

### Department of Education

REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

March 27, 2023

### **DIVISION MEMORANDUM**

No. 149

s. 2023

### DISSEMINATION OF REGIONAL MEMORANDUM NO. 125, S. 2023 RE: CONDUCT OF SCHOOL VISIT ON THE SCHOOL CHILD PROTECTION COMMITTEES

To: All Public Elementary and Secondary School Heads

All Private Elementary and Secondary School Administrators

All School Child Protection Focal Person

All Others Concerned

- 1. For the information and guidance of all concerned, enclosed is RM No. 125, s. 2023 re: Conduct of School Visit on the School Child Protection Committees (CPC).
- 2. The Learner Rights and Protection Office will visit schools this year to assess the functionality of the CPC using the enclosed draft CPC Functionality Assessment Tool.
- 3. In line with this, all Public and Private Elementary and Secondary Schools are expected to have a functional CPC in their respective schools pursuant to DO No. 40, s. 2012 titled "Child Protection Policy.
- 4. Immediate and widest dissemination of this memorandum is earnestly desired.

SCIENCE CITY OF MUNOZ I

Schools Division Superintendent



Loyal, Excellent, Accountable and Dedicated to Dervice

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### Department of Education

REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM No. 125, s. 2023 MAR 24 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: https://tinyurl.com/CPU-CoorMeeting.
- 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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**REGION III-CENTRAL LUZON** 

- 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

Regional Director

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 CESAR 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;
- 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;

- 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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### OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

### 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:

- 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 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 report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination and bullying:
- 6. Give assistance to parents or guardians in securing expert guidance counseling from the appropriate offices or institutions:
- 7. 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;
- 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.



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

- a) Provide concrete indicators to measure the functionality of the CPC in schools.
- b) Capture the specific status of the CPCs in five areas of work
- c) 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
  - 4. Service Delivery
    - 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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### c) CPC Monitoring and evaluation

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

- 1. Not yet in place
- 2. Planning stage
- 3. Early stages of development
- 4. Partially functional
- 5. Fully functional

### **Scoring Method**

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 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 sub-indicator is in the Early Stages of Development; 4 means, partially functional; and 5 means fully functional.

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

The rating for each main indicator is the average of the scores of the sub-indicators. While the overall rating will be the sum of the scores for each main indicator. The highest rating is 25, where each main indicator will have a rating of 5 while the 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 of the sub-indicators. The accompanying documents are required to show proof of accomplishment which provides clear bases of the scores. The functionality tool and the accompanying documents will be reviewed by the Division Office as part 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 confidence in the reporting and referral system of the CPC. Schools with high reported cases should not be discriminated against and ostracized. Instead, prevention measures can be strengthened in collaboration with the LGU. Meanwhile, its functional reporting and referral system can be documented as a community of practice and for possible replication in other schools.



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### OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

### Proposed Child Protection Committee Functionality Tool Matrix

	INDICATORS						
Work Areas and Indicators	1	2	3	4	5	SCORE	
	Not in place/Absent	Planning Stage	In early stages of development	Partially functional	Fully functional		
1. Organization & Coordination							
a) Establishment or Reorganization of the Child Protection	<ul> <li>None or has not convened the CPC</li> </ul>	Has scheduled meetings with possible CPC	<ul> <li>Has organized and convened the CPC;</li> </ul>	CPC has a clear organization al chart	CPC has a strategic goal or VMG and plan (3		
Committee (CPC)	Has a list of CPC members	members;  • Has scheduled orientations for identified CPC members	<ul> <li>CPC members are identified and their names posted in school</li> <li>Turnover of reports and other CPC documents to the new CPC was done</li> <li>New CPC members oriented on the functions</li> </ul>	<ul> <li>CPC members have reviewed its functions; analyzed the CP situation in school</li> <li>CPC Holds monthly meetings to discuss appropriate intervention s and/or responses to</li> </ul>	years; and an annual plan with tasking based on a CP situation analysis)  90-100% of planned meetings of the CPC are conducted;  80%-100% of annual objectives and plans		



