



Student Discipline Formation Office

### COMPLAINT/INCIDENT REPORT FORM

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

Name of COMPLAINANT: \_\_\_\_\_  
Office/Designation: \_\_\_\_\_ (or)  
College/Degree Program/ID Number \_\_\_\_\_

Recommended DISCIPLINE CASE CLASSIFICATION: \_\_\_\_\_

Name/s of STUDENT-RESPONDENT/S: \_\_\_\_\_  
Office/Designation: \_\_\_\_\_ (or)  
College/Degree Program/ID Number: \_\_\_\_\_

Summary of events: You may use extra sheet if necessary. (Maaring gumamit ng karagdagang papel kung kinakailangan.)

\*\*\*\*\*  
What prompted you to come to the Student Discipline Formation Office (SDFO) and report a violation or an incident? [Ano ang dahilan at ikaw/kayo ay nagpunta sa Student Discipline Formation Office (SDFO) upang magbigay ng impormasyon tungkol sa isang paglabag/pangyayari?]

\_\_\_\_\_  
\_\_\_\_\_

Please accurately describe in detail what was the nature of the alleged violation/incident? (Maaari mo bang ilarawan ng wasto at detalyado kung ano ang uri ng nasabing paglabag/pangyayari?)

\_\_\_\_\_  
\_\_\_\_\_

Who was/were the person/s allegedly involved in the violation/incident? (Sino or Sinu-sino ang mga taong diumano ay sangkot sa nasabing paglabag/pangyayari?)

\_\_\_\_\_  
\_\_\_\_\_

When (Date and Time) did the violation/incident happen? (Kailan at mga anong oras naganap ang nasabing paglabag/pangyayari?)

\_\_\_\_\_  
\_\_\_\_\_

Where did the violation/incident happen? (Saan naganap ang nasabing paglabag/pangyayari?)

\_\_\_\_\_  
\_\_\_\_\_

Please summarize how and why did the violation/incident happen? (Pakisalaysay kung paano at bakit naganap ang nasabing paglabag/pangyayari?)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any other things to say about this alleged violation/incident (Prayer)? [Mayroon ka pa bang nais sabihin o iparating tungkol sa nasabing paglabag/pangyayari (Panalangin)?]

\_\_\_\_\_  
\_\_\_\_\_

Please attach EVIDENCE (e.g. written statements, pictures, etc.) if there is any. [Pakilakip / Pakisama ang anumang EBIDENSIYA (kasulatan, mga larawan, at iba pa) kaugnay ng nasabing paglabag/ pangyayari.]

\*\*\*\*\*

I/We hereby undertake to fully cooperate with the Student Discipline Formation Office (SDFO) during the preliminary investigation and hearing of the above discipline case and I am/We are fully aware that once filed with the SDFO, this complaint cannot be withdrawn without the consent of the SDFO Director, University Legal Counsel, the University Panel for Case Conference, and /or the Student Discipline Formation Board depending on whatever stage the case may be.

The information you provided will be used and will be shared with the University authorities in the investigation of the case and I/we shall keep all information and communication regarding this case and the processes taken strictly private and confidential. That any unauthorized disclosure shall be dealt with as a violation of University Policies and be dealt with as a separate discipline or administrative case against me/us.

(Ako/Kami ay nangangakong ibibigay ang buong kooperasyon sa Student Discipline Formation Office (SDFO) sa pangunang imbestigasyon at sa mga pagdinig ng nasabing kaso at batid ko/namin na kapag ang kaukulang kaso ay naisampa na sa SDFO, hindi na ito maaaring iatras/bawiin ng walang pahintulot ng Direktor ng SDFO, University Legal Counsel, ng University Panel for Case Conference, at/ng Student Discipline Formation Board depende sa kung nasaang bahagi na ito ng kaso.)

Ang mga ibinigay mong impormasyon ay gagamitin at ibabahagi sa mga awtoridad ng Pamantasan sa imbestigasyon ng nasabing kaso at pananatilihin ko naman na maging pribado at kumpidensyal ang lahat ng mga impormasyon o paguusap na may kaugnayan sa kaso at imbestigasyon na ito. Kung napatunayan man na ako/kami ay lumabag nito, tinatanggap naming sumailalim sa nakatakdang proseso ukol sa paglabag ng mga palatuntunin ng Unibersidad, kasama rito ang Discipline Case na naayon dito.

Signature of COMPLAINANT

Signature over Printed Name of Attending DISCIPLINE OFFICER

Signed in the presence of the attending discipline officer  
University Witness' Valid government-issued ID No. \_\_\_\_\_  
Venue and Date of Issuance/Expiry: \_\_\_\_\_