confirmed by:  
 \_\_\_\_\_  
 Name/Designation  
 \_\_\_\_\_  
 Date



(To be submitted to the Regional Office on or before June 30)

## DISTRICT Consolidated Report on Incidents of Child Abuse

### School Year \_\_\_\_\_

Division: \_\_\_\_\_

Total Number of Public Schools: \_\_\_\_\_ Total Number of Private Schools: \_\_\_\_\_  
 Elementary: \_\_\_\_\_ Elementary: \_\_\_\_\_  
 Secondary: \_\_\_\_\_ Secondary: \_\_\_\_\_  
 Total: \_\_\_\_\_ Total: \_\_\_\_\_

Name of School	Nature of Abuse			No. Of Incidents of Child Abuse				
	Physical	Sexual	Verbal/ Psychological	Total No. of Male Victims	Total No. of Female Victims	Perpetrators		Total
						Relatives	School Personnel	
<b>I. Public</b>								
<b>A. Elementary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>B. Secondary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>II. Private</b>								
<b>A. Kindergarten</b>								
1.								
<b>Sub-Total</b>								
<b>B. Elementary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>C. Secondary</b>								
1.								
2.								
<b>Sub-Total</b>								
<b>Total</b>								

**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 being;
  - Sexual – refers to acts that are sexual in nature such as rape, sexual harassment, sexually demeaning remarks, obscene publications or shows etc.; and
  - Psychological – refers to acts or omissions causing or likely to cause mental or emotional suffering to harassment, stalking, public ridicule, threat of deduction from grade or merit as a form of punishment
- ❖ Relationship to the Victim refers to relatives (father, mother, cousin etc.) or school personnel (teachers and
- ❖ No amicable settlement for any acts of child abuse

Reviewed and Confirmed by:

\_\_\_\_\_  
Name/Designation

\_\_\_\_\_  
Date

Prepare:

\_\_\_\_\_  
Name/Designation

\_\_\_\_\_  
Date

Annex "A"

**Report of cases of abuse, violence, exploitation, discrimination, bullying or peer abuse and other related offenses**

School/Division/Region : \_\_\_\_\_  
Period Covered : \_\_\_\_\_  
Person Submitting Report: \_\_\_\_\_

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

VICTIMS			RESPONDENTS				RECOMMENDATIONS
NAME	AGE	SEX (M or F)	NAME	AGE (M or F)	NATURE OF COMPLAINT	ACTIONS TAKEN	

*Handwritten mark*