



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

October 11, 2023

REGIONAL MEMORANDUM

No. **1110**, s. 2023

**ENHANCEMENT OF THE FUNCTIONALITY OF THE CHILD
 PROTECTION COMMITTEES**

To: Schools Division Superintendents
 All Others Concerned

1. Pursuant to the goals of the Learner Rights and Protection Office (LRPO), which is to ensure that all the learners in the Philippines are protected from different forms of violence, exploitation, discrimination, bullying, and other forms of abuse in schools where their right to quality and inclusive education are respected, protected, promoted, and fulfilled, this Region, through the Education Support Services Division (ESSD)- Special Programs and Projects Section (SPPS) is strengthening the functionality of all child protection committees (CPCs) in consonance with DepEd Order No. 40, s. 2022 or the "Child Protection Policy" through a Capability Building Program on November 6-10, 2023. The venue shall be announced in an advisory.

2. This activity is aimed to:
- empower CPCs to perform the functions as laid out in DepEd Order No. 40, s. 2012;
 - strengthen the CPC's hold in its crucial role in maintaining the protection of learners;
 - revisit the functionality of CPC, which requires the fulfillment of the following indicators such as organization & coordination, policies & guidelines, capacities & resources, service delivery, accountability and performance; and
 - plan out ways to advocate the Learners' Telesafe Contact Center Helpline.

3. There are 110 participants to this activity, specified as follows:

Regional

- 1 RD
- 1 ARD
- 1 ESSD Chief
- 1 Regional Child Protection Coordinator
- 1 Legal Officer (Class A)
- 1 personnel from the Legal Unit (Class B)
- 2 TWGs (ESSD Staff) for Class A
- 2 TWGs (ESSD Staff) for Class B
- 2 Personnel from the School Health Section to address any health concern of the participants
- 2 ORD Staff



Address: Government Center, Candahug, Palo, Leyte

Telephone Nos.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

14 Regional Participants	
Class A	Class B
7 Division Learner Rights and Protection Coordinators; 7 Legal Officers from the SDO; and 30 School Heads/Guidance Counselors from the Schools Division Offices of: <ul style="list-style-type: none"> • Baybay City • Biliran • Borongan City • Calbayog City • Catbalogan City • Eastern Samar • Leyte 	6 Division Learner Rights and Protection Coordinators 6 Legal Officers from the SDO; and 32 School Heads/Guidance Counselors from the Schools Division Offices of: <ul style="list-style-type: none"> • Maasin City • Northern Samar • Ormoc City • Samar • Southern Leyte • Tacloban City
86 Division Participants	
5 Resource Persons	5 Resource Persons

4. All the participants shall be provided for with meals, accommodations, and advocacy shirts charged to **OSEC-8-23-2879, dated 21-June-2023**, while their transportation, per diem, and other allowable expenses shall be charged to their respective Local Fund/MOOE/ESF, subject to the usual government accounting and auditing procedures.

5. Accommodation shall start on Day 0, November 6, 2023 and check out time shall be lunch time of Day 4, November 10, 2023. Meal provision shall be as follows:

Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
Day 0, November 6				/	/
Day 1, November 7	/	/	/	/	/
Day 2, November 8	/	/	/	/	/
Day 3, November 9	/	/	/	/	/
Day 4, November 10	/	/	/		

6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

CPC LRPO CAPACITY BUILDING
 ESSD-SPPS-EAD



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Annex 1

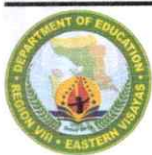
TRAINING MATRIX
Class A

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4
8:00-9:00 AM		A. Pambansang Awit B. Prayer C. RO8 Hymn D. Quality Policy E. Welcome Remarks F. Inspirational Message G. Keynote Address H. Message of Challenge I. Introduction of Participants	Management of Learning		
9:00-10:00 AM		A. House Rules B. Levelling of Expectations	Child Protection Policy under D.O. 40, s. 2012	Orientation on RA 11313 or the Safe Spaces Act	Group Simulation Activity/Role Playing: Main Question: Reenacting what participants have learned in the training workshop through a group simulation activity of sample learner protection cases or role playing exercise. Presentation of Group Activity
10:00-11:00 AM		Objective Setting		Dealing with Sexual Abuse	Evaluation
11:00-12:00 NN		Introduction to Learner Rights and Protection	The Anti-Bullying Policy under D.O. 55, s. 2013		CLOSING CEREMONY A. Awarding of Certificates B. Response from the Participants C. Closing Remarks Closing Prayer
12:00-1:00 PM		LUNCH			
		<i>Note: After lunch, break-out sessions. Batch 2 will move to another venue</i>			



DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

1:00-2:00 PM	Arrival of Participants	Understanding Rights and Protection of Learners	Guidelines and Procedures on the Management of Child-at- Risk (CAR) and Children in Conflict with the Law (CICL)	Case Management Protocols (D.O. 40, s. 2012, D.O. 55, s. 2013, and D.O. 18, s. 2015)	
2:00-3:00 PM	<ul style="list-style-type: none"> • Final Meeting with the TWG • Orientation with the Program Management Team (PMT) 	Proper Handling of the Learner and Protection Data and Procedures in Handling LRP Concerns		Guide to DepEd Template Forms (D.O. 40, s. 2012, D.O. 55, s. 2013, and D.O. 18, s. 2015)	
3:00-4:00 PM			Social Behavioral Change (SBC) Strategies for Learner Protection Campaign	Group Simulation Activity/Role Playing: Main Question: Reenacting what	
4:00-5:00 PM			CPC Functionality Assessment Tool	participants have learned in the training workshop through a group simulation activity of sample learner protection cases or role-playing exercise. Presentation of Group Activity	
5:00-7:00 PM			D I N N E R		



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TRAINING MATRIX

Class B

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4	
8:00-9:00 AM		J. Pambansang Awit K. Prayer L. RO8 Hymn M. Quality Policy N. Welcome Remarks O. Inspirational Message P. Keynote Address Q. Message of Challenge R. Introduction of Participants	Management of Learning			
9:00-10:00 AM		C. House Rules D. Levelling of Expectations	Proper Handling of the Learner and Protection Data and Procedures in Handling LRP Concerns	Guidelines and Procedures on the Management of Child-at-Risk (CAR) and Children in Conflict with the Law (CICL)	Group Simulation Activity/Role Playing: Main Question: Reenacting what participants have learned in the training workshop through a group simulation activity of sample learner protection cases or role playing exercise. Presentation of Group Activity	
10:00-11:00 AM		Objective Setting				Evaluation
11:00-12:00 NN		Understanding Rights and Protection of Learners				Dealing with Sexual Abuse
12:00-1:00 PM		LUNCH				
		<i>Note: After lunch, break-out sessions. Batch 2 will move to another venue</i>				



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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

1:00-2:00 PM	Arrival of Participants • Final Meeting with the TWG • Orientation with the Program Management Team (PMT)	Introduction to Learner Rights and Protection	Orientation on RA 11313 or the Safe Spaces Act	CPC Functionality Assessment Tool	
2:00-3:00 PM		Child Protection Policy under D.O. 40, s. 2012	The Anti- Bullying Policy under D.O. 55, s. 2013	Group Simulation Activity/Role Playing: Main Question: Reenacting what participants have learned in the training workshop through a group simulation activity of sample learner protection cases or role- playing exercise. Presentation of Group Activity	
3:00-4:00 PM					Guide to DepEd Template Forms (D.O. 40, s. 2012, D.O. 55, s. 2013, and D.O. 18, s. 2015)
4:00-5:00 PM			Social Behavioral Change (SBC) Strategies for Learner Protection Campaign	Case Management Protocols (D.O. 40, s. 2012, D.O. 55, s. 2013, and D.O. 18, s. 2015)	
5:00-7:00 PM	D I N N E R				



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Republic of the Philippines
Department of Education


OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

OUOPS No. 2023-07-5183

MEMORANDUM

TO : **All Regional Directors**
All Schools Division Superintendents
All others concerned

FROM : **ANNALYN M. SEVILLA**
Undersecretary for Finance


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR THE CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY AND LEARNER RIGHTS AND PROTECTION EVENTS**

DATE : May 15, 2023

I. Rationale and Objectives

1. Pursuant to the goal of the Learner Rights and Protection Office (LRPO) which is to ensure that all the learners in the Philippines are protected from different forms of violence, exploitation, discrimination, bullying, and other forms of abuse in schools where their right to quality and inclusive education are respected, protected, promoted, and fulfilled., the Department of Education (DepEd) is strengthening the functionality of all child protection committees (CPCs) in consonance with DepEd Order No. 40, s. 2012 or the "Child Protection Policy."

2. The CPCs are empowered to perform the following functions as laid out in DepEd order No. 40, s. 2012, to wit:

- a. Draft a school child protection policy with a code of conduct and a plan to ensure child protection and safety, which shall be reviewed every three (3) years;
- b. Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse;
- c. Develop and implement a school-based referral and monitoring system;
- d. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
- e. Identify, refer and, if appropriate, report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination and bullying;
- f. Give assistance to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions;
- g. Coordinate closely with the Women and Child Protection Desks of the Philippine National Police (PNP), the Local Social Welfare and Development Office (LSWDO), other government agencies, and non-governmental organizations (NGOs), as may be appropriate;
- h. Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child; and
- i. Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their welfare.