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	and work of CPC  Members have identified and divided the tasks among themselves  CPC has written orientation material/guidebook for CPC members; each member has a copy  CPC has integrated the responsibilit ies of CPC from DO 55 2013 (antibullying) and DO 18, 2015 restorative justice panel (RJP re CICL)) and other child protection policies of DepEd
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					Has plans     for     strengthenin     g the child     protection     system in     school
b) Coordination mechanisms	No     coordination     mechanism     on child     protection	<ul> <li>Has mapped out available resources in their community for possible linkages or networking for cases needing referrals etc</li> <li>Has identified specific areas of work for coordination or collaboration with other agencies or service providers</li> </ul>	<ul> <li>Has informal or initial coordination arrangements for referral system with WCPD, LSWD, LHO, other agencies or non-government organizations</li> <li>Actively coordinates with the District/Division office</li> </ul>	Has MOA or formal coordination mechanism with the local health office, WCPD, LSWD, private practice counselling (Psychiatrist, Psychologist) for the referral services.      Actively coordinates with the District/	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 and



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



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



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for its		conducted by	capacity	participated
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	plans for	District /	which may	CPC
	capacity	Division	include:	members
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	includes:	roll out to	DepEd	training
	Child's	other CPC	child	conducted
	Rights;	members	protection	for CPC
	DepEd child		training	members
	protection		module/s;	
	training		First	• CPC
	module/s;		respon-der	members
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	Evaluation of		&	
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	plan		of policy	
	<ul> <li>Initiated</li> </ul>		and plan.	
	plans and			
	request for			



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



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



### Department of Education

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



### Department of Education

			on the quick response system	response system	
c) Referral system, case management and monitoring and documentation of cases	There is no referral system established  No case conference conducted	• The CPC is drafting a school-based referral and monitorin g system to address child abuse and bullying cases.	Informal referral in practice      Meetings with other agencies or service providers are conducted to discuss the referral system and case management	CPC has developed and is implementing a schoolbased referral and monitoring system to address child abuse and bullying cases      System is substantially implemented      At least 50% of incidents/cases of bullying	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 cases/comp laints can be tracked and immediate



### Department of Education

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concerned	institutions
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	• 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	<ul> <li>Teachers, administrat ors, guidance counselors and nonteaching staff are able to recognize and identify signs of abuse</li> <li>Identified cases are referred for appropriate action</li> </ul>	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
& Performance a) Availability and accessibility of statistical report on cases handled	There is no     Data or     Statistical     reports on	CPC finalizes intake sheets, other monitoring	CPC fills up intake sheets, and other	Substantial documentat ion and implementa	CPC is able to document VAC cases



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VAC cases handled by the CPC /School	and reporting forms on VAC  CPC sets schedules for the submission and consolidation of reports	monitoring and reporting forms on VAC  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	tion of statistical reporting on VAC cases handled; always updated  • Regularly submits updated consolidate d reports on bullying and child abuse cases to the division office	and responses, and presents a situational analysis of VAC in school based on statistical report on VAC cases handled by the CPC. Situation on VAC is discussed among teachers, guidance, administrat ors and non- teaching staff and parents of learners  Situational analysis with	
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### Department of Education

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



### Department of Education

the planning, implementati on, and evaluation of CPC activities	<ul> <li>CPC provides information to all learners about how they can participate in the planning, implementati on, and evaluation of CPC activities</li> <li>CPC creates safe spaces for child participation</li> <li>CPC encourages feedback from learners on the CPC activities informally</li> <li>CPC orients</li> </ul>	CPC conducts survey among learners on child protection in school  Learners start using the CPC booklet	evaluation of the CPC plan  CPC collects feedback from learners through the child- friendly CPC booklet  CPC gives due weight to the learners' feedback
	all learners about the child-friendly		



### Department of Education

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



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REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM NO. 129, S. 2023

### CONDUCT OF VISIT TO SCHOOL CHILD PROTECTION COMMITTEES

To: All Schools Division Superintendents; School Child Protection Committees; All Others Concerned

- 1. Pursuant to DepEd Order No. 40, series of 2012, all public and private elementary schools shall establish a Child Protection Committee (CPC) to perform mandated functions for the effective implementation of the provisions of the DepEd Child Protection Policy.
- 2. 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 LPO is mandated to ensure the establishment and functionality of the CPCs in schools.
- 3. 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:
  - 2.1. Organization and Coordination
  - 2.2. Policies and Guidelines
  - 2.3. Capacities and Resources
  - 2.4. Service Delivery
  - 2.5. Accountability and Performance
- 4. 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.
- 5. Enclosed is the draft CPC Functionality Assessment tool, for reference.
- 6. All Schools Division Offices are directed to widely disseminate this information to School CPCs and other personnel concerned.





