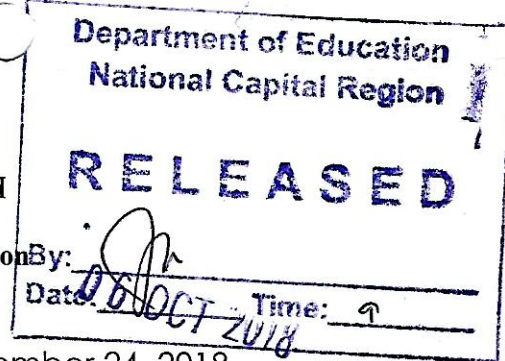




Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



September 24, 2018

MEMORANDUM

No. 123 s. 2018

**ACTION PLAN ON RE-ORIENTATION WORKSHOP AND OTHER ACTIVITIES
ON THE DEPED CHILD PROTECTION POLICY**

**TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
DIVISION FOCAL PERSONS ON CHILD PROTECTION
DIVISION SUPERVISORS FOR GUIDANCE & COUNSELING
CHILD PROTECTION SPECIALISTS IN DEPED-NCR
ALL CONCERNED**

1. All DepEd Offices are duly mandated to implement the DepEd's zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse in line with DepEd Order No. 40, s. 2012, DepEd Order No. 55, s. 2013 and other issuances;
2. In line with the above, it is vital that all schools have their localized child protection/ anti-bullying policies, embodying among which is the learner's code of conduct. All school-based Child Protection/ Anti-Bullying Committees should be well capacitated in handling referrals and intervention programs and act accordingly pursuant to established DepEd procedures. Moreover, the Child Protection Specialists should make proper coordination and ensure that learners follow a certain code of conduct in schools;
3. To this effect, all Schools Division Offices, through their respective Schools Division Superintendents, Division Focal Person on Child Protection, Division Supervisor for Guidance and Counseling, and Child Protection Specialists (as indicated under DM no. 131, s. 2016), should submit their Division Action Plans on the cascading of information relative to DepEd Child Protection issuances, localization of child protection/ anti-bullying policy per school and capacity building of Child Protection/ Anti-Bullying Committees per school;

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lead

4. Faithful compliance with the submitted action plans, and the outcome thereafter shall be for the benefit of our children. A copy of sample cascading action plan is hereto attached as Appendix "A". Finally, copies of approved action plans on this matter should be submitted before this Office (Attention: Regional Legal Unit) on or before November 9, 2018 and a soft copy thereof must be emailed to legalunitncr@ymail.com;
5. Immediate dissemination and compliance with this Memorandum is desired.


WILFREDO J. CABRAL
Officer-in-Charge
Office of the Regional Director





Enclosure: As stated

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

Anti-Bullying
Child Protection Specialist
Child Protection Policy
Programs and Projects
Referral and Monitoring System
Schools

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APPENDIX "A"

SAMPLE ACTION PLAN IN CHILD PROTECTION CASCADING PROJECT

STANDARDS	ACTIVITIES	PERSONNEL INVOLVED	SOURCE OF BUDGET	TARGET PERIOD TO ACCOMPLISH	MEANS OF VERIFICATION (MOV)
Standard 8: Education and Training for keeping children safe	ROLL OUT OF CPP/ABP Pre-Implementation 1. Creation of Division TWG 2. Creation of M&E Committee 3. Identification of Resource Persons and Facilitators 4. Identification of training needs 5. Action Planning on the Division Roll Out	- CPS - DFPCP - SDS/ASDS - Stakeholders	- MOOE (Training Fund, GAD Fund) - Canteen Fund - Donation	4 th week of August, 2018	- Copy of memo - Invitation letters and resumes - Training Needs Analysis - Copy of training plans with schedules, identified topics and resource persons - Approved APP/SIP/AIP
	ROLL OUT OF CPP/ABP Implementation - Roll out of CPP/ABP and other relevant topics: a. Child development b. Child & Parent's Rights and Responsibilities c. Sex and Gender d. Child Sexual Abuse e. Anti-Bullying Policy f. Cyber Safety g. Positive Discipline h. Child Protection Policy/Anti Bullying i. Legal Framework and Protocols in Case Management	- CPS - DFPCP - SDS/ASDS - Attorneys - Local Officials - GPA - Students - Teachers and Non-Teaching Personnel - Stakeholders (Resource speakers/personnel should have been previously trained and has relevant knowledge on the topics relevant to child protection. Beware of alternatives/ untrained/ referred	- MOOE - (Training Fund, GAD Fund) - Canteen Fund - Donation - Partnership with LGU	Schedule per School/District Schedule may vary depending on strategies adopted, i.e.: a. Focused rollout for teachers during meetings/organized events b. Focused rollout for students, parents, external stakeholders i.e. during Parents and Students Orientation program c. Focused rollout for Division Guidance Counselors and School Heads for Localization of CPP/ABC	- Copy of training program - Records of Attendance - Training materials/handouts - Pictures of actual training - Debriefing documentation - Training evaluation