3. With the identified functions, the CPCs hold a crucial role in maintaining the protection of learners. Ergo, the functionality of CPCs requires the fulfillment of the following indicators: organization and coordination, policies and guidelines, capacities and resources, service delivery, and accountability and performance. The following sub-indicators are the specific expectations under each indicator:

- a. Organization and Coordination
 - a.1. Establishment or reorganization of CPC
 - a.2. Coordination mechanism
- b. Policies and Guidelines
 - b.1. Child Protection Policy and Operational Guidelines

- c. Capacities and Resources
 - c.1. Orientation/Capacity building activities for the CPC
 - c.2. Budget allocation for CPC operations and its financial sustainability
 - d. Service Delivery
 - d.1. Prevention programs (information dissemination and other promotional activities on child protection)
 - d.2. Existence of quick response system for child protection
 - d.3. Referral system, case management, and monitoring and documentation of cases
 - d.4. Proactive identification and reporting of violence against children (VAC) cases for early detection
 - e. Accountability and Performance
 - e.1. Availability and accessibility of statistical report on cases handled
 - e.2. Child participation in CPC planning, implementation, and evaluation
 - e.3. CPC monitoring and evaluation
4. In support of meeting the allotted budget for the functionality of CPCs under the "Child Protection Program" as laid out in the General Appropriations Act of 2023, there is a need to allocate fund support to the field offices in order to strengthen the CPCs in schools. The conduct of the the activities in this PSF is aligned with the Special Provisions of Republic Act No. 11936 or the "General Appropriations Acts for F.Y. 2023" for the Child Protection Program, which provides that ten million pesos (Php 10,000,000.00) shall be used "to support the operations of the DepEd CPU, such as planning and strategizing, and program development in implementing the child protection policy, among the child protection committees in the regions, divisions and schools; and four million five hundred thousand pesos (PhP 4,500,000.00) shall be used "for strengthening of the child protection committees (CPC) in schools...to ensure the functionality in addressing the increasing cases of abuses and violence against children, including online abuses, through the development and dissemination of informational materials such as, but not limited to, manuals, guidelines, and briefers.
5. Based on the identified needs in the reentry plans of the Regional Offices (ROs) submitted by the learner rights and protection (LRP) focal persons during the conduct of Child Protection Specialization (CPS) Course in December 2022 and January 2023, Program Support Funds shall be allocated to support the Regional Offices (ROs) in their child protection program or learner rights and protection (LRP) program to ensure that CPCs are functional.

II. Scope

6. These guidelines shall provide the rules, receipt, utilization, monitoring, and reporting of the Program Support Funds for child protection program or learner rights and protection (LRP) program implementation at the level of the ROs for Calendar Year 2023. Said PSF may be further downloaded to the Schools Division Offices (SDOs) as may deemed necessary by the Regional Offices.

III. Policy Statement

7. This Memorandum issues the guidelines for the release, receipt, utilization, and monitoring and reporting of the LRP Program Support Funds (PSF) for Calendar Year 2023 which shall be downloaded from DepEd-Central Office to its Regional Offices, which may be further downloaded to the Schools Division Offices, as may be deemed necessary, to ensure that the delivery and implementation of strengthening the functionality of CPCs in schools.
8. These guidelines shall be used by the Regional Offices to ensure that CPC structures become functional and the fund utilization is strategically, efficiently, and effectively managed.

IV. Procedure

A. Allocation of Program Support Funds

9. All Regional Offices shall receive the Program Support Funds (PSF) as indicated in **Enclosure No. 1** and **Enclosure No. 2**. The budget breakdown is determined by DepEd LRPO allocated budget for the Child Protection Program, as reflected in the General Appropriations Act of 2023, approved eligible activities, and allowable expenses.

Further, the PSF allocated per RO shall be based on the budget proposal of LRP-related programs and activities submitted by the child protection or LRP regional focal persons.

The PSF may be further downloaded to the Schools Division Offices by the Regional Offices as may be deemed necessary by the child protection or LRP regional focal persons, provided such downloading is duly approved by the Regional Director.

10. The Program Support Funds shall have the two (2) components:

- a. CPC Functionality; and
- b. Learner Rights and Protection Events.

The allocation of funds for the conduct of the Regional/Division trainings of CPC representatives shall be determined by the child protection or LRP regional focal persons based on the number of CPC representatives to be trained, communications expenses of participants, trainers or resource persons, and facilitators, and miscellaneous expenses.

11. The modality and training design of Regional/Division trainings of CPC representatives shall be based on the standard template of DepEd LRPO (**See Enclosure No. 3**) which has been consulted with and quality-assured by the National Educators Academy of the Philippines (NEAP) and the Human Resource Development Division (HRDD) of the Bureau of Human Resources and Organizational Development (BHROD), including the different training or skill-building modules or session guides to be adopted during the conduct of the concerned activities.

