



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2023-502

To : SGOD Chief

**JOSE ISRAEL MARAVILLES** – Division YFP Coordinator  
**APRIL ROSE A. ALCALA** – Division YFP Coordinator

Subject : **ATTENDANCE TO TRAINING WORKSHOP ON ESTABLISHING  
FUNCTIONAL CHILD PROTECTION COMMITTEES IN SCHOOLS**

Date : October 19, 2023

Pursuant to Regional Memorandum ESSD-2023-408 and ESSD-2023-384 titled **Conduct of Training Workshop on Establishing Functional Child Protection Committees in Schools**, the Department of Education through the Education Support Services Division will be conducting the abovementioned activity on **October 24-28, 2023** at **Haven's Dew, Sitio Balutakay, Brgy. Managa, Bansalan, Davao del Sur**.

This training aims to orient the participants on the need of establishing a functional CPC in schools and to ensure that established CPCs shall be functional in every school to cater the needs and manage the learning rights and protection for them to stay in school.

This office hereby directs the Division Youth Formation Program Coordinators to participate and serve as the Technical Working Group (TWG) during the five-day training workshop. Attached in this memorandum is the indicative Program for reference.

Travelling and other incidental expenses of the participants shall be charged against local funds subject to usual accounting and auditing rules and regulations.

For immediate information and compliance.

For and in the absence of  
the Schools Division Superintendent:

**PETER JASON C. SENARILLOS**  
Senior Education Program Specialist  
Officer-In-Charge

Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
27-109973

DATE: OCT 28 2023 TIME: 3:55 PM  
BY: \_\_\_\_\_



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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Recd



24938

Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

REGIONAL MEMORANDUM  
ESSD-2023-408

To : Schools Division Superintendents  
Warlito E. Hua, ESSD Chief

REC'D Schools Division Office  
RECEIVED  
09 OCT 2023  
109973  
109973  
JAN-3-23

Subject: CORRIGENDUM TO TRAINING WORKSHOP ON ESTABLISHING  
FUNCTIONAL CHILD PROTECTION COMMITTEES IN SCHOOLS

Date : October 9, 2023

Relative to Regional Memorandum No. ESSD-2023-384 entitled "**Conduct of Training Workshop on Establishing Functional Child Protection Committees in Schools**" which orients participants on the need of establishing a functional Child Protection Committee (CPC) in schools.

The following are the identified participants to the training on **October 24-28, 2023**, which is moved due to unforeseen circumstances on procurement process, at **Digos City** (exact venue to be announced). They shall be bonafide members of the current composition of CPC in their respective schools and focal persons/alternates on Learner Rights and Protection:

Office/SDO	Designation	Total # of Participants
Davao City	Alternate LRP Focal	1
	School Head	1
	Guidance Counselor	1
Davao Occidental	Main LRP Focal.	1
	Alternate LRP Focal	1
	School Head	1
Davao del Sur	Main LRP Focal	1
	Alternate LRP Focal	1
	Alternate LRP Focal	1
Digos City	Parent Representative	1
	Community/BCPC Representative	3
	Main LRP Focal	2
Panabo City	Alternate LRP Focal	1
	Main LRP Focal	1
	Alternate LRP Focal	1
Davao del Norte	Main LRP Focal	1
	Guidance Counselor	1
	Alternate LRP Focal	1
Tagum City	Guidance Counselor	1
	Main LRP Focal	1
	Alternate LRP Focal	1
IGACOS	Main LRP Focal	1
	Alternate LRP Focal	1
Davao de Oro	Main LRP Focal	1



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**Office of the Regional Director**

	Alternate LRP Focal	1
Mati City	Alternate LRP Focal	1
	School Head	1
Davao Oriental	Main LRP Focal	1
	Alternate LRP Focal	1
<b>TOTAL</b>		<b>29</b>

The check-in date will be on **October 24, 2023 (3:00 pm onwards)** will be the **Day 0** while check-out date will be on **October 28, 2023 after breakfast.**

Meals and accommodation shall be charged against downloaded program support funds while travelling and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Other details are still in effect.

Immediate and wide dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**  
 Director IV

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**  
 By: *[Signature]*  
 Date: *Oct. 09, 2023*  
*24438*

By the Authority of the Regional Director

*[Signature]*  
**REBON R. BAGUIO**  
 Director III 09 OCT 2023

ROE/smtc



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Records

23 - 23867

Republic of the Philippines  
**Department of Education**  
DAVAO REGION

DepEd Schools Division Office - Digos City  
108786  
11:25  
DATE: 21 SEP 2023  
BY:

Office of the Regional Director

REGIONAL MEMORANDUM  
ESSD-2023-384

To : Schools Division Superintendents  
Warlito E. Hua, ESSD Chief  
Atty. Lorenza C. Pitulan, Head - Legal Unit

Subject: CONDUCT OF TRAINING WORKSHOP ON ESTABLISHING  
FUNCTIONAL CHILD PROTECTION COMMITTEES  
IN SCHOOLS

Date : September 20, 2023

Relative to the downloaded Program Support Funds for the Child Protection Committee (CPC), this Office through the Education Support Services Division will be conducting **Training Workshop on Establishing Functional Child Protection Committees in Schools Division Offices on October 16-20, 2023**, at **Digos City** (exact venue to be announced).

