



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

9 Nov 2023

DIVISION MEMORANDUM

No. 605 s. 2023

SCHOOLS DIVISION CHILD PROTECTION COMMITTEE (SDCPC)

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

1. With reference to **Regional Memorandum No. 611, s. 2023** titled, **Agreements on Establishing Child Protection Committees (CPC) in Schools Division Offices**, this Office announces the composition of the Schools Division Child Protection Committee.

2. The establishment of CPC aims to intensify the implementation of relevant laws and policies on Child Protection and Learner Rights and Protection.

3. The SDCPC composition and its terms of reference are as follows:

Chairperson: **CELEDONIO B. BALDERAS JR.**
Schools Division Superintendent
Co-Chairperson: **IMELDA C. RAYMUNDO**
Chief Education Supervisor – SGOD
Members: **MARIA CORAZON A. BORBON**
Education Program Supervisor – SGOD
NICOLE MAY R. LAGAR
Youth Formation Focal/ Learner Rights Focal
MILDRED Z. GALLENO
Education Program Supervisor/ALS Focal Person

Schools Division Superintendent

- ✓ Establish a mechanism for the effective implementation of CPC in the SDO.
- ✓ Provide strategic directions on support for school management and operations.
- ✓ Designate a permanent SDO focal person for Learner Rights and Protection.
- ✓ Ensure the establishment of a functional Child Protection Committee in schools.
- ✓ Give recommendations to the Regional Office and devise measures to address and prohibit abuse, exploitation, violence and discrimination, and bullying or peer abuse of children, consistent with the policies.

Chief Education Supervisor – SGOD

- ✓ Capacitate schools and learning centers in the delivery of basic education program support services by leading the conduct of information—dissemination activities and intensifying in-service training for teachers on the protection of children in school from violence, exploitation, discrimination, bullying or peer abuse, and other related cases.
- ✓ Implement and manage learner support services such as youth development, and the Child-Friendly School System with emphasis on Right-based education (RBE).
- ✓ Coordinate with line agencies such as but not limited to DSWD, WCPD (PNP), and the like for possible interventions and prevention programs.
- ✓ Conduct validation of the reports submitted in so far as the LRP policy is concerned in coordination with ESSD.
- ✓ Monitor the activity on CPC and policy implementation in schools; and submit pool/ list of RGCs in the SDO.
- ✓ Operationalize the policies and guidelines and conduct random monitoring to schools both public and private schools.
- ✓ Allocate funds for the CPC Operations on the WFP and ensures CPC is funded in the AIP of schools.
- ✓ Ensure schools and learning centers is a safe and conducive learning environment.

Education Program Supervisor – SGOD

- ✓ Assist in capacitating schools and learning centers in the delivery of basic education program support services
- ✓ Facilitate in the implementation of learner support services such as youth development, and the Child-Friendly School System with emphasis on Right-based education (RBE).
- ✓ Support in ensuring schools and learning centers is a safe and conducive learning environment.
- ✓ Undertake advocacy campaigns and capability building activities
- ✓ Ensure availability of the policies and guidelines on CPC both for public and private school.
- ✓ Conduct random monitoring on CPC activities.
- ✓ Develop strategies to address the risk factors that contribute to the commission of acts of abuse, violence, exploitation, discrimination, and bullying.
- ✓ Monitor and evaluate the implementation and enforcement by public and private schools of the issuances and such other related laws and regulations relative to abuse, exploitation, violence, and discrimination of children
- ✓ Develop and establish a quick response system for child protection;
- ✓ Intensify referral system, case management, and monitoring and documentation of cases.
- ✓ Encourage and support activities and campaigns initiated by stakeholders


Youth Formation Focal/ Learner Rights Focal

- ✓ Conduct of capacity building and orientation activities for the members of CPC.
- ✓ Coordinate with the Regional LRPO focal in the conduct of youth formation activities such as but not limited to trainings and seminars.

- ✓ Organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse.
- ✓ Submit reports on the identified Violence Against Children (VAC) for early detection and prevention.
- ✓ Ensure availability and accessibility of statistical reports on the cases;
- ✓ Ensure child participation in CPC in terms of planning, implementation and evaluation — solicits feedback.
- ✓ Consolidate reports on incidents and cases of all schools and submit a division report to the Regional Office.
- ✓ Comply with the reportorial requirements set by the Learner Rights and Protection Office (LRPO).
- ✓ Coordinate with the legal unit of the SDO for the reportorial requirements;
- ✓ Develop prevention and intervention plans.

Education Program Supervisor/ALS Focal Person

- ✓ Ensure the preparation of an incident report to be submitted to the School Head as a reference in preparation for an intake sheet.
 - ✓ Refer report on child bullying/child abuse cases to the school head where the plantilla item is lodged.
 - ✓ Monitor the delivery of effective teaching and learning in the Bahay Pag-ASA and learners who are in the custody of BJMP
4. Immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: OM-OASOPS-2023-0
To be indicated in the Perpetual Index
under the following subjects:

CHILD PROTECTION
LEARNERS RIGHTS

SGOD - schools division child protection committee (sdpc)
Tracking Number/DTS/November 9, 2023