



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 August 2025

DIVISION MEMORANDUM
No. 568 s. 2025

ORIENTATION ON THE SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF DEPED CHILD PROTECTION POLICY AND SAFE SPACES ACT FOR SCHOOL GUIDANCE DESIGNATES (LEARNER RIGHTS AND PROTECTION FOCAL PERSONS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to **Regional Memorandum No. 433, s. 2025**, RE: Reiteration of DepEd Memo OUOPS-2024-05-01115 or Guidelines on the Implementation of the Safe Space Act in Basic Education and **Regional Memorandum No. 432, s. 2025**, RE: Reiteration of DepEd Memorandum No. OUOPS-2024-05-07998 or the Supplemental Guidelines for the Implementation of DepEd Order No. 40, s. 2012 or the DepEd Child Protection Policy, this Office will conduct **Orientation on the Supplemental Guidelines on the Implementation of DepEd Child Protection Policy and Safe Spaces Act for School Guidance Designates (Learner Rights and Protection Focal Persons)** on August 28, 2025 at **M.I. Sevilla Resort and Hotel, Lucena City**.

2. The objectives of the said activity are:

- Provide clear understanding of the supplemental guidelines of DO 40, s. 2012 and the provisions of Safe Space Act in Education
- Increase capacities of participants on the preventive and responsive mechanisms
- Apply knowledge to create, promote and maintain a safe, respectful and inclusive learning environment for all students.

3. Participants in this activity are all School Guidance Designates and Project Development Officers I. Participants are expected to pre-register until **August 26, 2025** through this link: <https://tinyurl.com/Pre-Registration-LRP>.

4. Meal expenses of participants shall be charged to Division MOOE while travel and other expenses shall be charged to school local funds or other available funds subject to the usual accounting and auditing rules and regulations.

5. Attached are Enclosure 1 – list of participants, Enclosure 2 – Program Matrix and Enclosure 3 – Technical Working Committee.

6. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ, Ed.D.
CID Chief
Officer-in-Charge

Encl.: As stated

Reference: RM 433, s. 2025 and RM 432, s. 2025

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

SAFE SPACE ACT
CHILD PROTECTION

SGOD- orientation on the supplemental guidelines on the implementation of deped child protection policy and safe spaces act for school guidance designates (learner rights and protection focal persons)
CNOOM-000033/August 18, 2025

Enclosure 1 – list of participants

NO.	NAME OF GUIDANCE DESIGNATE/ COORDINATOR	POSITION	SCHOOL
1	Clarine R. De Guzman	Teacher I	ALSAM IS
2	Aira Miguelle D. Remolona	Teacher I	BUSAL IS
3	1 Guidance Designate		CIPRIANO J. QUERUBIN ES
4	Arlene Q. Polintan	Teacher II	
5	Remenchie G. Palines	Teacher II	DAPDAP IS
6	Cornelia N. Castillo	Teacher III	
7	Gina P. Samonte	Teacher I	DOMOIT ES
8	Priscilla Z. Infante	Master Teacher I	EAST PALALE ES
9	Zairene Claire A. Ranuda	Teacher I	EUGENIO FRANCIA IS
10	Mylene Cataquiz	Teacher III	FROILAN E. LOPEZ ES
11	Luzviminda S. Cabil	Teacher III	GIBANGA ES
12	Mariz Rozol	Teacher I	
13	Teresa Masinag	Teacher III	ILASAN IS
14	Ruby V. Esmiller	Master Teacher I	IPILAN-ALITAO ES
15	Jhojealene T. Romano	Teacher III	KALUMPANG ELEMENTARY SCHOOL
16	Maricel L. De Rama	Teacher I	KATIGAN-ALUPAY ES
17	Larmen Joy S. Malto	Teacher III	LAKAWAN ES
18	Florence E. Javin	Master Teacher I	LALO ES
19	Maria Donna A. Naynes	Teacher II	LAWIGUE ES
20	Fatima Joy Q. Dequilla	Teacher I	MALAO-A/ CALANTAS ES
21	Princess Camelle Roces	Teacher II	MASIN ELEMENTARY SCHOOL
22	Lorelie Racelis	Teacher III	MATE IS
23	Jun Eclavea	Teacher II	
24	Jestoni V. Llames	Teacher I	MAYUWI IS
25	Analyn C. Gaasis	Teacher I	NORTH PALALE ELEMENTARY SCHOOL
26	Jess L. Awa	Teacher I	PANDAKAKE IS
27	Mariedine B. Ypanto	Teacher I	POTOL ES
28	Fe C. Cabriga	Teacher III	SOUTH PALALE ES
29	John Renyl D. Oabel	Teacher I	TALOLONG IS
30	Ryan O. Sombrero	Teacher III	TAYABAS EAST CENTRAL SCHOOL
31	Lorraine Sabio	Teacher III	TAYABAS WEST CENTRAL SCHOOL I
32	Marilyn C. Oliveros	Teacher II	TAYABAS WEST CENTRAL SCHOOL II
33	Jane Karel C. Cabusas	Teacher II	TAYABAS WEST CENTRAL SCHOOL III