B. Use of Program Support Funds

12. The **Support to CPC Functionality** shall be used for the conduct of Training Workshop on Establishing Functional Child Protection Committees (CPCs);

13. The **Support to Learner Rights and Protection Events** shall be used for the conduct of the Nationwide Celebration of the 31st National Children's Month in November 2023.

14. The **Allowable Expenses** under the Support to CPC Functionality and Support to Learner Rights and Protection Events may include, such as, but not limited to the following:

- a. Board and lodging of identified participants, trainers or resource persons and facilitators;
- b. Supplies and materials;
- c. Professional fees or honoraria of non-DepEd resource persons, subject to the guidelines under Budget Circular Nos. 2017-1 and 2 and National Budget Circular No. 2007-510;
- d. Communication expenses, subject to the existing policies, rules, and regulations on the provision of such;
- e. Gasoline for DepEd vehicles; and
- f. Miscellaneous expenses specific to the conduct of the said activities.

15. The **Ineligible Expenses** in the utilization of the entire Program Support Funds are the following, to wit:

- a. Purchase of items which are classified as capital outlay expenses (e.g. equipment);
- b. Personnel services covering salaries, wages, and overtime pay; and
- c. Operational expenses such as payment of utilities (water, electricity, janitorial, clerical, Internet, and security services).

16. All expenses shall be subject to existing budgeting, accounting, auditing and procurement rules and regulations. Procurement shall be based on DepEd Order No. 38, s. 2018 - Procurement Guidelines on the Implementation of Cash-Based Budgeting for Fiscal Year 2019 and/or applicable issuances/resolutions on procurement by the Government Procurement Policy Board (GPPB) and other oversight agencies.

17. To ensure that the resources are maximized, use of DepEd facilities such as Regional Education Learning Centers (RELC) or the National Educators Academy of the Philippines (NEAP-R), Ecotech, Baguio Teachers Camp, and other government-owned venues is highly encouraged.

18. In case the downloaded fund is not sufficient to cover the actual needs of the RO or SDO in any of the PSF components, the child protection or LRP Regional Focal Persons shall signify the need for additional PSF for RO and/or SDO to the DepEd LRPO. Such a request shall be through a Memorandum from their Regional Director with the corresponding justification.

The grant and downloading of additional PSF shall be subject to the schedule and deadline of financial transactions in the DepEd CO, RO, and SDO as well as those set by the DBM and its field offices.

19. In situations wherein there exists an excess or balance of the PSF, the ROs or SDOs may use the excess fund to cover the conduct of other LRP-related activities.

The child protection or LRP Regional Focal Persons shall signify the reallocation of said PSF to the DepEd LRPO through a Memorandum duly signed by their Regional Director with the corresponding justification. Such shall be subject to the schedule and deadline of financial transactions in the DepEd CO, RO, and SDO as well as those

set by the DBM and its field offices, and shall still be subject to the guidelines set in this Order.

C. Release, Utilization, Liquidation, Reporting, and Disbursement

Central Office

20. Release of Funds

- a. The template, process, and workflow involved in the approval of an Activity Request (AR) and Authority to Conduct (ATC) shall follow the most recent DepEd Order on Implementing Guidelines on the Release and Use of Funds for the corresponding year.
- b. The Program Support Fund shall be based on the approved AR /ATC chargeable against the current Fiscal Year (FY) - Child Protection Program Fund.
- c. The Budget Division - Finance Service (Budget Division-FS) shall issue Sub-Allotment Release Orders (Sub-AROs) to the Regional Offices. To facilitate the release and utilization of the funds, the Central Office shall send through email an advance copy of the signed Sub-AROs to the Regional Budget Officers and Regional child protection or LRP Focal Persons.

Regional Office

21. Upon receipt of Sub-AROs, the ROs shall request from the DBM-Regional Offices for the issuance of Notice of Cash Allocations (NCAS) to cover the cash requirement of the Sub-AROs. ROs may further download the PSF to the SDOs based on the proposal prepared by the Division child protection or LRP Focal Persons duly signed by Schools Division Superintendents such as, but not limited to, the following activities: monitoring of child protection programs, conduct of capacity building activities for child protection implementers, and conduct of other child protection or LRP related activities.

22. ROs shall prepare an Expenditure Matrix which shall be uploaded in their respective Program Management Information System (PMIS). A quarterly accomplishment report (**See Enclosure No. 4**) on PSF Utilization shall be submitted by the Regional child protection or LRP Focal Persons to the DepEd LRPO.

