



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

8 February 2024

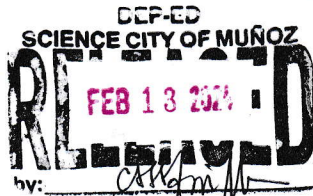
**SCHOOLS DIVISION MEMORANDUM**

No. 014, s. 2024

**VALIDATION OF CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 All Public Elementary and Secondary Schoolheads  
 All Others Concerned

1. Pursuant to DepEd Order No. 40 s. 2012, titled "DepEd Child Protection Policy" that aims to protect learners from abuse, violence, exploitation, bullying and all other forms of abuse, this Office announces the conduct of the validation of all public and private elementary and secondary schools through the Division Learner Rights Protection Coordinator, to assess the functionality of Child Protection Committee (CPC) with its compositions and functions;
2. Relative to this, all public and private elementary and secondary schools are requested to upload reports for digital back-ups at a drive which will be sent by the M and E Focal person.
3. Attached to this memorandum are:
  - a. Enclosure 1: CPC Functionality Assessment Tool and
  - b. Enclosure 2: Schedule of Validation
4. For clarification, you may contact the M and E Focal Person through [lamberto.corpuz@deped.gov.ph](mailto:lamberto.corpuz@deped.gov.ph) or at cellphone number 0935 631 0043.
5. For information and strict compliance.



*Johanna N. Gervacio*  
**JOHANNA N. GERVACIO PhD, CESO V**  
 Schools Division Superintendent

Encl: As stated  
 Reference: RM 89, s. 2024, DO No.40, s. 2012

To be indicated in the Perpetual Index  
 Under the following subjects:  
 MONITORING AND EVALUATION  
 FUNCTIONALITY

VALIDATION AND ASSESSMENT  
 TECHNICAL ASSISTANCE

*LPC-CPCFunctionalityValidation*  
 02/February8,2024





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Enclosure 1 to Schools Division Memorandum No. 057, s.2024.

**(Based on Regional Memorandum No. 089, s. 2024)**  
**Child Protection Committee Functionality Assessment Tool**

Work Areas and Indicators	FUNCTIONALITY INDICATORS					Score
	1 <i>Not in place/ Absent</i>	2 <i>Planning Stage</i>	3 <i>In early stages of development</i>	4 <i>Partially functional</i>	5 <i>Fully functional</i>	
<b>1. Organization &amp; Coordination</b>						
a) Establishment or Reorganization of the Child Protection Committee (CPC)	None or has not convened the CPC  Has a list of CPC members	Has scheduled meetings with possible CPC members;  Has scheduled orientations for identified CPC members	Has organized and convened the CPC;  CPC members are identified and their names posted in school  Turnover of reports and other CPC documents to the new CPC was done  New CPC members oriented on the functions	CPC has a clear organizational chart  CPC members have reviewed its functions; analyzed the CP situation in school  CPC Holds monthly meetings to discuss appropriate interventions and/or responses to	CPC has a strategic goal or VMG and plan (3 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	
b) Coordination mechanisms	No coordination mechanism on Child protection	Has identified the policy and program gaps and challenges that need to be addressed  Has initiated meetings to review and craft the school-based child protection policy and code of conduct	Has drafted the school-based child protection policy  Includes code of conduct for learners, school administrators, Non-teaching personnel, teachers, visitors and off-campus activities  Code of conduct may have specific provisions to address potential risks to students  Conflict resolution may be in practice	School has a written school-based child protection and anti-bullying policy with a code of conduct  School has a conflict resolution mechanism  There are written procedures to guide in conducting disciplinary proceedings in cases of offenses committed by pupils, students or	School has a handbook/manual on its school-based child protection and anti-bullying policy with a code of conduct and a plan to ensure child protection and safety, which is reviewed every 3 years  School has a policy on the use of positive and non-violent discipline for children	



