



Republic of the Philippines
Department of Education

05 NOV 2021

DepEd ORDER
No. 046, s. 2021

GUIDELINES ON THE RELEASE, USE, REPORTING, AND MONITORING AND EVALUATION OF PROGRAM SUPPORT FUNDS FOR THE PRINTING AND DISSEMINATION OF INFORMATION, EDUCATION AND COMMUNICATION MATERIALS AND CONDUCT OF LEARNING SESSIONS ON THE RIGHTS OF THE CHILD IN BASIC EDUCATION FOR SCHOOL YEAR 2021-2022

To: Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Release, Use, Reporting, and Monitoring and Evaluation of Program Support Funds (PSF) for the Printing and Dissemination of Information, Education and Communication Materials and Conduct of Learning Sessions on the Rights of the Child in Basic Education for School Year 2021-2022.**
2. This is pursuant to DepEd Order No. 003, s. 2021, titled **Creation of the Child Protection Unit (CPU) and the Child Rights in Education Desk (CREDe) in the Department of Education** to strengthen its commitment to respect, protect, fulfill, and promote the rights of the child in education. Pursuant to this, CREDe, using a child rights and legal lens, shall act as the lead unit of the Department to perform functions pertaining to policy formulation, monitoring and reporting of the implementation of the rights of the child in basic education, raising awareness and building capacity on these rights, and advocating their integration in the various aspects of the Department's mandate.
3. The PSF shall be downloaded to all DepEd regional offices and may further be downloaded to the schools division offices.
4. This Order shall take effect immediately until completion of activities covered by this Order or until sooner amended, repealed, rescinded, or superseded.
5. For more information, please contact the **Child Rights in Education Desk**, through 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 childrights@deped.gov.ph (cc: oula@deped.gov.ph) or at telephone number (02) 8633-5439.
6. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary



Encl.:

As stated

Reference:

DepEd Order No.: (003, s. 2021)

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

FUNDS
LEARNERS
MONITORING AND EVALUATION
POLICY
PROGRAMS
RIGHTS
RULES AND REGULATIONS
SCHOOLS
TEACHERS

JDMC/SMMA/APA/MPC, DO Guidelines on the Release, Use, Reporting, and M&E of Program Support Fund...
0323 – November 3, 2021



**GUIDELINES ON THE RELEASE, USE, REPORTING, AND MONITORING
AND EVALUATION OF PROGRAM SUPPORT FUNDS FOR THE PRINTING AND
DISSEMINATION OF INFORMATION, EDUCATION AND COMMUNICATION MATERIALS AND
CONDUCT OF LEARNING SESSIONS ON THE RIGHTS OF THE CHILD IN BASIC EDUCATION**

I. RATIONALE

1. The Department of Education (DepEd) fully recognizes the rights of the child and takes proactive measures to uphold the rights of the child in the context of basic education. The 1987 Constitution and other domestic and international laws, primarily the Convention on the Rights of the Child, guarantee a range of rights of children to uphold their dignity and overall well-being. It is a constitutional duty of the State to promote and protect their holistic development through the promotion of their physical, moral, spiritual, intellectual, and social well-being.
2. Among the rights of the child in the context of basic education are not only the rights TO accessible and quality basic education, but also the broader rights IN education. Collectively, these rights in basic education include, among others, the right to accessible and quality education, right against discrimination, right to health, right to participation and to have one's views heard, right to religion, right to rest and play, and right to protection against all forms of violence, abuse, neglect, cruelty, exploitation and maltreatment.
3. The DepEd, as duty-bearer in upholding the rights of the child in basic education, issued DepEd Order (DO) No. 003, s. 2021, entitled "Creation of the Child Protection Unit (CPU) and the Child Rights in Education Desk (CREDe) in the Department of Education" to strengthen its commitment to respect, protect, fulfill and promote the rights of the child in education. CREDe is under the supervision of the Office of the Undersecretary for Legal Affairs (OULA).
4. The DepEd envisions child-centered basic education schools, learning centers and offices, which respect, protect, fulfill and promote the rights of the child in basic education through a rights-based education framework so that children and learners may lead happy and productive lives as they participate in nation-building. Pursuant to this, the CREDe-OULA, using a child rights and legal lens, shall perform functions pertaining to policy formulation, monitoring and reporting of the implementation of the rights of the child in basic education, raising awareness and building capacity on these rights, and advocating their integration in the various aspects of DepEd's mandate.
5. In this light, CREDe-OULA supports awareness-raising and capacity-building programs and activities pertaining to the rights of the child in basic education. Thus, it hereby provides funds and resources for the printing and dissemination of information, education, and communication (IEC) materials on child rights and rights-based education, which were developed by external partners of DepEd or through collaboration between

