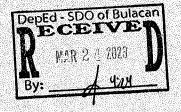
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ROWENAT, QUIAMBAO, CESE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SCHOOLS DIVISION OF BULACAN



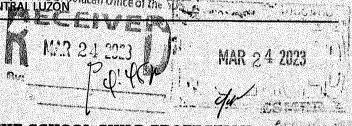


Republic of the Philippines

Department of Education

REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM No. 125, s. 2023



#### CONDUCT OF SCHOOL VISIT ON THE SCHOOL CHILD PROTECTION COMMITTEES

To: Schools Division Superintendents
Chiefs, School Governance and Operations Division (SGOD)
Division Child Protection Coordinators
All Others Concerned

- 1. In line with DepEd Order No. 40, s. 2012 titled "Child Protection Policy" that aims to protect school children from abuse, violence, exploitation, bullying and all other forms of abuse.
- 2. Likewise, all public and private elementary and secondary schools shall establish a Child Protection Committee which its functions are stipulated in DepEd Order No. 40, s. 2012.
- 3. The Learner Rights and Protection Office (LRPO) will visit schools this year to assess the functionality of the Child Protection Committee in the following areas:
  - 1. Organization and Coordination
  - 2. Policies and Guidelines
  - 3. Capacities and Resources
  - 4. Service Delivery
  - 5. Accountability and Performance
- 4. Schools to be visited this year shall be determined by random sampling, the number of schools visited per Schools Division Office (SDO) shall be proportional to the number of schools in the SDO against the total number of schools in the country. More so, the said activity must be compliant with DepEd Order No. 34 s, 2022, no disruption of classes.
- 5. In addition, this Office, through the Education Support Services Division (ESSD) will conduct a virtual coordination meeting on March 28, 2022 at 9:00 am to 12:00 nn via MS Teams through this link: <a href="https://tinyurl.com/CPU-CoorMeeting">https://tinyurl.com/CPU-CoorMeeting</a>.
- 6. This meeting aims to discuss the preparation on the school visit in the Region and the planned programs for the Child Protection.







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- 7. The expected participants in the virtual meeting are the Division Child Protection Coordinators. The attendees are encouraged to login 10 minutes before the scheduled meeting time.
- 8. Attached to this Memorandum is the Child Protection Committee Functionality Tool for reference.
- 9. For information and guidance

MAY B. ECLAR, PhD, CESO III

Encl.: CPC Functionality Tool Reference: OPS memo To be indicated in the <u>Perpetual Index</u> under the following subjects:

ESSD 2 March 24, 2023







#### Department of Education

#### OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

OUOPS No. 2023-\_\_-MEMORANDUM

TO

**All Regional Directors** 

All Schools Division Superintendents

All others concerned

FROM

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

FRANCIS CESAN B. BRINGAS Assistant Secretary for Operations

SUBJECT

Conduct of Visit to School Child Protection Committees

DATE

March 14, 2023

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Pursuant to DepEd Order No. 40, series of 2012, all public and private elementary schools shall establish a Child Protection Committee (CPC) to perform the following functions:

- 1. Draft a school child protection policy with a code of conduct and a plan to ensure child protection and safety, which shall be reviewed every three (3) years;
- 2. Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse;
- 3. Develop and implement a school-based referral and monitoring system;
- 4. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
- 5. Identify, refer, and, if appropriate, report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination and bullying;
- 6. Give assistance to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions;
- 7. Coordinate closely with the Women and Children Protection Desks of the Philippine National Police (PNP), the Local Social Welfare and Development Office (LSWDO), other government agencies, and non-governmental organizations (NGOs), as may be appropriate;

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- 8. Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child; and
- 9. Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their welfare.

Further, by virtue of DepEd Order No. 3, series of 2021, the Learner Rights and Protection Office (LRPO), formerly the Child Protection Unit, was created to establish mechanisms to fully operationalize, implement, and coordinate programs, projects, and activities pertaining to child protection. Further, the LRPO is mandated to ensure the establishment and functionality of the CPCs in schools.

Thus, the LRPO, through the CPC Functionality Support Unit, shall conduct visits to school CPCs across the country starting in 2023. The visits aim to assess the functionality of the CPCs in the following areas:

- 1. Organization and Coordination
- 2. Policies and Guidelines
- 3. Capacities and Resources
- 4. Service Delivery
- 5. Accountability and Performance

The schools to be visited in 2023 shall be determined by random sampling, wherein the number of schools visited per Schools Division Office (SDO) shall be proportional to the number of schools in the SDO against the total number of schools in the country. Further, the school visits shall not be a cause for disruption of classes.