Schools Division Office

23. Upon receipt of Sub-sub AROs, the SDOs shall request from the DBM-Regional Offices for the issuance of Notice of Cash Allocations (NCAs) to cover the cash requirement of the Sub-sub AROs.

24. SDOs shall prepare an Expenditure Matrix which shall be uploaded in their respective Program Management Information System (PMIS). A quarterly accomplishment report (**See Enclosure No. 4**) on PSF Utilization shall be submitted by the Division child protection or LRP Focal Persons to child protection or LRP Regional Focal Person.

25. Utilization and Liquidation.

- a. The use of funds shall be consistent with the existing budgeting, accounting, and auditing rules and regulations and internal policies of the Department of Education.
- b. Cash advances shall be liquidated immediately, and any unexpected balance shall be refunded within five (5) days after the conduct of the activity.
- c. The template, process, and workflow involved in the approval of an Activity Request (AR) and Authority to Conduct (ATC) shall follow the most recent DepEd Order on Implementing Guidelines on the Release and Use of Funds for the corresponding year.
- d. Payment of allowable expenses shall be subject to the usual budgeting, accounting, auditing, and procurement rules and regulations.

V. Monitoring and Evaluation

26. To ensure that the fund utilization is strategically, efficiently, and effectively managed in the conduct of the said activities, the Division child protection or LRP Focal Person, at the end of every quarter, shall submit to the Regional Office their Accomplishment Report (**See Enclosure No. 4**) on the Utilization of the downloaded Program Support Fund, duly signed by their respective Schools Division Superintendent.

27. The child protection or LRP Regional Focal Person shall then submit a consolidated Accomplishment Report (**See Enclosure No. 5**) to LRPO in the Central Office, through email address cpu@deped.gov.ph. The quarterly report must be endorsed/approved by the Regional Directors.

28. The template for the Accomplishment Report and Utilization of LRP PSF every Calendar Year shall be issued by the DepEd LRPO.

29. The DepEd LRPO shall conduct regular monitoring and evaluation of fund utilization of the Regional Offices and regular online consultative meeting/ Program Implementation Review (PIR) with the Regional and/or Division child protection or LRP Focal Persons as part of their mandated functions and responsibilities.

30. The DepEd LRPO shall closely coordinate with the CO-Finance Service and other CO functional units and policies in order to monitor compliance with and evaluate the implementation of this Order.

VI. Effectivity

This DepEd Order shall take effect immediately until completion of activities covered by this Order or until sooner amended, repealed, rescinded, or superseded.

For concerns, clarifications, and further information, the following LRPO staff may be contacted:

1. Mr. Clint Richard Chua at clint.chua@deped.gov.ph; or
2. Ms. Xylene Angelique Azurin at xylene.azurin@deped.gov.ph.

For appropriate action.

Enclosure 1: Budget Breakdown for the Support to CPC Functionality

REGION	AMOUNT
I	842,000.00
II	842,000.00
III	842,000.00
CALABARZON	842,000.00
MIMAROPA	842,000.00
V	1,049,500.00
VI	1,049,500.00
VII	842,000.00
VIII	1,049,500.00
IX	842,000.00
X	842,000.00
XI	551,500.00
XII	551,500.00
XIII	551,500.00
NCR	1,049,500.00
CAR	551,500.00
TOTAL	PHP 13,140,000.00

Enclosure 2: Budget Breakdown for the Support to LRP Events

REGION		AMOUNT
Region I	Php	80,000.00
Region II		80,000.00
Region III		80,000.00
CALABARZON		80,000.00
MIMAROPA		80,000.00
Region V		80,000.00
Region VI		80,000.00
Region VII		80,000.00
Region VIII		80,000.00
Region IX		80,000.00
Region X		80,000.00
Region XI		80,000.00
Region XII		80,000.00
Region XIII		80,000.00
NCR		80,000.00
CAR		80,000.00
TOTAL	PHP	1,280,000.00

Enclosure 3: Program Design Template

TRAINING WORKSHOP ON ESTABLISHING FUNCTIONAL CPCS IN [SDO]


Date: _____

Venue: _____

Day 0	
1:00 PM – 5:00 PM	Arrival and registration of Participants
Day 1	
8:00 AM – 9:15 AM	A. Prayer B. Pambansang Awit C. Welcome Remarks D. Inspirational Message E. Keynote Address F. Message of Challenge F. Introduction of the Participants
9:15 AM – 9:45 AM	House Rules and Leveling of Expectations
9:45 AM – 10:00 AM	BREAK
10:00 AM – 11:00 AM	Objective Setting <i>Resource Person:</i>
11:00 AM – 12:30 PM	The DepEd Policies and Issuances Related to Learner Rights and Protection (Part 1) <i>Resource Person:</i>
12:30 PM – 1:30 PM	LUNCH
1:30 PM – 3:45 PM	The DepEd Policies and Issuances Related to Learner Rights and Protection (Part 2) <i>Resource Person:</i>
3:45 PM – 4:00 PM	BREAK
4:00 PM – 5:00 PM	Case Management Protocols (DO 40 s2012, DO 55 s2013, and DO 18 s2015) <i>Resource Person:</i>
Day 2	
8:00 AM – 8:15 AM	RECAP and ICE-BREAKER
8:15 AM – 9:45 AM	Roles and Responsibilities of the Child Protection Committees <i>Resource Person:</i>
9:45 AM – 10:00 AM	BREAK


