



Republic of the Philippines  
**Department of Education**

13 SEP 2019

DepEd O R D E R  
No. **025** , s. 2019

**GUIDELINES ON THE RELEASE, USE, REPORTING, MONITORING  
AND EVALUATION OF CAPACITY BUILDING FUNDS FOR CHILD  
PROTECTION FOR FISCAL YEAR 2019, MANAGED  
BY THE REGIONAL OFFICES**

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

1. Pursuant to Department Order (DO) No. 40, s. 2012 or the **Child Protection Policy (CPP)**, the Department of Education (DepEd) is mandated to provide special protection of all learners against all forms of abuse, violence, exploitation, discrimination, bullying, and other forms of abuse.
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. Similar to DO 43, s. 2018, fund support shall also be downloaded to all DepEd regional offices (ROs). The enclosed **Guidelines on the Release, Use, Reporting, Monitoring and Evaluation of Capacity Building Funds for Child Protection for Fiscal Year 2019, Managed by the Regional Offices** cover the standards and procedures.
4. For more information, please contact the **Office of the Undersecretary for Legal Affairs**, 3rd Floor Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [childprotection@deped.gov.ph](mailto:childprotection@deped.gov.ph) or at telephone no. (02) 633-5439.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.: As stated

References: DepEd Order (Nos.: 40, s. 2012 and 43, s. 2018)

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

FUNDS

LEARNERS

TEACHERS

POLICY

(Enclosure to DepEd Order No. 025, s. 2019)

**GUIDELINES ON THE RELEASE, USE, REPORTING, MONITORING AND  
EVALUATION OF CAPACITY BUILDING FUNDS FOR CHILD PROTECTION FOR  
FISCAL YEAR 2019 MANAGED BY THE DEPED REGIONAL OFFICES**

**I. RATIONALE**

1. DepEd Order (D.O.) 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, anger and stress management, online safety, among others, all aim to uphold the best interest of the child in all matters and decisions affecting them.
4. In 2018, program support funds were downloaded to the DepEd Regional Offices (ROs) to support capacity-building programs and activities on child protection. The ROs reported that participants comprised of teachers, school personnel and other education stakeholders gained a better appreciation of the CPP and were successfully capacitated in handling incidents and cases related to child protection. The ROs recommended that the Central Office (CO) continue to download more funds for capacity-building programs to enhance the knowledge and skills of more education stakeholders for effective implementation of the CPP.
5. Thus, the Office of the Undersecretary for Legal Affairs aims to support the capability-building initiatives of the ROs through the provision of program support funds for Fiscal Year (FY) 2019.

**II. SCOPE OF THE POLICY**

6. The Guidelines shall cover the release, use, reporting, monitoring and evaluation of funds for child protection capacity-building of education stakeholders for FY 2019, as managed by the DepEd Regional Offices.

**III. DEFINITION OF TERMS**

7. 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 learners from all forms of 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.

**Child Online Protection** is a form of child protection, which responds and addresses the incidence of violence, abuse, exploitation, and bullying against children on the Internet or other electronic platforms.

#### IV. **POLICY STATEMENT**

8. The DepEd hereby adopts the Implementing Guidelines on the release, use, reporting, 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, both online and offline.

#### V. **PROCEDURAL GUIDELINES**

##### A. **Fund Allocation and Release**

9. The total amount allocated for FY 2019 for all ROs, excluding the Bangsamoro Autonomous Region in Muslim Mindanao, is eight million ninety-six thousand (Php 8,096,000.00). Program funds amounting to five hundred six thousand (Php 506,000.00) 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.

10. 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**

11. 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-Seminar on Child Protection; or
- b. Training on Positive Discipline in Everyday Teaching; and/or
- c. Training on Cybersafety in Schools.

12. 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.

13. 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.

14. 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;
- d. Transportation and honoraria of resource speakers.

15. 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 the purchase of equipment and gadgets.

16. 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.

17. 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**

18. 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**

19. 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.

20. The reports shall be submitted by the ROs on or before December 6, 2019, to the Office of the Undersecretary for Legal Affairs, 3<sup>rd</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City through the email address: [childprotection@deped.gov.ph](mailto:childprotection@deped.gov.ph).



E. **Monitoring and Evaluation**

21. 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.

22. The Quality Assurance Division shall lend assistance to the Human Resources Development Division and Legal Unit in the RO through monitoring and evaluation of the implementation of this Order.

VI. **EFFECTIVITY**

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

A handwritten signature in black ink, appearing to be 'shu', located in the lower right quadrant of the page.