		<p>resources, as what we want is proper rollout of quality and accurate information.</p> <p>Roll out should not be made as promotional activities of products such as insurances, books, loans, and the like)</p>			
	<p>ROLL OUT OF CPP/ABP Post Implementation - Giving and receiving feedbacks</p>	<p>- M&E Committee - TWG - Concerned stakeholders</p>		After every activity	- M&E tool
	<p>DIVISION AND SCHOOL BASED PROJECTS</p> <ol style="list-style-type: none"> 1. Awareness-raising and advocacy campaign of child protection to learners and other stakeholders 2. Integration of child protection across all learning areas 3. Conduct research in order to develop understanding of the nature of practices of CP in homes, schools and institutions. 4. Partnership with Barangay Officials for Advocacy in the Creation of City Child 	<p>- TWG - All stakeholders</p> <p>- School Head - Head Teachers - Teachers</p> <p>- CPS - School Head - Head Teachers - Teachers</p>	<p>-MOOE - (Training Fund, GAD Fund) - Canteen Fund - Donation - Partnership with LGU</p>	Continuing activity	<p>- Promotion/ Advocacy materials</p> <p>- DLL/DLP/ Learning Plan</p> <p>-Approved research proposal -Researches made</p>

	Protection Units (If none) or Continued Partnership with Barangay Officials and CPU				
<p>Standard 1:</p> <p>A written policy on keeping children safe</p> <p>Standard 4:</p> <p>Written guidelines on behavior towards children</p>	<p>1. Ensure existence of CPC/ABC</p> <p>2. Orientation of CPC/ABC on CPP/ABP</p> <p>3. CPP/ABP Formulation</p> <p>a. FORMULATION/ DEVELOPMENT OF DIVISION CHILD PROTECTION/ANTI-BULLYING POLICY GUIDELINES</p> <p>b. FORMULATION OF LOCALIZED OR SCHOOL-BASED CHILD PROTECTION AND ANTI-BULLYING POLICY WITH CODE OF CONDUCT for all stakeholders are integrated/ spelled out or review of existing CPP</p>	<p>- School Head</p> <p>- Guidance Counselor/Teacher</p> <p>- Parent representative</p> <p>- Teacher representative</p> <p>- Learner representative</p> <p>-Non-teaching Personnel Representative</p> <p>-Attorneys</p> <p>-DFPCP, CPS and Attorney to review submitted CPP/ABP</p>	<p>- MOOE</p> <p>- (Training Fund, GAD Fund)</p> <p>- Canteen Fund</p> <p>- Donation</p> <p>- Partnership with LGU</p>	<p>Division Policy: 2nd week of October, 2018</p> <p>Crafting or Localization of School Based CPP/ABP must be done at most within the week when the roll-out activity was done.</p>	<p>- Division Memo on the submission of composition of CPC/ABC for S.Y. 2018-2019</p> <p>- Notice of meeting</p> <p>- Minutes of meeting</p> <p>- Copy of SUBMITTED AND REVIEWED CPP/ABP</p>
<p>Standard 3:</p> <p>Preventing harm to children</p> <p>Standard 4:</p>	<p>Issuance of policies that concern (May be included in the Localized CPP/ABP):</p> <p>1. Policy on children's welfare in the conduct of curricular, co-curricular, and extra-curricular</p>	<p>School Head, Guidance Counselor, Stakeholders, CPS, Attorneys, Personnel Officer</p>	<p>MOOE</p>	<p>Continuing activity</p>	<p>- Copy of Code of Conduct</p> <p>- Copy of policy guidelines for transporting children and taking them on trips for competition (contests and sports-</p>