10:00 AM – 12:00 PM	Preventive Measures to Address Child Abuse, Exploitation, Violence, Discrimination, Bullying, and Other Acts of Abuse <i>Resource Person:</i>
12:00 – 1:00 PM	LUNCH
1:00 PM – 3:00 PM	Protective, and Corrective Measures to Address Child Abuse, Exploitation, Violence, Discrimination, Bullying, and Other Acts of Abuse <i>Resource Person:</i>
3:00 PM – 3:15 PM	BREAK
3:45 PM– 5:15 PM	Social Behavioral Change (SBC) Strategies for Learner Protection Campaign <i>Resource Person:</i>
Day 3	
8:00 AM – 8:15 AM	RECAP and ICE-BREAKER
8:15 AM – 9:45 AM	Introduction to Localized Child Protection Policy <i>Resource Person:</i>
9:45 – 10:00 AM	BREAK
10:00 – 12:00 PM	Workshop on Drafting the Localized Child Protection Policy <i>Resource Person:</i>
12:00 – 1:00 PM	LUNCH
1:00 – 3:00 PM	Workshop on Drafting the Localized Child Protection Policy <i>Resource Person:</i>
3:00 – 3:15 PM	BREAK
3:15 – 5:00 PM	Presentation of the Draft of the Localized Child Protection Policy <i>Resource Person:</i>
Day 4: June 2, 2023 (Friday)	
8:00 AM – 8:15 AM	RECAP and ICE-BREAKER
8:15 AM – 10:15 PM	Panel Discussion (representatives from each member-composition) <i>Main Question: How can CPC's be functional and empowered in ensuring child protection?</i>
10:15 AM – 10:30 AM	BREAK
10:30 AM – 11:00 AM	Evaluation
11:00 AM – 12:00 PM	Closing Ceremony A. Awarding of Certificates B. Response from the Participants C. Closing Remarks D. Closing Prayer

Enclosure 4: Activity Report Template

	Republic of the Philippines Department of Education (Division Office) (Region)	Effectivity Date:	
	Activity Report (for meetings, seminars, training, workshops, conferences, and other relational activities)	Version no.	
		Revision No.	
		Page no.	
		Reference no.	

TITLE OF ACTIVITY	DATE/TIME	PLACE/VENUE

DETAILS OF ACTIVITY	
I.	Overview:
II.	Objective:
III.	Highlights of Activities:
IV.	Outputs of the Activity
V.	Recommendations / Relevant applications in DepEd
VI.	Requested Actions (if any):
VII.	Monitoring and Evaluation (Specific Data)

	Republic of the Philippines Department of Education (Division Office) (Region)	Effectivity Date:	
	Activity Report (for meetings, seminars, training, workshops, conferences, and other relational activities)	Version no.	
		Revision No.	
		Page no.	
		Reference no.	

Total Number of Participants:

Name	Designation	Name of School	Year/s of service as CPC Member

VIII. Attachments (Check if Applicable)

Available	Photos
Available	PowerPoint Presentations
Available	Brochures
Available	Workshop/Activity Method
Available	Program of Activity
Available	Certificate of Attendance
Others (Please Specify)	

Prepared by:

Approved by:

LRP Division Focal Person

Schools Division Superintendent

Enclosure 5: SCHOOLS DIVISION OFFICE (SDO) ACCOMPLISHMENT REPORT ON THE UTILIZATION AND LIQUIDATION REPORT OF PROGRAM SUPPORT FUNDS FOR THE CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY AND LEARNER RIGHTS AND PROTECTION EVENTS



Republic of the Philippines
Department of Education
 DIVISION OFFICE _____
 REGION _____



SCHOOLS DIVISION OFFICE (SDO) ACCOMPLISHMENT REPORT ON THE UTILIZATION AND LIQUIDATION REPORT OF PROGRAM SUPPORT FUNDS FOR THE CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY AND LEARNER RIGHTS AND PROTECTION EVENTS

