



Republic of the Philippines
Department of Education

27 SEP 2018

DepEd O R D E R
No. **043** s. 2018

**GUIDELINES ON THE RELEASE, USE, REPORTING, AND MONITORING AND EVALUATION
OF THE FISCAL YEAR 2018 CHILD PROTECTION PROGRAM FUNDS
FOR CAPACITY BUILDING**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) is mandated to provide special protection of all learners against all forms of child abuse, violence, exploitation, discrimination, bullying, and other forms of abuse. This is pursuant to Department Order (DO) No. 40, s. 2012 entitled **Child Protection Policy (CPP)**.
2. In furtherance of the CPP, all teaching and nonteaching personnel in DepEd shall be capacitated to understand and implement the policies, principles, concepts, processes and practices on child protection in order to uphold and promote the rights and well-being of schoolchildren.
3. For this purpose, fund support shall be downloaded to all regional offices (ROs). The enclosed Guidelines cover the standards and procedures for the release, use, reporting, and monitoring and evaluation of the Child Protection Program Funds managed by the ROs.
4. For more information, contact the **Office of the Undersecretary for Legal Affairs**, 3rd Floor, Department of Education Central Office, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone number (02) 633-5439 or email at childprotection@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Order No. (40, s. 2012)

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

ALLOCATION
FUNDS
MONITORING AND EVALUATION

PROGRAMS
RULES AND REGULATIONS

MCDJ, DO Guidelines on the...Child Protection Program Funds for Capacity Building
0763-September 24, 2018

**GUIDELINES ON THE RELEASE, USE, REPORTING, AND MONITORING AND
EVALUATION OF THE FY 2018 CHILD PROTECTION PROGRAM
FUNDS FOR CAPACITY BUILDING**

I. RATIONALE

1. DepEd Order No. 40, s. 2012 or the DepEd Child Protection Policy (CPP) reiterates a zero tolerance policy for any act of child abuse, violence, exploitation, discrimination, bullying and other forms of abuse.

2. Towards this end, the CPP mandates the conduct of capacity-building programs and activities for DepEd teaching and non-teaching personnel, students and learners, and parents and guardians to understand and implement the CPP.

3. Capacity-building programs and activities, conducted by DepEd or in collaboration with external partners through trainings and seminars on child rights and development, positive and non-violent teaching and classroom discipline, enhancement of social and emotional competence, and anger and stress management, among others, all aim to uphold the best interest of the child in all matters and decisions affecting them.

II. SCOPE OF THE POLICY

4. The Guidelines shall cover the release, use, reporting, and monitoring and evaluation of the FY 2018 Child Protection Program Funds for capacity building of education stakeholders, as managed by the DepEd Regional Offices (RO).

III. DEFINITION OF TERMS

5. For the purpose of this Order, the following terms are defined as follows:

Capacity Building Activities refer to activities by which DepEd teaching and non-teaching personnel obtain, retain, and continuously improve their knowledge, skills and attitudes required to protect school children from all forms of child abuse, violence, exploitation, discrimination, bullying and other forms of abuse.

Child Protection refers to structures, programs, services and procedures, which are intended to prevent and respond to child abuse, violence, exploitation, discrimination, bullying and other forms of abuse.

External Partners refer to individuals, entities, agencies, and organizations that work with DepEd in the schools, schools division offices, and regional offices in the conduct of child protection initiatives. They include, but are not limited to, local government units, other government agencies, international agencies, non-government and civil society organizations, and other private and corporate entities.

Positive and Non-Violent Discipline of Children is a way of thinking and a holistic, constructive and pro-active approach to teaching that helps children develop appropriate thinking and behavior in the short and long-term and fosters self-discipline. It is based on the fundamental principle that children are full human beings with basic human rights. Positive discipline begins with setting the

long-term goals or impact that teachers want to have on their students' lives, and using everyday situations and challenges as opportunities to teach life-long skills and values to students.

IV. **POLICY STATEMENT**

6. The DepEd hereby adopts the Implementing Guidelines on the release, use, reporting, and monitoring and evaluation of Child Protection Program Funds managed by the DepEd Regional Offices for the conduct of capacity-building activities on Child Protection to uphold the zero tolerance policy for any act of child abuse, violence, exploitation, discrimination, bullying and other forms of abuse.

V. **PROCEDURAL GUIDELINES**

A. **Fund Allocation and Release**

7. The total amount allocated for Fiscal Year (FY) 2018 for all ROs, excluding the Autonomous Region in Muslim Mindanao, is three million seven hundred twenty thousand pesos (Php 3,720,000.00). Program funds amounting to two hundred thirty-two thousand five hundred pesos (Php 232,500.00) will be downloaded through a Sub-Allotment Release Order (Sub-ARO) by the DepEd Central Office to each of the covered regions for the conduct of capacity-building activities at the regional level.

8. After receipt of the Sub-ARO, the RO shall request the corresponding cash requirements through the issuance of Notice of Cash Allocation from the Department of Budget and Management Regional Office (DBM-RO) concerned.

B. **Use of Funds**

9. In order to strengthen the capacity of teachers, guidance counselors and advocates, school heads, and other education stakeholders, the said funds shall be used to finance the conduct of the following activities:

- a. Training on Positive Discipline in Everyday Teaching; and/or
- b. Training-Seminar on Child Protection.

10. These activities are selected in compliance with Section 5 of D.O. 40, s. 2012, which states that ROs are encouraged to support capacity building activities on the prevention of child abuse, violence, exploitation, discrimination, bullying, and other forms of abuse, promotion of the use of positive and non-violent discipline, and peer mediation and conflict resolution.