these partners and DepEd. These materials, which all aim to uphold the best interest of the child, may be disseminated electronically or through other means to its intended recipients, including but not limited to distribution in printed format, along with printed self-learning modules (SLMs), to the learners' households. The IEC materials are ready for printing, reproduction and distribution. They may also be used for capacity-building activities and activities in celebration of the National Children's Month in November 2021 pursuant to Republic Act No. 10661. The use and reproduction without alteration of these IEC materials have been permitted by their respective owners. The reproduction and dissemination of the materials should be reported to CREDe-OULA for reporting to these owners. More materials for awareness-raising and capacity-building may be added by CREDe-OULA as they become available.

6. The Program Support Funds (PSF) given to the Regional Offices (ROs) last year pursuant to DepEd Order No. 036, s. 2020, or the Guidelines on the Release, Use, Reporting, and Monitoring and Evaluation of Program Support Funds for Information, Education and Communication Materials and Capacity-Building Activities on Child Rights and Child Protection, served as strategic tool in promoting and advocating for the rights of the child in basic education. The reports gathered on the utilization of funds of the ROs indicated the need to continue these advocacy efforts and capacity-building activities to meet the demands of the changing times on upholding the rights of the child in education.
7. With the creation of CREDe-OULA and the emphasis placed on the broad range of child rights in the context of basic education, more materials on child rights for IEC and capacity-building are covered by this DepEd Order compared to those of last year when the CREDe-OULA was not yet created and the focus of child rights pertained more to child protection.
8. The support provided for awareness-raising and capacity-building on the rights of the child in basic education and rights-based education aim to better capacitate the DepEd and its personnel, as duty-bearers, to integrate child rights in their work on basic education.

II. **SCOPE OF THE POLICY**

9. These Guidelines shall cover the release, use, reporting, and monitoring and evaluation of program support funds (PSF) for the printing and/or dissemination of information, education and communication materials and capacity-building activities for SY 2021-2022 on child rights in basic education, including, but not limited to, the conduct of learning sessions for teaching and non-teaching DepEd personnel and conduct of activities in celebration of the National Children's Month in November 2021.
10. The PSF shall be downloaded to all DepEd Regional Offices (ROs). The ROs are given the discretion to further download the PSF to their respective SDOs.

III. **DEFINITION OF TERMS**

11. For the purpose of this Order, these terms are defined as follows:

Capability-Building Activities refer to activities by which DepEd teaching and non-teaching personnel obtain, retain, and continuously improve their knowledge, skills, and competencies on child rights in basic education. These may include, but are not limited to, the conduct of online trainings through webinars and online meetings.

External Partners refer to individuals, entities, agencies, and organizations that work with DepEd in the schools, schools division offices (SDOs), regional offices (ROs) and central office (CO) in the conduct of child rights in education initiatives. They include, but are not limited to, local government units (LGUs), other government agencies, international organizations, non-government and civil society organizations, other private and corporate entities, and individuals.