I. Physical and Financial Accomplishments (Use additional sheet if necessary.)

Amount of PSF Received: Php	Date Received:	SUB-ARO No:																		
Amount Utilized: Php	Amount Liquidated: Php	Date of Liquidation:																		
Expenses: (Use additional sheet if necessary.)		Remarks																		
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3">Physical Accomplishments</th> <th colspan="3">Financial Accomplishments</th> </tr> <tr> <th>Target</th> <th>Actual</th> <th>%</th> <th>Target</th> <th>Actual</th> <th>%</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Physical Accomplishments			Financial Accomplishments			Target	Actual	%	Target	Actual	%						
Physical Accomplishments			Financial Accomplishments																	
Target	Actual	%	Target	Actual	%															

Reasons for Under/Over Performance based on the set Target/Objectives (Use additional sheet if necessary.)

II. Issues, challenges, and other concerns (Use additional sheet if necessary.)

Operational Concerns/Issues

Policy-related Concerns/Issues



III. Best Practices, Recommendations, and Ways Forward (Use additional sheet if necessary.)

ENCLOSURES:

The implementing SDO shall attach the following documents:

- Photocopies of receipts
- Photocopies of Attendance Sheets
- Photos of actual conduct of consultation

The undersigned LRP Focal Person and Official certify that the PSF provided to the Schools Division Office of Masbate by the Learner Rights and Protection Office for the Conduct of Training Workshop for the Child Protection Committee on the Identified Concerns During the Psychological First Aid Conducted last April 2023, was utilized in accordance with applicable DepEd issuances and accounting rules and regulations.

Prepared by:

Approved by:

LRP Division Focal Person |

Schools Division Superintendent

Enclosure 6: REGIONAL OFFICE (RO) ACCOMPLISHMENT REPORT ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR THE CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY AND LEARNER RIGHTS AND PROTECTION EVENTS



Republic of the Philippines
Department of Education

REGION: _____



REGIONAL OFFICE (RO) ACCOMPLISHMENT REPORT ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR THE CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY AND LEARNER RIGHTS AND PROTECTION EVENTS

I. Physical and Financial Accomplishments (Use additional sheet if necessary. Indicate PSF Accomplishment Report of SDO/s, if any.)

Objectives/ Major Activities	Unit of Measure/Indicator	Means of Verification (MOV)	Physical Accomplishments		Financial Accomplishments		
			Target	Actual	Target	Actual	%
Objective							
Activity							

Reasons for Under/Over Performance based on the set Target/Objectives (Use additional sheet if necessary.)

II. Issues, challenges, and other concerns (Use additional sheet if necessary.)

Operational Concerns/Issues

Policy-related Concerns/Issues



III. Best Practices, Recommendations, and Ways Forward (Use additional sheet if necessary.)

ENCLOSURES:

The Implementing RO shall attach the following documents:

- Photocopies of receipts
- Photocopies of Attendance Sheets
- Photos of actual conduct of consultation

The undersigned LRP Focal Person and Official certify that the PSF provided to the Schools Division Office of Masbate by the Learner Rights and Protection Office for the Conduct of Training Workshop for the Child Protection Committee on the Identified Concerns During the Psychological First Aid Conducted last April 2023, was utilized in accordance with applicable DepEd issuances and accounting rules and regulations.

Prepared by:

Approved by:

LRP Regional Focal Person

Regional Director

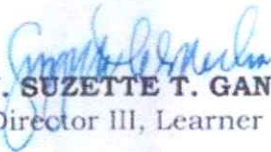


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

FOR : **ANNALYN M. SEVILLA**
Undersecretary for Finance

FROM : **ATTY. REVSEE A. ESCOBEDO**
Undersecretary for Operations


ATTY. SUZETTE T. GANNABAN-MEDINA
OIC-Director III, Learner Rights and Protection Office

SUBJECT : **REQUEST FOR APPROVAL OF THE MEMORANDUM
ON THE GUIDELINES ON THE UTILIZATION OF
PROGRAM SUPPORT FUNDS FOR THE CHILD
PROTECTION COMMITTEE (CPC) FUNCTIONALITY
AND LEARNER RIGHTS AND PROTECTION
EVENTS**

DATE : May 18, 2023

This has reference to the “**Guidelines on the Utilization of Program Support Funds for the Child Protection Committee (CPC) Functionality and Learner Rights and Protection Events.**”

On the basis of the identified needs in the reentry plans of the Regional Offices (ROs) submitted by the learner rights and protection (LRP) focal persons during the conduct of Child Protection Specialization (CPS) Course in December 2022 and January 2023, Program Support Funds (PSF) shall be allocated to support the Regional Offices (ROs) in their child protection program or learner rights and protection (LRP) program to ensure that CPCs are functional pursuant to DepEd order No. 40, s. 2012.