Enclosed is the draft CPC Functionality Assessment tool for your reference.

For concerns, clarifications, and further information, you may contact Atty. Suzette T. Gannaban-Medina, OIC-Director III of LRPO, at (+632) 8632-1372 or at suzette.medina@deped.gov.ph.

For your guidance.

Thank you very much.



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#### ENCLOSURE CPC Functionality Tool

The Child Protection Committee (CPC) Functionality Tool is a set of indicators to measure the level of functionality of CPCs in schools. These indicators were culled from the functions of the CPCs as stipulated in Department Order 40, and from the Child Protection Policy Implementation checklist of the Department of Education (DepEd). The findings and recommendations of the study conducted by Social Watch, including the FGDs with school stakeholders and the children's consultations, also informed the finalization of the indicators.

### Functions of the CPC:

- Draft a school child protection policy with a code of conduct and a plan to ensure child protection and safety, which shall be reviewed every 3 years;
- Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination, and bullying or peer abuse; ci
  - Develop and implement a school-based referral and monitoring system;
- Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
- Identify, refer, and report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination and bullying; ശ
- Give assistance to parents or guardians in securing expert guidance counseling from the appropriate offices or institutions: ဖ
- Coordinate closely with the Women and Children Protection Division of the Philippine National Police (WCPD-PNP), the Local Social Welfare and Development Office (LSWDO), other government agencies, and NGOs;
- Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child; and α;
- Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their



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The Functionality Tool aims to strengthen the child protection committees with the following specific objectives:

- Provide concrete indicators to measure the functionality of the CPC in schools.
  - Capture the specific status of the CPCs in five areas of work
- Serve as basis and direction for the assistance from the DepEd Central Office to the Regional and Division offices. There are five indicators that represent broad work areas of a CPC. Each indicator has specific sub-indicators:
- 1. Organization & Coordination
- a) Establishment or Reorganization of CPC
  - b) Coordination Mechanism
- 2. Policies & Guidelines:
- a) Child Protection policy & operational guidelines
- 3. Capacities and Resources
- a) Orientation/Capacity building activities for the CPC
- b) Budget allocation for CPC operations and its financial sustainability
- Service Delivery 4:
- a) Prevention programs (Information dissemination and other promotional activities on child protection)
  - b) Existence of quick response system for child protection
- c) Referral system, case management, and monitoring and documentation of cases d) Proactive identification and reporting of VAC cases (Early detection)
- 5. Accountability and Performance
- a) Availability and accessibility of statistical report on cases handled
   b) Child participation in CPC planning, implementation and evaluation (refer to child friendly tool)

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## cl CPC Monitoring and evaluation

The CPCs are assessed based on these work areas and are given corresponding scores according to level of functionality:

- Not yet in place
- Planning stage
- Early stages of development က
  - Partially functional 4. N
    - Fully functional

#### Scoring Method

means the sub-indicator is Not yet in Place (or is absent); 2 means the sub-indicator is still in the planning stage; 3 means The CPC will discuss and assess each indicator and sub-indicator and agree on the score ranging from 1 to 5. A score of 1 the sub-indicator is in the Early Stages of Development; 4 means, partially functional; and 5 means fully functional

sub-indicator. The score will be determined if all verification measures have been ticked. A higher score or rate can be are verification measures under this score that are present and if all the verification measures under the scores 1 and 2 are obtained if the verification measures at the lower score or rate are complete. For example, a CPC can rate itself 3 if there To help guide the committee in assessing and rating their performance, there are verification measures in each score per present or have been accomplished.

of the scores for each main indicator. The highest rating is 25, where each main indicator will have a rating of 5 while the The rating for each main indicator is the average of the scores of the sub-indicators. While the overall rating will be the sum lowest rating is 5, where each indicator will have a rating of 1. The scoring system is also designed to help the CPC improve its functionality. For example, while a score is generated for the main indicator, the sub-indicators status will show in which areas the committee is weak and which areas it is strong.