<p>Written guidelines on behavior towards children</p>	<p>activities (in & out of school);</p> <ol style="list-style-type: none"> 2. Policy on appropriate use of information technology (SOCIAL MEDIA POLICY FOR SCHOOL) (websites internet, digital cameras, videos, etc.); 3. Policy on recruitment of staff, volunteers, trainers, and consultants and forging agreement with partners (acceptable behavior towards children); <p>(Prevention Strategies)</p> <ul style="list-style-type: none"> - Procurement and installation of disaster and emergency equipment and materials - Regular conduct of earthquake, fire, and other emergency drills - Repair and maintenance of physical facilities and equipment - Policy on managing evacuees (children) during their stay in the school as evacuation center - Behavior of Student-Teachers, OJTs, Researchers, and Learners 	<p>-Applicants with history of Child Abuse should not be recommended for positions.</p>			<p>palaro, liga in schools/SDOs/RO), immersion, and other outside school activities</p> <ul style="list-style-type: none"> - Evidence of written proof of contact with, identification of, or records of information of partners/service providers. - Copy of policy guidelines for appropriate use of information technology - Copy of work contract - Procurement documents and inspection slip <p>- Evacuation plan, documentations, narratives</p>
	<ul style="list-style-type: none"> - Promotion of CPP - Signing of CPP - Publication and Dissemination of CPP 		<ul style="list-style-type: none"> - MOOE/ Local Fund - Donation - Partnership with LGU 		<ul style="list-style-type: none"> - Advertisement documents - Copy of policy signed by the committee and witnesses - Minutes of meeting

<p>Standard 2: Putting the policy into practice</p> <p>Standard 10: Implementing and monitoring of the standards</p>	<p>- Aside from roll-out, there is a must on the conduct of regular LAC session, colloquium, FGD & RTD on:</p> <ul style="list-style-type: none"> ✓ CP flow chart, ✓ Legal Procedures, ✓ TIP and School Head Development Foundation Course, ✓ Responsibilities of persons in-charge, ✓ Process of recording incidents, ✓ Process of recording incidents, ✓ Responding to child's welfare ✓ Guidelines on confidentiality and information-sharing <ul style="list-style-type: none"> ✓ Conduct of Child Protection in Emergency Situations ✓ Concept of Positive Discipline <p>- Regular M&E activities</p>	<ul style="list-style-type: none"> - School Head - CPC members - Resource Persons - All stakeholders concerned <p>Division/District/ School M&E</p>	<ul style="list-style-type: none"> - MOOE - (Training Fund, GAD Fund) - Canteen Fund - Donation - Partnership with LGU 	<p>Continuing activity</p>	<ul style="list-style-type: none"> - Copy of CPP - Documentations - Issuances <p>- Monitoring plan and tools</p>
<p>Standard 5: Meeting the standards in different location</p> <p>Standard 9: Access to advice and support</p>	<ul style="list-style-type: none"> - Establishment of arsenal of partners - Close coordination with Division Attorney, SDS/ASDS/DFPCP/ CPC/ Guidance Counselor and other partners 	<ul style="list-style-type: none"> - LGUs, NGOs, GOs, Civil Society 		<p>Continuing activity</p>	<ul style="list-style-type: none"> - Copy of updated directory of partners - Copy of MOU & MOA with stakeholders - Issuances

Standard 11: Working with partners to meet the standards	- Access to specialist advice, support and information on child protection				
Standard 6: Equal rights of all children to protection	- Continuing education program on issues of equality, and child protection for all students, personnel, CPC. - Inclusion of child protection PAPs in the APP/SIP/AIP - Institutionalization of 5 S of Housekeeping and Clean, Green, and Organized (CGO) program	- All stakeholders are represented - All stakeholders	- MOOE/ Local Fund - MOOE/ Local Fund/ Donation	Continuing activity	- Copy of training design/matrix - Staff development plans - Monitoring and Evaluation plan and tool
Standard 7: Communicating the "keep children safe" message	- Active participation of students, parents, and teachers in policy making, fiscal planning, and decision-making activities	- All stakeholders - MOOE/Local Fund		Continuing activity	-Attendance sheet - Documentation - Copy of Policy involving children in decision making process

Submitted by:

 Division Focal Person for Child Protection

 Child Protection Specialist

 Child Protection Specialist

 Supervisor for Guidance and Counselling

Approved:

 Schools Division Superintendent