34	Rowena Q. Rondilla	Teacher III	TAYABAS WEST CENTRAL SCHOOL IV
35	Ma. Magdalena Nanez	Teacher I	VALENCIA ES
36	Loregen C. Gapasangra	Teacher III	WEST PALALE ES
37	Cristopher L. Cablaida	Teacher II	BANHS
38	Rosemarie I. Landicho	Guidance Counselor III	LPIHS
39	Scarlet F. Delos Santos	Guidance Counselor I	
40	Gregorio G. Constantino	Teacher III	
41	Ronald P. Reaviles	Teacher I	
42	Emmanuel G. Moreno	Teacher III	
43	Mildred P. Anoso	Teacher III	
44	Monina Grace M. Villa	Teacher II	RQINHS
45	Jeselle R. Escobinas	Teacher II	WPNHS
46	Jeny B. Sumilang	Teacher I	TCNHS
47	Jobelle L. Maningas	PDO I	KALUMPANG ES
48	Ma. Theresa P. Eslacin	PDO I	TECS
49	Frenalyne B. Tabernilla	PDO I	TWCS I
50	Mila Rosa B. Pabularcon	PDO I	SPES

Division Child Protection Committee:

Committee	Name
Chairperson	Dr. Imelda C. Raymundo
Vice-Chairperson	Dr. Maria Corazon A. Borbon
Secretariat	Nicole May L. Lumanglas
Member (Representative of SHNU)	Lailani T. Omlas
Member (RGC/EPS of Edukasyon sa Pagpapakatao)	Marinessa A. Villamater and Dr. Joseph Jay D. Aureada

Enclosure 2 – Program Matrix

TIME	ACTIVITY	FACILITATOR
8:00-9:30a.m.	Opening Program	AVP
	Nationalistic Song	
	Prayer	
	CALABARZON March	
	Tayabas Hymn	
	DepEd Quality Policy Statement	
	Roll Call of Participants	Nicole May L. Lumanglas PDO I
	Opening Remarks	Herbert D. Perez Assist. Schools Division Superintendent
	Inspirational Message	Caledonio B. Balderas Jr. Schools Division Superintendent
	Rationale and Objectives	Imelda C. Raymundo SGOD Chief
9:30-9:50a.m.	Presentation of Program Matrix and Leveling of Expectation	Nicole May L. Lumanglas PDO I
	Health Break	
9:50- 11:50a.m.	Supplemental Guidelines on the Implementation of DepEd Child Protection Policy	Hazel Ann Camo PDO I/ LRP focal/ Child Protection Specialist-SDO Quezon
11:50- 12:50pm	Lunch Break	
12:50-1:00pm	Energizer	
1:00-3:00pm	Safe Spaces Act in Education	Rosemarie J. Gonzales PDO I/ LRP focal/ Child Protection Specialist-SDO Batangas
3:00-3:20pm	Health Break	
3:20-4:45pm	Case Management Procedures and referral system to CSWDO	Resource Speaker from CSWDO
4:45-5:00p.m.	Closing Program	

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Overall Chairperson: Celedonio B. Balderas, Jr. — SDS
Co-Chairperson: Herbert D. Perez — ASDS

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> ➤ Oversees the implementation of the entire program. ➤ Orients the PMT and resource persons on their terms of reference and details of the program design ➤ Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards ➤ Leads the debriefing sessions with the PMT and resource speakers
Learning Manager	Nicole May L. Lumanglas	<ul style="list-style-type: none"> ➤ Leads the conduct of the program per session room ➤ Ensures that the program is carried out based on the detailed design in collaboration with the resource persons ➤ Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and normsetting activities and by addressing emerging learning needs ➤ Facilitates management of learning activities as scheduled and as needed ➤ Facilitates integration session at the end of the intervention, including preparation of Work Application Plan
Resource Speakers /	Hazel Ann Camo, Rosemarie Gonzales, CSWDO staff	<ul style="list-style-type: none"> ➤ Applies effective presentation and facilitation techniques in conducting assigned sessions ➤ Provides expert content input during learning sessions
M&E Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> ➤ Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT ➤ Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist

		<ul style="list-style-type: none"> ➤ Applies process observation and prescribed tools to monitor and evaluate program delivery ➤ Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing ➤ Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation ➤ Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter	Nicole May L. Lumanglas	<ul style="list-style-type: none"> ➤ Documents the proceedings of the learning sessions using the prescribed documentation template ➤ Take photos of the different parts of the program delivery
Secretariat	Nicole May L. Lumanglas	<ul style="list-style-type: none"> ➤ Attends to registration needs of learners/ participants ➤ Ensures that the learners/ participants fill up attendance sheets every day. ➤ Assists in the distribution of learning materials and supplies ➤ Assists in posting and collection of session outputs ➤ Compiles session documents and learning resource materials
Welfare Officer	Lailani T. Omlas	<ul style="list-style-type: none"> ➤ Ensures that provisions for inclusion, safety, security, health, and wellness of learners/ participants, PMT, and resource persons are adequate and available at all times in the venue ➤ Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.
Logistics Officer	Luzviminda E. Saludares/ La Trisha Dalit	<ul style="list-style-type: none"> ➤ Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program

		<ul style="list-style-type: none">➤ Leads ocular inspection of venues to ensure adherence to standards and specifications➤ Checks that session rooms are always ready for use and conducive to learning
Finance Officer/ s	Benjie Millares. Agnes Luzadas	<ul style="list-style-type: none">➤ Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation➤ Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices➤ Monitors and documents all disbursements against budget to support liquidation➤ Liquidates all fund disbursement and prepares a financial report