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REGION III-CENTRAL LUZON

MAY B. ECLAR, PhD, CESO III
Regional Director

Encl.:

OUOPS No. 2023-\_\_\_ Memorandum from Atty. Revsee A. Escobedo, Undersecretary for Operations; and Francis Cesar B. Bringas, Assistant Secretary for Operations







### 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 CESAR B. BRINGAS
Assistant Secretary for Operations

SUBJECT

Conduct of Visit to School Child Protection Committees

DATE

: March 14, 2023

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:

- 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;
- Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse;
- 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;

- 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.

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- 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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### CPC Functionality Tool ENCLOSURE

The Child Protection Committee (CPC) Functionality Tool is a set of indicators to measure the level of functionality of CPCs recommendations of the study conducted by Social Watch, including the FGDs with school stakeholders and the children's 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 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; ω. 4·
- Identify, refer, and report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination and bullying; 3
- Give assistance to parents or guardians in securing expert guidance counseling from the appropriate offices or institutions; 6.
  - 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 8
- Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their 6



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

- a) Provide concrete indicators to measure the functionality of the CPC in schools. b) Capture the specific status of the CDC in frame in fermions of the CDC in schools.
- 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
- 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
- 4. Service Delivery
- 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 ODC alamination.
- Child participation in CPC planning, implementation and evaluation (refer to child friendly tool)



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### c) 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 3.
  - Partially functional 4. 10.
    - 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 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 are verification measures under this score that are present and if all the verification measures under the scores 1 and 2 are 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 of the sub-indicators. The accompanying documents are required to show proof of accomplishment which provides clear bases of the scores. The functionality tool and the accompanying documents will be reviewed by the Division Office as part of its CPC assessment and monitoring functions.

confidence in the reporting and referral system of the CPC. Schools with high reported cases should not be discriminated against and ostracized. Instead, prevention measures can be strengthened in collaboration with the LGU. Meanwhile, its functional reporting and referral system can be documented as a community of practice and for possible replication in other NOTE: It is important to remind the CPC members that an increase in the number of reports or cases indicates trust and



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# Proposed Child Protection Committee Functionality Tool Matrix

				INDICATORS				
Work Areas and		F	8	ო		4	រេ	SCORE
rate of the control o		Not in place/Absent	Planning Stage	In early stages of development	E E	Partially functional	Fully functional	
1. Organization & Coordination								
a) Establishment or	0	None or has	• Has	<ul> <li>Has organized</li> </ul>		CPC has a	<ul> <li>CPC has a</li> </ul>	
Reorganization of		not	scheduled	and convened	0	clear	strategic	
the Child		convened	meetings with	the CPC;	0	organization	goal or VMG	
Protection		the CPC	possible CPC		Ø	al chart	and plan (3	
Committee (CPC)			members;	<ul> <li>CPC members</li> </ul>			years; and	
	0	Has a list of		are identified	•	CPC	an annual	
		CPC	• Has	and their	П	members	plan with	
		members	scheduled	names posted	7	have	tasking	
	_		orientations	in school	ī	reviewed its	based on a	
			for identified		fl	functions;	CP situation	
			CPC members	<ul> <li>Turnover of</li> </ul>	Ø	analyzed the	analysis)	
				reports and	0	CP situation		
				other CPC	.p	in school	• 90-100% of	
				documents to			planned	
				the new CPC	0	CPC Holds	meetings of	
	_			was done	П	monthly	the CPC are	
					п	meetings to	conducted;	
				<ul> <li>New CPC</li> </ul>	ъ	discuss		
				members	ď	appropriate	<ul><li>80%-100%</li></ul>	
	_			oriented on	.=	intervention	of annual	
				the functions	S	s and/or	objectives	
					ū	responses to	and plans	

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accomplishe	q		<ul> <li>CPC has</li> </ul>	explicit	mechanisms	for ensuring	protection of	Children	with	disabilities		<ul><li>CPC has</li></ul>	integrated	the	responsibilit	ies of CPC	from DO 55	2013 (anti-	bullying)	and DO 18,	2015	restorative	justice panel	(RJP re	CICL)) and	other child	protection	policies of	DepEd
school	problems on	bullying and		cases and	other related	concerns		<ul> <li>CPC has</li> </ul>	written	orientation	material/	~	for CPC	members;	each	member has	a copy												
and work of	CPC	• Members	have	identified and	divided the	tasks among	themselves																						