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				learners	School has specific guidelines that ensure child protection for children with disabilities  Integrates other Child protection policy related orders in the school-based policy	
<b>2. Policies &amp; Guidelines</b>						
a) Child Protection Committee (CPC) policy and Operational Guidelines	No School-based child protection policy and guidelines drafted	Has scheduled meetings with possible CPC members;  Has scheduled orientations for identified CPC members	Has organized and convened the CPC;  CPC members are identified and their names posted in school  Turnover of reports and other CPC documents to the new CPC was done  New CPC members oriented on the functions	CPC has a clear organizational chart  CPC members have reviewed its functions; analyzed the CP situation in school  CPC Holds monthly meetings to discuss appropriate interventions and/or responses to	CPC has a strategic goal or VMG and plan (3 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	
<b>3. Capacities and resources</b>						
a) Orientation and capacity building activities for the members of the CPC	CPC has no annual capacity building activities for its members	CPC has identified capacity needs of its members Initiated plans for capacity building needs which includes: Child's Rights; DepEd child protection training module/s; First responder training; Training on 4Rs of VAC (Recognizing,	At least one CPC member participated in training for CPC conducted by the School District / Division Office/ Central Office for roll out to other CPC members	CPC has received training based on their capacity needs which may include: Child's Rights;  DepEd child protection training module/s; First responder training; Training on 4Rs of VAC	Capacity building plan is fully implemented and participated in by all CPC members Trainer's training conducted for CPC members  CPC members capable of rolling out the training modules among teachers, administrators and nonteaching	



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)



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		Recording, Reporting & Referring VAC cases); Positive Discipline; Monitoring & Evaluation of policy and plan Initiated plans and request for technical assistance or capacity building activities from DepEd, LGU		(Recognizing, Recording, Reporting & Referring VAC cases); Positive Discipline; Monitoring  Evaluation of policy and plan  Capacity building plan is partially implemented	personnel
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	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:  Guidance counsellors are hired and trained for CPC work or In lieu of guidance counselors, Teacher— guidance (graduates of psychology)  Establishment of Room or Infrastructure for the CPC and a private interview counselling room  Partial allocation for: Capability building activities on Information Dissemination of Operations for service delivery	CPC has secured budget allocation for its Strategic and annual plans in implementing the child protection policy based on its Investment programming  CPC plan and budget included in the School improvement plan and the Annual work and financial plan  The School, PTA, LOU and LSB are coordinating to ensure budget allocation for the strategic and annual investment program of the CPC  School is able to generate funds from external



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4. Service Delivery						sources.
a) Prevention programs information dissemination programs - organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse	There is no information dissemination 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 antibullying 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, nonteaching staff  CPC conducts training among teachers and nonteaching staff on First Responder system and referral system for VAC incidents within the school	CPC able to roll out and implement the capability building program on child protection for learners, teachers, administrators, nonteaching staff  CPC has IEC materials (Handbook, Guidebook) on the child protection policy and disseminated these to the learners, teachers, parents  CPC monitors and evaluates the impact of the trainings and 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 on the quick response system	There is a written quick response system which is substantially implemented  All learners are oriented on the quick response system	Quick response system is implemented.  Teachers, administrators and nonteaching staff, are able to act as first responders.	
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 monitoring 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	CPC has developed and is implementing a school-based referral and monitoring system to address child abuse and	100% of incidents/ cases of bullying and child abuse were managed according to quick response and referral system	



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			and case management	bullying cases  System is substantially implemented  At least 50% of incidents/ cases of bullying and child abuse were managed according to quick response and referral system  At least of bullying and VAC cases are documented  At least of cases/ complaints can be tracked and immediate feed backing on status of case provided to concerned parties	100% of bullying and VAC cases are documented  100% of cases/ complaints can be tracked and immediate feed backing on status of case provided to concerned parties  Documents are well kept and 00/0 violation of confidentiality  Assistance provided to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions
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, administrators, guidance counselors and nonteaching staff are trained	Teachers, administrators, guidance counselors and nonteaching staff are able to recognize and identify signs of abuse  Identified cases are referred for appropriate action	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

**6. Accountability and Performance**

a) Availability and accessibility of statistical report on cases handled	There is no Data or Statistical reports on VAC cases handled by the CPC / School and reporting forms on VAC	CPC finalizes intake sheets, other monitoring and reporting forms on VAC  Submits consolidated reports on	CPC fills up intake sheets, and other monitoring and reporting forms on VAC  Submits consolidated reports on	Substantial documentation and implementation of statistical reporting on VAC cases handled;	CPC is able to document VAC cases and responses, and presents a situational analysis of VAC in school based
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	CPC sets schedules for the submission and consolidation of reports	bullying and child abuse cases to the division office  Data may be incomplete; Partial implementation of statistical reporting on VAC cases	bullying and child abuse cases to the division office  Data may be incomplete; Partial implementation of statistical reporting on VAC cases	always updated  Regularly submits updated consolidated reports on bullying and child abuse cases to the division office	on statistical report on VAC cases handled by the CPC. Situation on VAC is discussed among teachers, guidance, administrators and nonteaching staff and parents of learners Situational analysis with monitoring and reporting forms on VAC  Submits consolidated reports on bullying and child abuse cases to the division office  Data may be incomplete; Partial implementation of statistical reporting on VAC cases	
b) Child participation in CPC planning, implementation and evaluation Solicits feedback from learners	There is no student participation in CPC activities	Orientation on child participation is conducted for all CPC members  There are initial plans on how children can meaningfully participate in the planning, implementation, and evaluation of CPC activities	Plans on how children can meaningfully participate in the planning, implementation, and evaluation of CPC activities are finalized CPC provides information to all learners about how they can participate in the planning, implementation, and evaluation of CPC activities	CPC provides regular venue for Learners and student bodies in the CPC planning, implementation and evaluation  CPC conducts survey among learners on child protection in school  Learners start using the CPC booklet	Learners actively participate in the planning, including investment programming, implementation, monitoring and evaluation of the CPC plan  CPC collects feedback from learners through the child-friendly CPC booklet  CPC gives due	



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			<p>CPC creates safe spaces for child participation</p> <p>CPC encourages feedback from learners on the CPC activities informally</p> <p>CPC orients all learners about the child-friendly</p> <p>CPC functionality booklet</p>		weight to the learners' feedback	
c) Monitoring and evaluation	CPC does not monitor and evaluate the implementation of the child protection and/or antibullying policies	CPC is drafting the monitoring and evaluation design and tools it will use	All CPC members are oriented on the tools and their tasks relative to monitoring and evaluation	<p>CPC is using the tools</p> <p>CPC conducts assessment exercises</p>	<p>100% of learners affected by bullying and VAC are reporting and availing of the programs and services of the CPC</p> <p>70%-100% of objective of Child protection strategic plan met</p>	
<b>Overall Score</b>						



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Enclosure 2 to Schools Division Memorandum No. 054, s.2024

**SCHEDULE OF VALIDATION**

<b>Date</b>	<b>Group</b>	<b>Presentor</b>
February 12	Group 1	<ul style="list-style-type: none"> <li>• Mapangpang ES</li> <li>• Bical ES</li> <li>• Linglingay ES</li> <li>• Rang-ayan ES</li> </ul>
	Group 2	<ul style="list-style-type: none"> <li>• Bagong Sikat ES</li> <li>• Bantug ES</li> <li>• Cabisuculan ES</li> <li>• DepEd CLSU (Lab.)</li> </ul>
	Group 3	<ul style="list-style-type: none"> <li>• Gov.Eduardo L.Joson Memorial School</li> <li>• Catalanacan ES</li> <li>• Sapang Cawayan ES</li> <li>• Muñoz Central School</li> </ul>
February 13	Group 1	<ul style="list-style-type: none"> <li>• San Felipe ES</li> <li>• Munoz North Central S</li> <li>• Villa Isla ES</li> <li>• Curva ES</li> <li>• Pandalla ES</li> </ul>
	Group 2	<ul style="list-style-type: none"> <li>• Calisitan ES</li> <li>• Franza ES</li> <li>• San Andres ES</li> <li>• Licaong ES</li> <li>• Rizal ES</li> </ul>
	Group 3	<ul style="list-style-type: none"> <li>• Mangandingay ES</li> <li>• Villa Nati ES</li> <li>• Villa Santos ES</li> <li>• Villa Cuizon ES</li> <li>• Naglabrahan and Matingkis Primary School</li> </ul>
February 14	Group 1	<ul style="list-style-type: none"> <li>• Palusapis IS-Elem</li> <li>• Calabalabaan ES</li> <li>• Ricardo V. Adriano ES</li> <li>• Maligaya ES</li> </ul>
	Group 2	<ul style="list-style-type: none"> <li>• Gabaldon IS</li> <li>• Magtanggol IS</li> <li>• Maragol IS</li> <li>• Munoz National HS, Junior HS</li> </ul>
	Group 3	<ul style="list-style-type: none"> <li>• Munoz National HS- Annex</li> <li>• Munoz National HS Senior HS</li> <li>• Palusapis IS</li> <li>• San Antonio IS</li> </ul>