



SAMPLE TEMPLATE FOR COMPLAINT

	Republic of the Philippines Department of Education Region III SCHOOLS DIVISION OFFICE OF OLONGAPO CITY	Document Code: _____ Revision: _____ Effectivity date: _____
	COMPLAINT FORM	Name of Office: Legal Services Unit


Date of Filing (*Petsa kailan itinile*): _____

COMPLAINANT (<i>Nagrereklamo</i>)			
NAME (Pangalan): M.I. (Inisyal ng Panggitnang Apelyido); SURNAME (Apelyido)			
SEX / GENDER (Kasarian)	CIVIL STATUS (Kasal/Single)	AGE (Edad)	INTERNET CONTACT (E-mail; o Facebook Account name; o Viber) / CELPHONE NO. / o LANDLINE
ADDRESS (Bahay; Kalye)	SUBD. / BRGY.	TOWN/CITY (Bayan/Lungsod)	PROVINCE (Lalawigan)
VICTIM'S INFORMATION (<i>Biktima</i>) [Kung may biktima, maliban sa nagrereklamo]			
NAME (Pangalan): M.I. (Inisyal ng Panggitnang Apelyido); SURNAME (Apelyido)			
NAME OF SCHOOL (Ngalan ng Paaralan)	ADDRESS OF SCHOOL (Lokasyon ng Paaralan)	GRADE/YEAR (Antas)	AGE (Gulang)
RELATIONSHIP TO COMPLAINANT (<i>Relasyon sa Nagrereklamo</i>) (Pakilagyan ng Check (✓) ang angkop na sagot)	<input type="checkbox"/> 1) Father (Ama) <input type="checkbox"/> 2) Mother (Ina)	<input type="checkbox"/> 3) Others (Iba pang relasyon) _____	
RESPONDENT'S INFORMATION (<i>Inirereklamo</i>)			
NAME (Pangalan); Middle Initial (Inisyal ng Panggitnang Apelyido); SURNAME (Apelyido)			
In case there are more than one respondent, please indicate details in the table (Kung higit sa isa ang ini-rereklamo, isulat sa ibaba ang kailangang detalye)			
Position (Katungkulan)	SCHOOL OR OFFICE CONNECTED (Paaralan o Opisina konektado)	School or Office Address (Lokasyon ng Paaralan o Opisina)	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	
5.	5.	5.	
ACCOUNT OF INCIDENT / MATTER COMPLAINED (<i>Kwento tungkol sa Ini-rereklamang Insidente</i>)			
1. Basic details of Complaint (<i>Pangunahing detalye</i>):			
Date/s of Incident (<i>Petsa/Mga petsa Kailan nangyari ang ini-rereklamo</i>)	Specific Time or Span of Time of Incident (<i>ORAS/Mga ORAS naganap ang insidenteng inirereklamo</i>)	Place of Incident (<i>Saan nangyari ang inirereklamo</i>)	
2. Evidence for Complaint (<i>Ebidensya</i>):			
Do you have Witness/es to the matter complained of? (<i>Meron bang Naka-saksi/nakakita sa bagay na inirereklamo?</i>)		Do you have supporting documents? (<i>Meron ka bang pansuportang dokumento?</i>)	
Pakilagyan ng Check (✓) ang angkop na sagot ___ Yes. ___ None.		___ Yes. ___ None.	
Witness Name (<i>Pangalan ng Witness</i>)	Witness Address/Office (<i>Address o Opisina ng Witness</i>)	Celphone Number / Landline	LIST OF DOCUMENTS REGARDING THE COMPLAINT (Listahan ng dokumento tungkol sa reklamo)
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.

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<p>NARRATIVE OF COMPLAINT/INCIDENT (Kwento tungkol sa Reklamo / Pangyayari) (Please use/ask for another paper if the space provided is not enough) / (Gumamit/humingi ng isa pang papel kung hindi kasya sa pahinang ito)</p>
Empty space for narrative

PRINTED NAME/s OF COMPLAINANT/s AND SIGNATURE/s
 [ISULAT ANG PANGALAN AT PIRMAHAN SA IBABAW NG PANGALAN]

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VERIFICATION AND CERTIFICATION OF NON-FORUM SHOPPING

(PAGPAPATOTOO SA REKLAMO AT SA WALA NG IBANG INIHAIN NA REKLAMO)

I/We (Ako/Kami), _____,
 Filipino, of legal age (may hustong edad) and with address (at may address na) _____, after having been

duly sworn in accordance with law, hereby depose and state (matapos manumpa ayon sa batas, ay nagpapatotoo at nagsasaad na), THAT:

1. I / we am / are the complainant/s in the above-complaint;
(Ako / Kami ay ang / mga nagreklamo sa reklamong ito)
2. I / we have caused the preparation of the foregoing complaint;
(Ako / Kami ay ang / mga gumawa ng mga salaysay patungkol sa reklamong ito)
3. I / we have read the contents thereof;
(Ako / Kami ay nabasa ang mga nilalaman ng aking / aming reklamo)
4. All the allegations therein are true and correct of my own / our personal knowledge and/or based on authentic documents;
(Lahat ng mga nakasaad dito ay totoo at tama mula sa aking / aming personal na kaalaman at/o base sa mga awtentikong dokumento)
5. I / we hereby certify that I have not commenced a complaint/action involving similar issues before the Supreme Court or any of its Divisions; before the Court of Appeals or any Division thereof, before the Regional Trial Courts, Municipal Trial Courts or any other agency of the Government. Should learn about the pendency of similar action, I shall inform the Honorable Office within five days from knowledge thereof. (Ako / Kami ay nagpapatotoo na hindi ako nagreklamo/kaso tungkol sa parehong issue sa Supreme Court o anumang division nito; o sa Court of Appeals o anumang division nito; sa Regional Trial Courts, Municipal Trial Courts o anumang ahensya ng gobyerno. Kung may malaman man akong tungkol sa nakahain na parehong reklamo/kaso, ipagbibigay alam ko ito sa Kagalang-galang na Opisina ng ito sa loob ng limang araw mula sa pagka-alam ko nito)

IN WITNESS WHEREOF, I/We have signed this ____ day of _____, 20____, at _____
 (Bilang patunay, ako/kami ay lumalagda nitong ika ____ ng _____, 20____, dito sa _____)

 Signature over Printed Name
 (Pirma sa ibabaw ng Pangalan)

 Signature over Printed Name
 (Pirma sa ibabaw ng Pangalan)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____, by affiant/s who personally appeared before me, exhibiting his/her/their _____ as competent evidence of her identity. (NILAGDAAN AT SINUMPAAN sa harap ko ngayong _____ araw ng 20____, matapos na ipakita ng nagsasalaysay ang kanyang "ID" na ebidensya ng kanyang identidad)

Doc. No. (Dok. Blg.) _____;
 Page No. (Pahina Blg.) _____;
 Book No. Doc. No. (Libro Blg.) _____;
 Series of 20____ (Serye ng 20____).