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The scores will be based on the verification measures and the accompanying documents that will help describe the status bases of the scores. The functionality tool and the accompanying documents will be reviewed by the Division Office as part of the sub-indicators. The accompanying documents are required to show proof of accomplishment which provides clear of its CPC assessment and monitoring functions, NOTE: It is important to remind the CPC members that an increase in the number of reports or cases indicates trust and against and ostracized. Instead, prevention measures can be strengthened in collaboration with the LGU. Meanwhile, its confidence in the reporting and referral system of the CPC. Schools with high reported cases should not be discriminated functional reporting and referral system can be documented as a community of practice and for possible replication in other



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# Proposed Child Protection Committee Functionality Tool Matrix

			INDICATORS			
Work Areas and Indicators	1	8	8	4	2	SCORE
	Not in place/Absent	Planning Stage	In early stages of development	Partially functional	Fully functional	
1. Organization & Coordination						
a) Estabilshment or	None or has	• Has	Has organized	CPC has a	• CPC has a	
Reorganization of	not	scheduled	and convened	clear	strategic	
the Child	convened	meetings with	the CPC;	organization	goal or VMG	
Protection Committee (CDC)	the CPC	フイン elgissod		al chart	g) upid bure	
Communes lowed	a Upan line of	members;	Crc members     Crc members	000	years; and	
		• Has	are identified	• CPC members	an amual plon with	
	members	scheduled	names posted	have	tasking	
		orientations	in school	reviewed its	based on a	
		for identified		functions;	CP situation	
		CPC members	Turnover of	analyzed the	analysis)	
			reports and	CP situation		
			other CPC	in school	• 90-100% of	
			documents to		planned	
			the new CPC	CPC Holds	meetings of	
			was done	monthly	the CPC are	
				meetings to	conducted;	
			New CPC	discuss		
			members	appropriate	• 80%-100%	
			oriented on	intervention	of annual	
			the functions	s and/or	objectives	
				responses to	and plans	

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divided the cases and divided the concerns the concerns	• CPC has written	orientation material/	guidebook for CPC members:	each member has	acopy			
divided the tasks among	Carrie Carrier							
						n i		

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Has plans for strengthenin g the child protection system in school	Has implemente d collaborative work Coordinatio n mechanism for planning, implementat ion, monitoring and assessments have been formalized and functioning of this	mechanism is reviewed
	Has MOA or formal i coordination condination condination confice, with the office, wCPD, I.SWD, private practice practice practice practice practice practice practice counselling (Psychologist ii) for the referral services.	
	Has informal or initial coordination arrangements for referral system with WCPD, LSWD, LHO, other agencies or non-government organizations Actively coordinates with the District / Division office	
	Has mapped out available resources in their community for possible linkages or networking for cases needing referrals etc     Has identified specific areas of work for coordination or coordination or collaboration with other agencies or service providers	
	coordination     mechanism     on child     protection	
	b) Coordination mechanisms	

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				Division	disseminate d.	
2. Policies and guidelines						
a) Child Protection	No school-	Has identified	Has drafted	School has a	School has a	
policy and	based child	the policy and	the school-	written	handbook/	
operational	protection	program gaps	based child	school	manual on	
guidelines	policy	and	protection	based child	its school-	
	drafted	challenges	policy (based	protection	based child	
		that need to	on DO 40)	and anti-	protection	
		be addressed		bullying	and anti-	
			Includes code	policy with a	bullying	
		Has initiated	of conduct for	code of	policy with a	
		meetings to	learners,	conduct	code of	
		review and	school		conduct and	
		craft the	administrator	School has a	a plan to	
		school-based	s, Non-	conflict	ensure child	
		child	teaching	resolution	protection	
		protection	personnel,	mechanism	and safety,	
		policy and	Teachers,		which is	
		go apoo	Visitors, and	There are	reviewed	
		conduct	Off campus	written	every 3	
			activities	procedures	years	
				to guide in		
			Code of	conducting	School has a	
			conduct may	disciplinary	clear policy	
			have specific	proceedings	on the use	
			provisions to	in cases of	of positive	

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the 1 d s s a c c c c c c c c c c c c c c c c c		ully ite
and non- violent discipline for children specific guidelines that ensure child protection for children with disabilities Integrates other Child protection policy related orders in the school- based		Capacity     building     plan is fully     implemente     d and
offenses committed by pupils, students or learners		CPC has received training based on their
address potential risks to students Conflict resolution may be in practice		At least one CPC member participated in training for CPC
		CPC has identified capacity needs of its members
		CPC has no annual capacity building activities
	3. Capacities and resources	a) Orientation and capacity building activities for the members of the CPC