11. The Chief of Human Resource Development Division, in partnership with the Legal Unit or the Focal Person on Child Protection, shall lead the conduct of the above-mentioned activities. Sample Activity Design and additional guidelines are contained in Enclosure 1.

12. Funds for the conduct of the aforementioned activities shall be utilized for the following:

- a. Supplies and materials;
- b. Board and lodging;
- c. Meals and snacks for pre-training activities; and

d. Transportation and honoraria of resource speakers.

13. The following objects of expenditure shall not be allowed:

- a. Personnel services covering salaries, wages, and overtime pay;
- b. Utilities, such as, electricity, water, internet connection, which are funded from the regular Maintenance and other Operating Expenses; and
- c. Capital outlay, such as purchase of equipment and gadgets.

14. Should there be an excess of funds, such may be used for other activities directly related to Child Protection. However, if the funding is insufficient to cover the conduct of the capacity-building activity, additional expenses shall be charged against the Training and Development or Gender and Development Funds or through the support of external partners.

15. The RO shall ensure that all procurement of goods and services using the funds conform to the provisions of Republic Act No. 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations, and other applicable laws and rules.

C. Liquidation and Accountability

16. Each RO is accountable for the disbursement and liquidation of funds based on the activities set forth in these guidelines, subject to the usual budgeting, accounting, and auditing rules and regulations.

D. Reporting Requirements

17. The RO must submit a narrative report after the conduct of the activity (Enclosure 2) and a physical and financial accomplishment report on the utilization of funds (Enclosure 3), both duly signed by the Regional Director.

18. The reports shall be submitted by the ROs on or before December 15, 2018 to the Office of the Undersecretary for Legal Affairs, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City through email address: childprotection@deped.gov.ph.

E. Monitoring and Evaluation

19. To ensure proper implementation of this Order and utilization of funds, monitoring and evaluation shall be conducted by the Office of the Undersecretary for Legal Affairs in coordination with the Quality Assurance Division of the ROs.

VI. EFFECTIVITY

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

I. Sample Activity Design for the Seminar-Workshop on Positive Discipline

Objective	<ul style="list-style-type: none"> To train teachers on the use of positive and non-violent approaches to discipline and classroom management using the Positive Discipline in Everyday Teaching Primer
Duration	3 days or as appropriate
Suggested Target Participants	<ul style="list-style-type: none"> Teachers Guidance Counselors or Teacher-Designates for Guidance
Target Date	October to November 2018
Components	<ul style="list-style-type: none"> Regional Director or representative to set the tone of the activity Defining corporal punishment and the legal basis for Positive Discipline Positive Discipline in Everyday Teaching Building Block Examples of responding to situations using Positive Discipline
Strategies for presentation	<ul style="list-style-type: none"> Workshops Panel discussions Structured learning exercises
Resource Speakers	<p>Trainers/Facilitators on Positive Discipline in Everyday Teaching. Contact details and other information can be accessed through this link: https://tinyurl.com/PDETFacilitators</p>

For queries regarding the training on Positive Discipline in Everyday Teaching, all concerned may contact the Office of the Undersecretary for Legal Affairs through the Focal Person on Child Protection at (02) 633-5439 or email at childprotection@deped.gov.ph.

II. Sample Activity Design for the Seminar-Workshop on the Fundamentals of Child Protection

Objectives	Orient the participants on the core concepts of child protection and the measures to protect children from abuse, exploitation, violence, discrimination, and other related cases
Duration	3 days or as needed
Suggested Target Participants	<ol style="list-style-type: none"> Personnel in the Regional Office and Division Offices School Heads Members of the Child Protection Committees <p>Priority shall be given to participants who have not received training on child protection or related topics.</p>
Target Date	October to November 2018
Program components	<ol style="list-style-type: none"> Regional Director or representative to set the tone of the activity Presentations on the following topics: <ul style="list-style-type: none"> Child development Child rights

	<ul style="list-style-type: none"> • Gender and development in education • Child Sexual Abuse and Handling Disclosures • Understanding Bullying • Online Safety • Bullying • DepEd Policies on Child Protection <p>3. Workshop to formulate a School-Based Child Protection Policy</p>
Strategies for presentation	<ul style="list-style-type: none"> • Topic presentations • Plenary discussions • Workshop
Resource Speakers	<ul style="list-style-type: none"> • Designated Trainers on Child Protection (refer to DM 153, s. 2013) • Designated Child Protection Specialists (refer to DM 110, s. 2018)

Session guides for the aforementioned topic presentations are available to facilitate the conduct of the activity. They may be accessed through this link: <https://tinyurl.com/ChildProtectionSessionGuides>. For questions and concerns, all concerned may contact the Office of the Undersecretary for Legal Affairs through the Focal Person on Child Protection at (02) 633-5439 or email at childprotection@deped.gov.ph.

Enclosure 2

Suggested Outline for the Narrative Accomplishment Report of the Capacity Building on Child Protection

The report should cover the following elements:

- I. Introduction
- II. Goal and objectives
- III. Highlights of the activity
- IV. Lessons Learned
- V. Suggestions and Recommendations
- VI. Annexes, if any

Prepared by:

Approved by:

Focal Person

Regional Director

Date:

Date:

Enclosure 3

**Physical and Financial Accomplishment Report for the
Utilization of the FY 2018 Child Protection Program Funds**

Region: _____

Amount received: _____
Amount utilized: _____
Check No.: _____
Amount liquidated: _____
Date: _____

ACTIVITY:

PHYSICAL		FINANCIAL		REMARKS
TARGET	ACCOMPLISH- MENT	TARGET	ACCOMPLISH- MENT	

Prepared by:

Approved by:

Focal Person

Regional Director

Date:

Date:
