



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

September 15, 2023

DIVISION MEMORANDUM  
NO. 402, s. 2023

**DIVISION TRAINING WORKSHOP ON THE STRENGTHENING/ FUNCTIONALITY  
OF THE CHILD PROTECTION COMMITTEE (CPC) AND LEARNER PROTECTION  
IN SCHOOLS**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In line with DepEd Order No. 40, s. 2012 titled "DepEd Child Protection Policy," all public and private elementary and secondary schools nationwide shall establish a functional Child Protection Committee (CPC) in schools, and Regional Memorandum No. 339, s. 2023, the Schools Division Office of Bulacan shall conduct a **Training Workshop on the Strengthening/ Functionality of the Child Protection Committee (CPC) and Learner Protection in schools on September 25-26, 2023, 8:00 AM – 5:00 PM, at the 3rd Floor Conference Hall, SDO Bulacan.** This is in recognition of the vital role of school CPCs in ensuring that all learners are protected, safe and free from all forms of abuse. Furthermore, the school CPCs shall plan, implement, and promote advocacy programs, projects, and activities in relation to learner protection.
2. The objectives of the said activity are as follows:
  - 2.1. identify existing DepEd policies and issuances on learner rights and protection;
  - 2.2. determine specific functions of the Child Protection Committee (CPC) in schools;
  - 2.3. understand the duties and responsibilities of the school in the handling of learner rights and protection incidents;
  - 2.4. streamline case management protocols for efficient handling of learner rights and protection concerns;
  - 2.5. harmonize all procedures and interventions implemented in schools in relation to learner protection;
  - 2.6. **revisit local child protection policy of the schools; and**



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2:05



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- 2.7. ensure that all incidents of child abuse, violence, exploitation, discrimination, bullying and other similar acts are properly addressed.
3. The training shall be participated by 33 Elementary School Heads (1 Representative per District) to be identified by the Public Schools District Supervisor and 24 Secondary School Heads (4 Representative per EDDIS) to be identified by the EDDIS Chairs. This Office encourages the participants to cascade the training to their respective District and Eddis.
4. Expenses to be incurred in the conduct of the said activity shall be charged against the Program Support Funds (PSF) while the transportation expenses of the participants shall be charged against school local funds, both subject to usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as the travel authority of all participants.
6. Attached is the Regional Memorandum No. 339, s. 2023, Conduct of Training Workshop on the Strengthening of the Child Protection Committee (CPC) and Learner Protection in Schools for reference.
7. It is expected that all participants observe health protocols during the conduct of the said activity to prevent any spread of infectious diseases.
8. Immediate and wide dissemination of this Memorandum is highly desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

0581 SGOD YF

**References:**

Regional Memorandum No. 339, s. 2023 - Conduct of Training Workshop on the Strengthening of the Child Protection Committee (CPC) and Learner Protection in Schools

DepEd Order No. 40, s. 2012 - DepEd Child Protection Policy



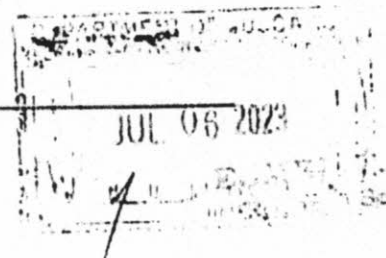
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Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM  
No. 339, s. 2023

**CONDUCT OF TRAINING WORKSHOP ON THE STRENGTHENING OF THE  
CHILD PROTECTION COMMITTEE (CPC) AND LEARNER PROTECTION IN  
SCHOOLS**

To: Schools Division Superintendents  
Chiefs, School Governance and Operations Division (SGOD)  
Division Child Protection Focal Persons  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 40 s, 2012 titled "DepEd Child Protection Policy", all public and private secondary and elementary schools nationwide shall establish a functional school Child Protection Committee (CPC), thus, Department of Education (DepEd) Regional Office III is fully committed in strengthening and promoting learner's rights and safety through establishment of a fully functional Child Protection Committee in Schools.
2. Furthermore, the Child Protection Committee (CPC) in schools has a vital role in ensuring that all the learners are protected and safe from abuse, violence, exploitation, bullying and all other forms of abuse. In addition, CPC shall plan, implement and promote advocacy programs, projects and activities relative to the learner protection.
3. In order to strengthen the CPC in schools, the Schools Division Offices (SDOs) through the Division Learner Rights and Protection Focal Persons (DLRPFs) are advised to conduct **Training Workshop on Strengthening of the Child Protection Committee and Learner Protection in Schools** not later than the fourth week of September 2023. In addition, the DLRPFs shall inform this Office on the specific date/s in the conduct of such activity for monitoring purposes.
4. The target participants to this training workshop are all public and private school heads of both elementary and secondary schools.
5. Enclosure is the allocation of each Schools Division Office (SDO) to be downloaded as Program Support Fund (PSF) in the conduct of capacity building for the Chairpersons of the school Child Protection Committee.
6. Should the PSF is not enough to support the capacity building, the SDOs through the DLRPFs may engage in collaboration and partnership with their



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
respective Local Council for the Protection of Children (LCPC) such as Provincial Council for the Protection of Children/ City/Municipal Council for the Protection of Children/Barangay Council for the Protection of Children for the support resources.