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					Hoe plane	
					strengthenin	
					g the child	
					protection	
					system in school	
b) Coordination	oN e	<ul> <li>Has mapped</li> </ul>	Has informal	<ul> <li>Has MOA or</li> </ul>	• Has	
mechanisms	coordination	out available	or initial	formal	implemente	
	mechanism	resources in	coordination	coordination	q	
	on child	their	arrangements	mechanism	collaborative	
	protection	community	for referral	with the	work	
		for possible	system with	local health		
		linkages or	WCPD,	office,	<ul> <li>Coordinatio</li> </ul>	
		networking	LSWD, LHO,	WCPD,	n	
		for cases	other	LSWD,	mechanism	
		needing	agencies or	private	for	
		referrals etc	-uou	practice	planning,	
			government	counselling	implementat	
		<ul> <li>Has identified</li> </ul>	organizations	(Psychiatrist	ion,	
		specific areas			monitoring	
		of work for	<ul><li>Actively</li></ul>	Psychologist	and	
		coordination	coordinates	) for the	assessments	
		or	with the	referral	have been	
		collaboration	District/	services.	formalized	
		with other	Division office		and	
		agencies or		<ul><li>Actively</li></ul>	functioning	
		service		coordinates	of this	
		providers		with the	mechanism	
				District/	is reviewed	
					and	

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							Division	disseminate	
							office	Ď.	
2. Policies and guidelines									
a) Child Protection	0	No school-	• Has	Has identified	<ul><li>Has drafted</li></ul>	0	School has a	<ul> <li>School has a</li> </ul>	
policy and		based child	the F	the policy and	the school-		written	handbook/	
operational		protection	prog	program gaps	based child		school	manual on	
guidelines		policy	and		protection		based child	its school-	
		drafted	chall	challenges	policy (based	pand	protection	based child	
			that	that need to	on DO 40)		and anti-	protection	
			be ac	be addressed			bullying	and anti-	
	-				<ul> <li>Includes code</li> </ul>	e	policy with a	bullying	
			• Has	Has initiated	of conduct for	)r	code of	policy with a	
			meet	meetings to	learners,		conduct	code of	
			revie	review and	school			conduct and	
			craft the	the	administrator	o I	School has a	a plan to	
			scho	school-based	s, Non-		conflict	ensure child	
			child		teaching		resolution	protection	
			prote	protection	personnel,		mechanism	and safety,	
			polic	policy and	Teachers,			which is	
			code of	of	Visitors, and	0	There are	reviewed	
			conduct	nct	Off campus		written	every 3	
					activities		procedures	years	
							to guide in		
					<ul><li>Code of</li></ul>		conducting	<ul> <li>School has a</li> </ul>	
					conduct may	-	disciplinary	clear policy	
					have specific		proceedings	on the use	
					provisions to	_	in cases of	of positive	



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				address	offenses	and non-	
				potential	committed	violent	
				risks to	by pupils,	discipline	
				students	students or	for children	
					learners		
				<ul><li>Conflict</li></ul>		<ul> <li>School has</li> </ul>	
				resolution		specific	
				may be in		guidelines	
				practice		that ensure	
						protection	
						for children	
						with	
						disabilities	
						other Child	
						ounci cina	
						protection	
						related	
						orders in the	
						school-	
						based	
- 1						policy.	
3. Capacities and resources							
a) Orientation and	0	CPC has no	<ul> <li>CPC has</li> </ul>	At least one	CPC has	<ul><li>Capacity</li></ul>	
capacity building		annual	identified	CPC member	received	building	
activities for the		capacity	capacity	participated	training	plan is fully	
members of the		building	needs of its	in training	based on	implemente	
CPC		activities	members	for CPC	their	d and	



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participated	in by all	CPC	members		Trainor's	training	conducted	for CPC	members		CPC	members	capable of	rolling out	the training	modules	among	teachers,	administrat	ors and	-uou	teaching	personnel							
	_				0						0		-					_												
capacity	needs	which may	include:	Child's	Rights;	DepEd	child	protection	training	module/s;	First	respon-der	training;	Training on	4Rs of VAC	(Recognizin	âd	Recording,	Reporting &	Referring	VAC cases);	Positive	Discipline;	Monitoring	නී	Evaluation	of policy	and plan.		
conducted by	the School	District /	Division	Office/Centr	al Office for	roll out to	other CPC	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
for its	members																													



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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		School is	able to	generate	funds from	external	sources.					
psycholo	(200		o Establis	hment of		Infrastru	cture for	the CPC	anda	private	interview		counselli	ng room		• Partial	allocation	for:	o Capabilit		building	activities	o Informat	ion	Dissemi	nation	o Operatio	ns for	service	delivery
																						_								