Ready-to-Print Materials refer to materials ready for mass printing and distribution.¹

IV. **POLICY STATEMENT**

12. The DepEd, as a duty-bearer that is committed to upholding the rights of the child in basic education, hereby adopts the implementing guidelines on the release, use, reporting, and monitoring and evaluation of program support funds (PSF) for printing and/or dissemination of information, education and communication materials and capacity-building activities for SY 2021-2022 pertaining to child rights in basic education, pursuant to the DepEd's vision of child-centered basic education schools, learning centers and offices, which respect, protect, fulfill and promote the rights of the child in basic education through a rights-based education framework so that children and learners may lead happy and productive lives as they participate in nation-building.

V. **PROCEDURAL GUIDELINES**

A. **Fund Allocation and Release**

13. The total amount allocated for all Regional Offices (ROs) and/or Schools Division Offices (SDOs), excluding the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), is **ten million one hundred sixty-four thousand four hundred pesos (Php 10,164,400.00)**. Program Support Funds in the following amounts per region will be downloaded through a Sub-Allotment Release Order (Sub-ARO) by the DepEd CO to each of the covered regions for the implementation of capacity-building activities and dissemination, printing and distribution of IEC materials on child rights, at the regional or division level:

¹ DepEd Order No. 18, s. 2020, "Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan," Section III, par. 3.1

As per Memorandum No. 2021-0413 from the Office of the Undersecretary for Finance (OUF) dated June 15, 2021, the obligation of funds under the FY 2021 General Appropriations Act (GAA) should be undertaken by December 31, 2021, while the implementation of activities, disbursement and/or payment should be undertaken by March 31, 2022.

For appropriation items under the FY 2020 GAA, OUF issued Memorandum No. 2021-0090 dated February 26, 2021, states that items under the FY 2020 GAA, as extended pursuant to R.A. No. 11520, shall be valid for release, obligation and disbursement until December 31, 2021.

Region	Amount (in pesos) FY 2020 Continuing Appropriation (Fund Source)	Amount (in pesos) FY 2021 Current Appropriation (Fund Source)
Region I	315,300.00	320,000.00
Region II	315,300.00	320,000.00
Region III	315,200.00	320,000.00
Region IV-A CALABARZON	315,300.00	320,000.00
Region IV-B MIMAROPA	315,300.00	320,000.00
Region V	315,300.00	320,000.00
Region VI	315,300.00	320,000.00
Region VII	315,200.00	320,000.00
Region VIII	315,200.00	320,000.00
Region IX	315,200.00	320,000.00
Region X	315,300.00	320,000.00
Region XI	315,300.00	320,000.00
Region XII	315,300.00	320,000.00
Region XIII	315,300.00	320,000.00
CAR	315,300.00	320,000.00
NCR	315,300.00	320,000.00

14. The ROs are given the discretion to further download the PSF to their respective SDOs. The Regional Director, through the RO's planning, finance, and program teams, shall be responsible in determining the budget allocation per SDO.

15. 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

16. In order to strengthen the capacity of DepEd teaching and non-teaching personnel, the said funds shall be used to finance the implementation of the following information, education and capacity-building activities:

- a. Printing, distribution, and dissemination of the following IEC materials:

- i. *Gabay sa Mundo ng Mga Karapatang Pambata*: United Nations Convention on the Rights of the Child
- ii. I Am a Child Booklet
- iii. FAQs about Children's Rights
- iv. Children's Rights and Business Principles (CRBP) Brochure
- v. Ateneo Human Rights Center (AHRC) Flyer on Rights-based Approach to Law and Policy formulation; Overview of the UNCRC; Briefers on Child Rights and on Children's Rights and Business Principles
- vi. Children's Rights Situation in ASEAN: Recent Developments, Trends and Issues (September 2020)
- vii. Situational Analysis of Business and Children's Rights in the Workplace: The Philippine Context (September 2020)
- viii. Policy Briefers from AHRC
- ix. Positive Discipline Primer: *Isang Praymer para sa Magulang at Tagapangalaga*
- x. *Pagbigay ng Papuri at Pabuya Para sa Mabuting Kilos* (Booklet)
- xi. #BeCybersafe *Dalir-eskwela* Tip Sheets
- xii. COVID-19 Parenting (Ten [10] Tip Sheets)
- xiii. Child Rights Monitoring Briefer

