



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION


Regional Office No. 02 (Cagayan Valley)



REGIONAL MEMORANDUM No. 12, s. 2017

To : **SCHOOLS DIVISION SUPERINTENDENTS**
All Concerned

Attention : *Division Focal Persons*
All School Heads

From : 
ESTELA L. CARIÑO, Ed.D., CESO IV
Director III
Officer-in-Charge
Office of the Regional Director

Subject : DATA AND REPORTS ON CHILD PROTECTION

Date : 23 February 2017

1. Child Protection is an area where various reports are required for periodic submission.
2. The enclosed guidelines are hereby issued in order to facilitate the submission of data and reports.
3. As culled from previous discussions and agreements with Division Focal Persons and other concerned personnel, the guidelines contain the list of reports relative to child protection with corresponding deadlines and relevant reminders.
4. In complying with the required submissions, Schools Division Offices (SDOs) shall submit data and reports to this Office on or before the deadline. SDOs are also advised to submit a scanned copy of the duly signed and accomplished report to legal.depedro2@gmail.com indicating the title of the report on the subject line (e.g. *Division Consolidated Report on Incidents of Child Abuse*).
5. The template for the reports shall be made available online through this link: <http://deped.in/childproforms>
6. All concerned are hereby enjoined to be more proactive in updating data and submitting reports.
7. For inquiries and other details, please communicate with the Legal Unit, this Office, at (078) 396 0774.
8. All inconsistent prior Regional issuances are hereby revoked or amended as appropriate.
9. This takes effect immediately upon issuance.
10. For dissemination and compliance.