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ity participated		may CPC	le: members		•		conducted	tion for CPC	ng members		• CPC	1-der members	ag; capable of						ting & administrat	ing ors and	ases); non-		line; personnel	ning		tion	ර	an.		
conducted by capacity	the School needs	District / Which may	Division include:		al Office for Rights;		other CPC child	members protection	training	module/s;	First	respon-der	training	Training on	4Rs of VAC	(Recognizin	ති	Recording,	Reporting &	Referring	VAC cases);	Positive	Discipline;	Monitoring	නි	Evaluation	of policy	and plan		
for its	members • Initiated	plans for	capacity	building	needs which	includes:	Child's	Rights,	DepEd child	protection	training	module/s;	First respon-	der training;	Training on	4Rs of VAC	(Recognizing,	Recording,	Reporting &	Referring	VAC cases);	Positive	Discipline;	Monitoring &	Evaluation of	policy and	plan	Initiated	plans and	request for

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	CPC has secured budget allocation for its Strategic and annual plans in implementi ng the child protection policy based on its Investment programmi ng     CPC plan and budget included in the School improvement the School improvement that and budget included in the school improvement that and and budget included in the school improvement that and
Capacity     building     plan is     partially     implemente     d	Budgets     allocated     and utilized     for:         c Guidanc         e         counsell         ors are         hired         and         trained         tor CPC         work or         In lieu of         guidance         counsell         ors,         Teacher-         guidance         counsell         ors,         counsell         ors,
	There is minimal allocation from the school MOOE  LGU and/or LSB allocates some amount for the planned activities of the CPC  There is minimal allocation to the planned activities of the CPC
technical assistance or capacity building activities from DepEd, LGU, or CSOs	Has     identified     budgetary     requirements     Has initiated     plans or     requests for     budget from     LGU
	There is no budget allocation for the CPC from the school or department for its operations
	b) Budget allocation for CPC operations and its financial sustainability

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the Annual	work and financial	plan	The School.	PTA, LGU	and LSB	are	coordinatin	g to ensure	budget	allocation	for the	strategic	and annual	investment	program of	the CPC		<ul> <li>School is</li> </ul>	able to	generate	funds from	external	sources.					
psycholo	<b>8</b> 3)	o Establis	Room or	Infrastru	cture for	the CPC	anda	private	interview		counselli	ng room		<ul> <li>Partial</li> </ul>	allocation		o Capabilit	y	building	activities	o Informat	ion	Dissemi	nation	o Operatio	ns for	service	delivery

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	CPC able to roll out and	implement the capability	building program on child protection	for learners, teachers, administrat ors, non-teaching staff  CPC has IEC materials (Handbook, Guidebook) on the child protection policy and disseminate d these to the learners, teachers,	parents.
	CPC     conducts	orientation sessions on the school's	child protection policy for learners,	teachers, non- teaching staff conducts training among training among teachers and non- teaching staff on First Responder system and referral system for VAC incidents	
	• CPC conducts	orientation of learners on the school's	child protection and anti- bullying	policy once during the school-year CPC organizes activity/ies on child protection during children's month celebration	
	Has     conducted	meetings to flesh out the details and	schedules of orientation on CPP and awareness	raising activities	
	• There is no information	on program or some	information on Child protection or CP policy	posted on the bulletin board in school	
4. Service delivery	a) Prevention programs	disseminati on programs	Organize     activities     for the     protection	of children from abuse, exploitation , violence, discriminati on and bullying or peer abuse	

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non- teaching staff CPC monitors and evaluates the impact of the trainings and awareness raising activities	Quick response system is implemente d. Teachers, administrat ors and non-teaching staff, are able to act as first responders.
within the school school	There is a vritten authors a vritten s response system d which is substantiall a y implemente d a are oriented a a on the response substantiall a second the property of the d conthe control of the d conthe conthe conthe conthe conthe control of the control of the d conthe control of the d conthe control of the cont
	In practice, witnesses call on the school principal or guidance counsellor for immediate response to an ongoing case  All school personnel are oriented
	Meetings are conducted to develop the quick response system
	No quick response system
	b) Existence of quick response system for child protection