Enclosure 1

**Additional Guidelines for the Conduct of  
Capacity-Building Activities on Child Protection**

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

<b>Objectives</b>	To 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
<b>Duration</b>	3 days or as needed
<b>Suggested Target Participants</b>	<ol style="list-style-type: none"> <li>1. Personnel in the Regional Office and Division Offices</li> <li>2. School Heads</li> <li>3. Members of the Child Protection Committees</li> </ol> <p>Priority shall be given to participants who have not received training on child protection or related topics.</p>
<b>Target Date</b>	September to November 2019
<b>Program components</b>	<ol style="list-style-type: none"> <li>1. Regional Director or representative to set the tone of the activity</li> <li>2. Presentations on the following topics: <ul style="list-style-type: none"> <li>• Child development</li> <li>• Child rights</li> <li>• Gender and development in education</li> <li>• Child Sexual Abuse and Handling Disclosures</li> <li>• Understanding Bullying</li> <li>• Online Safety</li> <li>• Bullying</li> <li>• DepEd Policies on Child Protection</li> </ul> </li> <li>3. Workshop to formulate a School-Based Child Protection Policy</li> </ol>
<b>Strategies for presentation</b>	<ul style="list-style-type: none"> <li>• Topic presentations</li> <li>• Plenary discussions</li> <li>• Workshops</li> </ul>
<b>Resource Speakers</b>	<ul style="list-style-type: none"> <li>• Designated Trainers on Child Protection (refer to DM 153, s. 2013)</li> <li>• Designated Child Protection Specialists (refer to DM 110, s. 2018)</li> </ul>

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](mailto:childprotection@deped.gov.ph).

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

<b>Objective</b>	<ul style="list-style-type: none"> <li>• To train teachers on the use of positive and non-violent approaches to discipline and classroom</li> </ul>
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	management using the Positive Discipline in Everyday Teaching Primer
<b>Duration</b>	3 days or as appropriate
<b>Suggested Target Participants</b>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Guidance Counselors or Teacher-Designates for Guidance</li> </ul>
<b>Target Date</b>	September to November 2019
<b>Components</b>	<ul style="list-style-type: none"> <li>• Regional Director or representative to set the tone of the activity</li> <li>• Defining corporal punishment and the legal basis for Positive Discipline</li> <li>• Positive Discipline in Everyday Teaching Building Block</li> <li>• Examples of responding to situations using Positive Discipline</li> </ul>
<b>Strategies for presentation</b>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Panel discussions</li> <li>• Structured learning exercises</li> </ul>
<b>Resource Speakers</b>	Trainers/Facilitators on Positive Discipline in Everyday Teaching. Contact details and other information can be accessed through this link: <a href="https://tinyurl.com/PDETFacilitators">https://tinyurl.com/PDETFacilitators</a>

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](mailto:childprotection@deped.gov.ph).

### **III. Sample Activity Design for Cybersafety in Schools Training**

<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To understand the different child protection issues encountered by children in the online world</li> <li>• To be introduced to the cybersafe tools and acquire skills to conduct cybersafe classroom sessions</li> <li>• To understand the necessary protocols in responding to disclosures of cyber abuse and violence from children</li> </ul>
<b>Duration</b>	3 days
<b>Suggested Target Participants</b>	<ul style="list-style-type: none"> <li>• Personnel in the Regional Office and Division Offices</li> <li>• School Heads</li> <li>• Guidance Counselors/Coordinators</li> <li>• Classroom teachers</li> </ul>
<b>Target Date</b>	September to November 2019
<b>Program components</b>	<ul style="list-style-type: none"> <li>• Understanding the risks faced by children in the online world</li> <li>• Legal basis for child online protection</li> <li>• Response strategies through the Cybersafe Lesson Plans and supplementary materials on cybersafety</li> <li>• Protocols in handling child online protection cases</li> </ul>

<b>Strategies for presentation</b>	<ul style="list-style-type: none"><li>• Plenary presentations</li><li>• Structured learning exercises</li><li>• Workshops</li></ul>
<b>Resource Speakers</b>	Trained trainers on Cybersafety

Resource materials for the Cybersafety in Schools training are available through this link: <https://tinyurl.com/becybersafe>. 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](mailto: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:

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Focal Person

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Regional Director

Date:

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Date:

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Enclosure 3

**Physical and Financial Accomplishment Report for the  
Utilization of the FY 2019 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:  
\_\_\_\_\_