- b. The IEC ready-to-print materials available online and for printing, their source and brief description are listed in **Annex 2** and may be accessed at the link below:

https://bit.ly/CREDe_IECMaterials

- c. Conduct of the following training-seminars/webinars:

- i. Training Seminar on Child Protection;
- ii. Training on Positive Discipline in Everyday Teaching;
- iii. Training on Cybersafety in Schools; and/or
- iv. Training on child rights in education.

17. Given the significant role of DepEd teaching and non-teaching personnel, the utilization of PSF to address their needs shall be given priority. Nonetheless, the ROs/SDOs are given flexibility to determine their priorities in the use of funds for child rights, including distribution of child rights materials to parents, guardians, learning support aides, and learners, according to the actual and unique needs and circumstances of their regions or divisions, as may be applicable.

- i. For ROs/SDOs opting to conduct training-seminars, the Chief of Human Resource Development Division, in partnership with the Legal Unit or Focal Person on Child Protection, shall lead the conduct of said activities. The sample Activity Designs are contained in **Annex 1**.
- ii. The funds shall be used for information, education and communication materials and capacity-building activities that shall target and benefit DepEd teaching and non-teaching personnel as

priority. These activities may be organized and conducted by ROs, SDOs, or schools, with the trainings or seminars conducted online or face-to-face in accordance with applicable laws, policies and guidelines from the national government and relevant local government units.

18. Funds for the activities shall be utilized for the following:

a. For printing, distribution and dissemination of IEC materials:

- i. Printing
- ii. Packing
- iii. Distribution

b. For the conduct of training-seminar:

- i. Supplies and materials
- ii. Meals and snacks
- iii. Honoraria of resource speakers
- iv. Board and lodging
- v. Contingency

19. 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.

20. The IEC materials used and reproduced shall not be altered. The reproduction and dissemination of the materials shall be reported to CREDe-OULA, with information on the titles of the materials used and/or reproduced, quantities used and reproduced for each title, and allocation or distribution.

21. The ROs/SDOs are reminded that activities for conduct under this guideline should be consistent and in line with the necessary health protocols under applicable rules and guidelines.

22. Should there be an excess of funds, such may be used for other activities directly related to child rights in education. 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.

23. The ROs/SDOs 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**

24. Each RO/SDO 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**

25. The RO must submit an accomplishment report on the utilization of funds (**Annex 3**) as well as a narrative accomplishment report (**Annex 4**) and/or a summary of the number of materials printed and distributed (**Annex 5**), depending on the chosen activity, duly signed by the Regional Director.
26. The ROs shall **submit all reports on or before April 30, 2022** to the Child Rights in Education Desk under the Office of the Undersecretary for Legal Affairs, 3rd Floor, Mabini Building, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at childrights@deped.gov.ph (cc: oula@deped.gov.ph).

E. **Monitoring and Evaluation**

27. To ensure proper implementation of this Order and utilization of funds, monitoring and evaluation shall be conducted by the CREDe-OULA.
28. The Human Resources Development Division and Legal Unit in the RO shall be accountable in the monitoring and evaluation of the implementation of this Order.

VI. **EFFECTIVITY**

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

Annex 1

SAMPLE ACTIVITY DESIGNS FOR THE CONDUCT OF CAPACITY-BUILDING ACTIVITIES

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

Objective	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	November to January 2022 (Depending on the fund source)
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 Blocks • 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	Trainers/Facilitators on Positive Discipline in Everyday Teaching. Contact details and other information can be accessed through this link: https://tinyurl.com/PDETFacilitators

For queries regarding the training on Positive Discipline in Everyday Teaching, please contact the CREDe-OULA through email at childrights@deped.gov.ph (cc: oula@deped.gov.ph).