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	100% of incidents/c ases of bullying and child abuse were managed according to quick response and referral system     100% of bullying and VAC cases are documente d     100% of bullying and VAC cases can bullying and VAC cases are documente d     100% of cases/comp laints can be tracked and
response	CPC has developed and is implementi ng a schoolbased referral and monitoring system to address child abuse and bullying cases     System is substantiall y implemente d while and hollying substantiall y implemente d seasof bullying asses of bullying asses of bullying
on the quick response system	Informal referral in practice     Meetings with other agencies or service providers are conducted to discuss the referral system and case management
, n	• The CPC is drafting a school-based referral and monitorin g system to address child abuse and bullying cases.
	• There is no referral system established conference conference conducted
	c) Referral system, case management and monitoring and documentation of cases

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feed	backing on	status of	case	provided to	concerned	parties		<ul> <li>Documents</li> </ul>	are well	kept and	%0	violation of	confidential	ity	,	<ul> <li>Assistance</li> </ul>	provided to	parents or	guardians,	whenever	necessary	in securing	expert	guidance	counseling	from the	appropriate	offices or	institutions	
and child	abuse were	managed	according	to quick	response	and referral	system	,	t least	50% of	ullying	and VAC	cases are	documente			least	50% of	cases/comp	laints can	be tracked	and	immediate	feed	backing on	status of	case	provided to	concerned	parties
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d) Proactive identification and reporting of VAC cases (Early detection)	There is no system for identifying students who may be suffering from significant harm based on physical, emotional, or behavioral signs  signs	The CPC is drafting a system for identifying students who may be suffering from significant harm based on physical, emotional, or behavioral signs	Teachers,     administrato     rs, guidance     counselors     and non-     teaching staff     are trained	Teachers, administrat ors, guidance counselors and non-teaching staff are able to recognize and identify signs of abuse     Identified cases are referred for appropriate action	90%-100% of unreported cases of child abuse among learners are being identified and addressed or referred to appropriate offices      All identified cases are provided with appropriate intervention
5. Accountability & Performance					
a) Availability and accessibility of statistical report	There is no Data or Statistical	• CPC finalizes intake sheets, other	CPC fills up intake sheets, and	Substantial documentation and	CPC is able     to     document

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and responses, and	presents a situational analysis of VAC in	school based on statistical report on VAC cases	nandied by the CPC. Situation on VAC is discussed	among teachers, guidance, administrat ors and	non- teaching staff and parents of learners	<ul> <li>Situational analysis with</li> </ul>
tion of statistical reporting	on vac cases handled; always	Regularly submits updated	consondance d reports on bullying and child abuse cases	to the division office		
monitoring and reporting forms on	Submits     consolidated	reports on bullying and child abuse cases to the division office	Data may be incomplete; Partial implementati	on of statistical reporting on VAC cases		
and reporting forms on VAC	• CPC sets schedules for the	submission and consolidation of reports				
VAC cases handled by the CPC	TOOTTOO!					

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statistical report is regularly submitted and discussed with the division office Situational analysis is also made available and accessible to the public	Learners actively participate in the planming, including investment programmi ng, implementa tion, monitoring and
	• CPC provides regular venue for learners and student bodies in the CPC planning, implementa tion and evaluation
	Plans on how children can meaningfully participate in the planning, implementati on, and evaluation of CPC activities are finalized
	Orientation     on child     participation     is conducted     for all CPC     members      There are     initial plans     on how     children can     meaningfully     participate in
	• There is no student participatio n in CPC activities
	b) Child participation in CPC planning, implementation and evaluation - Solicits feedback from learners

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collects feedback from learners through the child- friendly CPC booklet  CPC gives due weight to the learners' feedback	
earners on child protection in school  • Learners start using the CPC booklet	
they can participate in the planning, implementati on, and evaluation of CPC activities  CPC creates safe spaces for child participation  CPC encourages feedback from learners	on the CPC activities informally CPC orients all learners about the child-friendly
activities	
<del></del>	
Similar Morramone	they can learners on participate in the planning, implementati on, and evaluation of evaluation of activities the CPC activities safe spaces for child participation  CPC creates safe spaces for child participation

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# Department of Coucation

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	o) CPC Monitoring and evaluation	Overall Sore
	• CPC does not monitor and evaluate the implementa tion of the child protection and/or anti-bullying policies	
	CPC is drafting the monitoring and evaluation design and tools it will use	
CPC functionality booklet	All CPC     members are     oriented on     the tools and     their tasks     relative to     monitoring     and     evaluation	
	CPC is using the tools CONDUCTS assessment exercises	
	<ul> <li>100% of learners affected by bullying and VAC are reporting and availing of the programs and services of the CPC</li> <li>70%-100% of objective of Child protection strategic plan met</li> </ul>	

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