7. Likewise, the DLRPFPs are requested to submit the Activity Completion Report (ARC) and Utilization and Liquidation Report using the attached template through this google drive link: <https://drive.google.com/drive/folders/1T3-7m9W0w10v0> not later than October 16, 2023.

8. Travel and other expenses incurred by the participants in attending the activity shall be charged against the local funds subject to usual auditing and accounting rules and procedures.

9. Attached to this Memorandum are the PSF Budget Breakdown for Strengthening of the CPC and Learner Protection in Schools, Activity Completion Report, Utilization Liquidation Report and Sample Program Design for reference.

10. For information and guidance

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

Let: C/P, Final/Ready To Go  
Reference: OPM items  
To be included in the Final/Ready To Go  
under the following subjects:

ESRD 2  
July 03, 2023



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REGION III CENTRAL LUZON

**Enclosure 1**

**Program Support Fund Budget Breakdown for Strengthening of CPC and  
Learner Protection in Schools**

No.	Division	Amount
1	Aurora	46,100.00
2	Bataan	46,100.00
3	Balanga City	46,100.00
4	Bulacan	46,100.00
5	Malolos City	46,100.00
6	Meycauayan City	46,100.00
7	San Jose Del Monte City	46,100.00
8	Nueva Ecija	46,100.00
9	Cabanatuan City	46,100.00
10	Gapan City	46,100.00
11	Science City of Munoz	46,100.00
12	San Jose City	46,100.00
13	Pampanga	46,100.00
14	Angeles City	46,100.00
15	Mabalacat City	46,100.00
16	San Fernando City	46,100.00
17	Tarlac Province	46,100.00
18	Tarlac City	46,100.00
19	Zambales	46,100.00
20	Olongapo City	46,100.00
<b>Total</b>		<b>Php. 922,000.00</b>



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**Enclosure 2: Program Design Template**

**TRAINING WORKSHOP ON ESTABLISHING FUNCTIONAL CPCS IN [SDO]**


Date: \_\_\_\_\_

Venue: \_\_\_\_\_

<b>Day 0</b>	
1:00 PM – 5:00 PM	Arrival and registration of Participants
<b>Day 1</b>	
8:00 AM – 9:15 AM	A. Prayer B. Pambansang Awit  C. Welcome Remarks  D. Inspirational Message  E. Keynote Address  F. Message of Challenge  F. Introduction of the Participants
9:15 AM – 9:45 AM	House Rules and Leveling of Expectations
9:45 AM – 10:00 AM	BREAK
10:00 AM – 11:00 AM	Objective Setting <i>Resource Person:</i>
11:00 AM – 12:30 PM	The DepEd Policies and Issuances Related to Learner Rights and Protection (Part 1) <i>Resource Person:</i>
12:30 PM – 1:30 PM	LUNCH
1:30 PM – 3:45 PM	The DepEd Policies and Issuances Related to Learner Rights and Protection (Part 2) <i>Resource Person:</i>
3:45 PM – 4:00 PM	BREAK
4:00 PM – 5:00 PM	Case Management Protocols (DO 40 s2012, DO 55 s2013, and DO 18 s2015) <i>Resource Person:</i>
<b>Day 2</b>	
8:00 AM – 8:15 AM	RECAP and ICE-BREAKER
8:15 AM – 9:45 AM	Roles and Responsibilities of the Child Protection Committees <i>Resource Person:</i>
9:45 AM – 10:00 AM	BREAK

10:00 AM – 12:00 PM	Preventive Measures to Address Child Abuse, Exploitation, Violence, Discrimination, Bullying, and Other Acts of Abuse <i>Resource Person:</i>
12:00 – 1:00 PM	LUNCH
1:00 PM – 3:00 PM	Protective, and Corrective Measures to Address Child Abuse, Exploitation, Violence, Discrimination, Bullying, and Other Acts of Abuse <i>Resource Person:</i>
3:00 PM – 3:15 PM	BREAK
3:45 PM – 5:15 PM	Social Behavioral Change (SBC) Strategies for Learner Protection Campaign <i>Resource Person:</i>
<b>Day 3</b>	
8:00 AM – 8:15 AM	RECAP and ICE-BREAKER
8:15 AM – 9:45 AM	Introduction to Localized Child Protection Policy <i>Resource Person:</i>
9:45 – 10:00 AM	BREAK
10:00 – 12:00 PM	Workshop on Drafting the Localized Child Protection Policy <i>Resource Person:</i>
12:00 – 1:00 PM	LUNCH
1:00 – 3:00 PM	Workshop on Drafting the Localized Child Protection Policy <i>Resource Person:</i>
3:00 – 3:15 PM	BREAK
3:15 – 5:00 PM	Presentation of the Draft of the Localized Child Protection Policy <i>Resource Person:</i>
<b>Day 4: June 2, 2023 (Friday)</b>	
8:00 AM – 8:15 AM	RECAP and ICE-BREAKER
8:15 AM – 10:15 PM	Panel Discussion (representatives from each member-composition) <i>Main Question: How can CPCs be functional and empowered in ensuring child protection?</i>
10:15 AM – 10:30 AM	BREAK
10:30 AM – 11:00 AM	Evaluation
11:00 AM – 12:00 PM	Closing Ceremony A. Awarding of Certificates B. Response from the Participants  C. Closing Remarks  D. Closing Prayer