The PSF shall be taken from the allotted budget for the functionality of CPCs under the “Child Protection Program”. The conduct of the activities in this PSF is aligned with the Special Provisions of Republic Act No. 11936 or the “General Appropriations



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

Acts for F.Y. 2023” for the Child Protection Program, which provides that ten million pesos (Php 10,000,000.00) shall be used “to support the operations of the DepEd CPU, such as planning and strategizing, and program development in implementing the child protection policy, among the child protection committees in the regions, divisions and schools; and four million five hundred thousand pesos (PhP 4,500,000.00) shall be used “for strengthening of the child protection committees (CPC) in schools...to ensure the functionality in addressing the increasing cases of abuses and violence against children, including online abuses, through the development and dissemination of informational materials such as, but not limited to, manuals, guidelines, and briefers.”

The Learner Rights and Protection Office (LRPO) is the lead office in implementing the PSF in support of strengthening the functionality of CPCs nationwide.

The attached guidelines shall provide the rules, receipt, utilization, monitoring, and reporting of the Program Support Funds for child protection program or learner rights and protection (LRP) program implementation at the level of the ROs for Calendar Year 2023. Said PSF may be further downloaded to the Schools Division Offices (SDOs) as may deemed necessary by the Regional Offices, that will implement the following components, namely:

1. CPC Functionality which is for the conduct of Training Workshop on Establishing Functional Child Protection Committees (CPCs); and
2. Learner Rights and Protection Events which is for the conduct of the Nationwide Celebration of the 31st National Children’s Month in November 2023.

Thus, the LRPO requests your approval of the “**Guidelines on the Utilization of Program Support Funds for the Child Protection Committee (CPC) Functionality and Learner Rights and Protection Events**” that will truly fully assist the Regional Offices in the implementation of their respective skill-building activities for CPC Functionality.

For the approval of the Undersecretary for Finance.

Thank you very much.

BUDGET ESTIMATES


ACTIVITY: Program Support Funds for the Child Protection Committee (CPC) Functionality and Learner Rights and Protection Events
 VENUE / DATE: 2023 / All Regions
 AMOUNT: Php 14,420,000.00

Items/Particulars	CPC Functionality	LRPO Events	Amount	Breakdown		
				Downloading	Direct Payment	Cash Advance
Region I	842,000.00	80,000.00	922,000.00	922,000.00		
Region II	842,000.00	80,000.00	922,000.00	922,000.00		
Region III	842,000.00	80,000.00	922,000.00	922,000.00		
CALABARZON	842,000.00	80,000.00	922,000.00	922,000.00		
MIMAROPA	842,000.00	80,000.00	922,000.00	922,000.00		
Region V	1,049,500.00	80,000.00	1,129,500.00	1,129,500.00		
Region VI	1,049,500.00	80,000.00	1,129,500.00	1,129,500.00		
Region VII	842,000.00	80,000.00	922,000.00	922,000.00		
Region VIII	1,049,500.00	80,000.00	1,129,500.00	1,129,500.00		
Region IX	842,000.00	80,000.00	922,000.00	922,000.00		
Region X	842,000.00	80,000.00	922,000.00	922,000.00		
Region XI	551,500.00	80,000.00	631,500.00	631,500.00		
Region XII	551,500.00	80,000.00	631,500.00	631,500.00		
Region XIII	551,500.00	80,000.00	631,500.00	631,500.00		
NCR	1,049,500.00	80,000.00	1,129,500.00	1,129,500.00		
CAR	551,500.00	80,000.00	631,500.00	631,500.00		
TOTAL:			14,420,000.00	14,420,000.00	0.00	0.00

Prepared by:


CLINT RICHARD CHUA
 Senior Technical Assistant III

Approved by:


ATTY. SUZETTE T. GANNABAN-MEDINA
 Chief Administrative Officer
 Officer-in-Charge, Director III
 Learner Rights and Protection Office

BUDGET ESTIMATES

ACTIVITY: Program Support Funds for the Child Protection Committee (CPC) Functionality and Learner Rights and Protection Events

VENUE / DATE: 2023 / All Regions


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Items/ Particulars	CPC Functionality	LRPO Events	Amount	Breakdown		
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Region XIII	551,500.00	80,000.00	631,500.00	631,500.00		
NCR	1,049,500.00	80,000.00	1,129,500.00	1,129,500.00		
CAR	551,500.00	80,000.00	631,500.00	631,500.00		
TOTAL::			14,420,000.00	14,420,000.00	0.00	0.00

Prepared by:


CLINT RICHARD CHUA
 Senior Technical Assistant III

Approved by:


ATTY. SUZETTE T. GANNABAN-MEDINA
 Chief Administrative Officer
 Officer-in-Charge, Director III
 Learner Rights and Protection office