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



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non- teaching staff	• CPC monitors	and	the impact of the	trainings	and	raising	activities	<ul><li>Quick</li></ul>	response	system is	implemente	d.	Teachers,	administrat	ors and	non-	teaching	staff, are	able to act	as first	responders.		
within the school								• There is a	written	quick	response	system	which is	substantiall	y	implemente	þ		<ul> <li>All learners</li> </ul>	are oriented	on the	quick	
								<ul> <li>In practice,</li> </ul>	witnesses	call on the	school	principal or	guidance	counsellor	for	immediate	response to	an ongoing	case		<ul><li>All school</li></ul>	personnel	are oriented
								<ul> <li>Meetings are</li> </ul>	conducted to	develop the	quick	response	system										
								No quick	response	system													
								b) Existence of	quick response	system for child	protection												

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				OI I'e	on the quick response		response system			
				w,	system					
c) Referral system,	0	There is no	• The CPC	e II	Informal	0	CPC has		100% of	
case management		referral	is drafting	Ľ	referral in		developed	0.00	incidents/c	
and monitoring		system	a school-	Q	practice		and is		ases of	
and		established	based				implementi		bullying	
documentation of			referral	■	Meetings		ng a school-		and child	
cases	0	No case	and	W	with other		based		abuse were	
		conference	monitorin	a	agencies or		referral and		managed	
		conducted	g system	S	service		monitoring		according	
			to address	p	providers are		system to	257	to quick	
			child	ŏ	conducted to		address	57	response	
			abuse and	<del>p</del>	discuss the		child abuse		and referral	
			bullying	I'C	referral		and		system	
			cases.	S	system and		bullying			
				S	case		cases	•	100% of	
				m	management				bullying	
						0	System is		and VAC	
							substantiall	_	cases are	
							У	•	documente	
							implemente	_	ď	
							q			
								0	100% of	
						•	At least	,	cases/comp	
							50% of		laints can	
							incidents/c		be tracked	
							ases of		and	
							bullying		immediate	



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feed	backing on	status of	case	provided to	concerned	parties	n	Documents	are well	kept and	%0	violation of	confidential	ity		Assistance	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		<ul><li>At least</li></ul>	50% of	bullying	and VAC	cases are	documente	ס	•	<ul><li>At least</li></ul>	50% of	cases/comp	laints can	be tracked	and	immediate	feed	backing on	status of	case	provided to	concerned	narties



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		. 10				
aj Froactive identification and	0	system for	o Ine CPC is drafting a	e leachers,	Ieachers,     administrat	of of
reporting of VAC		identifying	system for	rs, guidance	ors,	unreported
cases (Early		students	identifying	counselors	guidance	cases of
detection)		who may be	students who	and non-	counselors	child abuse
		suffering	may be	teaching staff	and non-	among
		from	suffering	are trained	teaching	learners are
		significant	from		staff are	being
		harm based	significant		able to	identified
		on physical,	harm based		recognize	and
		emotional,	on physical,		and identify	addressed
		or	emotional, or		signs of	or referred
		behavioral	behavioral		abuse	to
		signs	signs			appropriate
					• Identified	offices
					cases are	
					referred for	• All
					appropriate	identified
					action	cases are
						provided
						with
						appropriate
						intervention
5. Accountability				And the state of t		
& Performance						
a) Availability and	0	There is no	<ul> <li>CPC finalizes</li> </ul>	• CPC fills up	• Substantial	• CPC is able
accessibility of		Data or	intake	intake	documentat	to
statistical report		Statistical	sheets, other	sheets, and	ion and	document
on cases handled		reports on	monitoring	other	implementa	VAC cases



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



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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 planning, 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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evaluation	of the CPC	nlan	T. C.	CPC		feedback	from	learners	through the	child-	friendly	CPC	booklet		<ul> <li>CPC gives</li> </ul>	due weight	to the	learners	feedback								Consisted	
	• CPC	conducts	survev	amona	learners on	child	protection	in school		<ul><li>Learners</li></ul>	start using	the CPC	booklet															
CPC provides		to all	learners	about how	they can	participate in	the planning,	implementati	on, and	Jo uc	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
0			J											0					0	_		_				0		
the planning,	implementati	on, and	evaluation of	CPC	activities																							
																		****										



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CPC functionality booklet	e members are oriented on the tools and their tasks	design and relative to conducts tools it will monitoring assessment use and exercises evaluation	• 70%-100% of objective of Child protection strategic plan met	Overall Sore
---------------------------	---	--	--	--------------