**Enclosure 3: Activity Report Template**

	Republic of the Philippines <b>Department of Education</b> Division Office Marikina	Effectivity Date	
	<b>Activity Report</b>	Version no.	
	(for meetings, seminars, training, workshops, conferences, and other educational activities)	Region No.	
		Page no.	
		Reference no.	

TITLE OF ACTIVITY	DATE/TIME	PLACE/VENUE

DETAILS OF ACTIVITY	
I.	Overview:
II.	Objective:
III.	Highlights of Activities:
IV.	Outputs of the Activity
V.	Recommendations / Relevant applications in DepEd
VI.	Requested Actions (if any):
VII.	Monitoring and Evaluation (Specific Data)



	Republic of the Philippines <b>Department of Education</b> (Division Office) [Region]	Effectivity Date	
	<b>Activity Report</b> (for meetings, seminars, training, workshops, conferences, and other relational activities)	Version no.	
		Revision No.	
		Page no.	
		Reference no.	

**Total Number of Participants:**

Name	Designation	Name of School	Year/s of service as CPC Member

**VIII. Attachments (Check if Applicable)**

Available	Photos
Available	PowerPoint Presentations
Available	Brochures
Available	Workshop/Activity Method
Available	Program of Activity
Available	Certificate of Attendance
Others (Please Specify)	

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_

\_\_\_\_\_  
LRP Division Focal Person

\_\_\_\_\_  
School Division Superintendent

**Enclosure 5: SCHOOLS DIVISION OFFICE (SDO) ACCOMPLISHMENT REPORT ON THE UTILIZATION AND LIQUIDATION REPORT OF PROGRAM SUPPORT FUNDS FOR THE CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY AND LEARNER RIGHTS AND PROTECTION EVENTS**



Republic of the Philippines  
**Department of Education**  
 DIVISION OFFICE  
 REGION \_\_\_\_\_



**SCHOOLS DIVISION OFFICE (SDO) ACCOMPLISHMENT REPORT ON THE UTILIZATION AND LIQUIDATION REPORT OF PROGRAM SUPPORT FUNDS FOR THE CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY AND LEARNER RIGHTS AND PROTECTION EVENTS**

**I. Physical and Financial Accomplishments (Use additional sheet if necessary.)**

Amount of PSF Received Pp:	Date Received	SUP-ARR No.																		
Amount Utilized Pp:	Amounts Liquidated Pp:	Date of Liquidation																		
Expenses (Use additional sheet if necessary)		Remarks																		
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Physical Accomplishments</th> <th colspan="3">Financial Accomplishments</th> </tr> <tr> <th>Target</th> <th>Actual</th> <th>%</th> <th>Target</th> <th>Actual</th> <th>%</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Physical Accomplishments			Financial Accomplishments			Target	Actual	%	Target	Actual	%						
Physical Accomplishments			Financial Accomplishments																	
Target	Actual	%	Target	Actual	%															

Reasons for Under/Over Performance based on the set Target objectives (Use additional sheet if necessary)

**II. Issues, challenges, and other concerns (Use additional sheet if necessary.)**

Operational Concerns/Issues:

\_\_\_\_\_

\_\_\_\_\_

Policy related concerns/Issues:

\_\_\_\_\_

\_\_\_\_\_

**III. Best Practices, Recommendations, and Ways Forward (Use additional sheet if necessary.)**

**ENCLOSURES:**

The implementing SDO shall attach the following documents:

- Photocopies of receipts
- Photocopies of Attendance Sheets
- Photos of actual conduct of consultation

The undersigned LRP Focal Person and Official certify that the PSF provided to the Schools Division Office of Marikina by the Learner Rights and Protection Office for the Conduct of Training Workshop for the Child Protection Committee on the Identified Concerns During the Psychological First Aid Conducted last April 2020, was utilized in accordance with applicable DepEd issuances and accounting rules and regulations.

**Prepared by:**

**Approved by:**

\_\_\_\_\_  
LRP Division Focal Person

\_\_\_\_\_  
Schools Division Superintendent