II. Sample Activity Design for Cybersafety in Schools Training

Objectives	<ul style="list-style-type: none"> • To understand the different child protection issues encountered by children in the online world • To be introduced to the cybersafe tools and acquire skills to conduct cybersafe classroom sessions • To understand the necessary protocols in responding to disclosures of cyber abuse and violence from children
Duration	3 days
Suggested Target Participants	<ul style="list-style-type: none"> • Personnel in the Regional Office and Division Offices • School Heads • Guidance Counselors/Coordinators • Classroom teachers
Target Date	November to February 2022 (Depending on the fund source)
Program components	<ol style="list-style-type: none"> 1. Understanding the risks faced by children in the online world 2. Legal basis for child online protection 3. Response strategies through the Cybersafe Lesson Plans and supplementary materials on cybersafety 4. Protocols in handling child online protection cases
Strategies for presentation	<ul style="list-style-type: none"> • Plenary presentations • Structured learning exercises • Workshops
Resource Speakers	Trained trainers on Cybersafety

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

For queries regarding the training on Cybersafety in Schools, please contact the CREDe-OULA through email at childrights@deped.gov.ph (cc: oula@deped.gov.ph).

Annex 2



List of Available Information, Education, and Communication Materials for Electronic or Online and/or Printed Dissemination

IEC Material	Source of Material	Description
Gabay sa Mundo ng Mga Karapatang Pambata: United Nations Convention on the Rights of the Child	Save the Children Philippines	This is a 21-page book written in Filipino that serves as a guide to the UNCRC and its importance to future child rights advocates.
I Am A Child booklet	Stairway Foundation Inc.	This booklet in Tagalog seeks to uphold and protect the various rights of the child in accordance with the United Nations Convention on the Rights of the Child.
FAQs about Children's Rights	Ateneo Human Rights Center in partnership with Save the Children Philippines	This 5-page flyer serves as a guide to FAQs about Children's Rights particularly on the UNCRC
Children's Rights and Business Principles (CRBP) Brochure	Ateneo Human Rights Center	This is a 4-page brochure on the basic things to know about CRBP <ol style="list-style-type: none"> 1. Introduction to CRBP 2. Ten guiding principles of CRBP 3. UNCRC 4. Four guiding principles of the UNCRC 5. The CRBP Initiative 6. CRBP Caravan and Stakeholder's Consultation series 7. Updates of capacity-building initiatives 8. List of CRBP partners
AHRC Flyer	Ateneo Human Rights Center	AHRC 10-page flyer about: <ol style="list-style-type: none"> a. Rights-Based Approach to law and policy formulation b. Overview of the UNCRC c. Briefer on Child Rights (right to participation, right to be protected) d. Briefer on CRBP
Children's Rights Situation in ASEAN: Recent Developments, Trends and Issues (September 2020)	Ateneo Human Rights Center	This 73-page report on the situation of children's rights in ASEAN is a comprehensive analysis about the developments and emerging issues in children's rights in the ASEAN member-states and the gaps in laws and policies in protecting and fulfilling children's rights both in regional and national levels.

Situational Analysis of Business and Children’s Rights in the Workplace: The Philippine Context (September 2020)	Ateneo Human Rights Center in partnership with Save the Children Philippines	This 63-page situational analysis report is about the identification of opportunities for the promotion of CRBP in the current Philippine business landscape.
<p>Policy Briefers:</p> <p>a. Children’s Rights and Business in the Time of COVID-19 (December 2020) – 8 pages</p> <p>b. Education in the New Normal: Is the Philippine Education System Ready? (July 2020) 8 pages</p> <p>c. Coping with COVID19: Supporting Children’s Mental Wellbeing during the Pandemic (February 2021) 7 pages</p> <p>The Hidden Hazard of a Pandemic: Exacerbated Risks of Violence Against Children (September 2020)</p>	Ateneo Human Rights Center	<p>These publication serves as a policy briefer towards duty-bearers and parents of learners on:</p> <p>a. The nature and importance of CRBP in the time of COVID-19;</p> <p>b. Situational analysis on the readiness of the state and the education system in the midst of the pandemic using the BE-LCP lens;</p> <p>c. How to support children’s mental health and wellbeing during the pandemic; and</p> <p>d. Knowing the risks of violence towards children during the pandemic</p>
Positive Discipline Primer: Isang Praymer para sa Magulang at Tagapangalaga	Save the Children Philippines	This 64-page primer provides a comprehensive guide for parents, guardians, and caregivers on Positive Discipline.
Pagbigay ng Papuri at Pabuya Para sa Mabuting Kilos (Booklet)	Parenting for Lifelong Health Philippines- Masayang Pamilya (MaPa) Program	This is a 12-page booklet which provides activities for both children and their parents, guardians, and caregivers and aims to encourage the latter to give praise and rewards to their children for good behavior.
#BeCybersafe Dalir-Eskwela Tip Sheets	<ul style="list-style-type: none"> • Department of Education • Stairway Foundation Inc. • Internet and Mobile Marketing Association of the Philippines 	<p>These 2-page brochures for parents, guardians, and caregivers provide practical information and tips on the following topics:</p> <p>a. Pornography</p> <p>b. Cyberbullying</p> <p>c. Internet Chat</p> <p>d. Online Gaming</p>

<p>COVID-19 Parenting Tip Sheets</p>	<p>Parenting for Lifelong Health Philippines- Masayang Pamilya (MaPa) Program</p>	<p>These are ten (10) tip sheets for parenting in the COVID-19 context. The tip sheets cover the following topics:</p> <ul style="list-style-type: none"> a. Kapag Nagagalit Tayo b. Pagiging Ligtas ng mga Bata sa Internet c. Pagbubudget ng Pamilya Kapag Stressed sa Gastos d. Pagkatuto sa Pamamagitan ng Laro e. Negatibong Kilos f. Pagkakasundo ng Pamilya sa Tahanan g. Pakikipag-usap tungkol sa COVID-19 h. Pananatili ng Istruktura at Regular na Gawain i. Manatiling Kalmado at Pangasiwaan ang Stress j. Pag-aalaga ng Anak sa Masikip na Tahanan at Komunidad
<p>Child Rights Monitoring Briefer</p>	<p>Save the Children Philippines</p>	<p>This briefer presents the different child rights issues brought by the pandemic, and the recommendations submitted by children themselves for child rights programs.</p>

Resource materials are available in this link:

<https://drive.google.com/drive/folders/1CJ1RW1wH81jUyie4DbKLdEYU75ccJUf?usp=sharing>

For queries regarding the IEC materials, please contact the CREDe-OULA through email at childrights@deped.gov.ph (cc: oula@deped.gov.ph).

Annex 3



PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT FOR THE UTILIZATION OF CHILD RIGHTS AND CHILD PROTECTION PROGRAM FUNDS

Region: _____

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

Activity:

Physical		Financial		Remarks (including reason/s if funds are not fully utilized)
Target	Accomplishment	Target	Accomplishment	

Prepared by:

Approved by:

Date: _____

Date: _____

Focal Person

Regional Director

Annex 4



SUGGESTED OUTLINE FOR THE NARRATIVE ACCOMPLISHMENT REPORT OF THE CAPABILITY-BUILDING ON CHILD RIGHTS/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: _____

Annex 5



SUMMARY OF PRINTING AND DISTRIBUTION OF INFORMATION, EDUCATION AND COMMUNICATION MATERIALS ON CHILD RIGHTS

Title of IEC Material	Date/Period Covered for Use/Reproduction/Dissemination	Quantities Used/Reproduced/Disseminated	Recipients reached (Indicate number of students/teachers/personnel, their grade level and school/office, general location, etc.)

Prepared by:

Approved by:

Focal Person

Date: _____

Date: _____