The objectives of the training are to:

1. Orient the participants on the need of establishing a functional CPC in schools; and
2. Ensure that established CPCs shall be functional in every school to cater the needs and manage the learner rights and protection for them to stay in school.

The identified participants of the activity are the following and must be bonafide members of the current composition of Child Protection Committees in their respective schools:

Office/SDO	Designation	Total # of Participants
Davao City	School Head	1
	Guidance Counselor	1
Davao Occidental	Main LRP Focal	1
	Alternate LRP Focal	1
Davao del Sur	Main LRP Focal	1
	Student Leader	1
Digos City	Alternate LRP Focal	1
	Teacher Representative	1
	Parent Representative	2
	Community/BCPC Representative	2
	Student Leader	2



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Panabo City	Main LRP Focal	1
	Alternate LRP Focal	1
Davao del Norte	Main LRP Focal	1
	School Head	1
Tagum City	Alternate LRP Focal	1
	Guidance Counselor	1
IGACOS	Main LRP Focal	1
	Alternate LRP Focal	1
Davao de Oro	Main LRP Focal	1
	Alternate LRP Focal	1
Mati City	Alternate LRP Focal	1
	Teacher Representative	1
Davao Oriental	Main LRP Focal	1
	Alternate LRP Focal	1
<b>TOTAL</b>		<b>28</b>

The following are the identified trainer/facilitator/TWG for the activity:

Names	Designation	Office/SDO
Warlito E. Hua	Chief Education Supervisor	ESSD/DepEd RO XI
Atty. Lorenza C. Pitulan	Attorney IV	Legal Unit/DepEd RO XI
Atty. Shemelyn G. Bilbao	Attorney III	Legal Unit/DepEd RO XI
Stephen Mark T. Castres	Regional LRP Focal Person	ESSD/DepEd RO XI
Mary Beth A. Dejacto	COS - LRP Focal Person	ESSD/DepEd RO XI
April Rose A. Alcalá	SDO - LRP Focal Person	SDO - Digos City
Jonas P. Piore	SDO - LRP Focal Person	SDO - Davao City
Febby Kirstin L. Ibita	SDO - LRP Focal Person	SDO - Tagum City
Illuminado D. Boiser	SDO - LRP Focal Person	SDO - Mati City
Elvin A. Anajao	SDO - LRP Focal Person	SDO - Davao del Norte

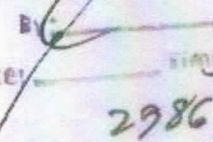
Travelling and other incidental expenses of the participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this memorandum is desired.

**ALLAN G. BARNAZO**  
 Director IV

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**

ROE/smtc

By:   
 Date: Sept. 21, 2023  
 29867



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**Department of Education**  
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**Office of the Regional Director**  
**Enclosure 1. Indicative Program**

**TRAINING WORKSHOP ON ESTABLISHING FUNCTIONAL CPCs IN SCHOOLS**

Date: October 16 – 20, 2023

Venue: Digos City (exact venue TBA)

**Day 0**

1:00 PM - 5:00 PM Arrival and registration of Participants

**Day 1**

8:00 AM - 9:15 AM

- A. Prayer
- B. Pambansang Awit
- C. Welcome Remarks – Melanie P. Estacio  
OIC-SDS, Digos City
- D. Inspirational Message – Allan G. Farnazo  
Director IV
- E. Message of Challenge – Warlito E. Hua  
Chief, ESSD

9:15 AM - 9:45 AM

F. Introduction of Participants

9:45 AM - 10:00 AM

House Rules and Leveling of Expectations

10:00 AM - 11:00 AM

**BREAK**

Objective Setting

11:00 AM - 12:00 NN

*Resource Person: Stephen Mark T. Castres*

Introduction to Learner Rights and Protection Office

*Resource Person: Stephen Mark T. Castres*

12:00 NN - 1:00 PM

**LUNCH**

1:00 PM - 2:00 PM

Understanding Rights and Protection of Learners

*Resource Person: April Rose A. Alcalá*

2:00 PM - 2:15 PM

**BREAK**

2:15 PM - 5:00 PM

Proper Handling of the Learner and Protection Data and Procedures in Handling LRP Concerns

*Resource Person: Illuminado D. Boiser*

**Day 2**

8:00 AM - 8:15 AM

Management of Learning c/o Host Group

8:15 AM - 10:15 AM

Child Protection Policy under D.O. 40, s. 2012

*Resource Person: Jonas P. Piore*

10:15 AM - 10:20 AM

**BREAK**

10:20 AM - 12:00 NN

The Anti-Bullying Policy under D.O. 55, s. 2013

*Resource Person: Jonas P. Piore*

12:00 NN - 1:00 PM

**LUNCH**

1:00 PM - 3:00 PM

Guidelines and Procedures on the Management of Child-at-Risk (CAR) and Children in Conflict with the Law (CICL)

*Resource Person: Febby Kirstin L. Ibita*

3:00 PM - 5:00 PM

Social Behavioral Change (SBC) Strategies for Learner Protection Campaign

*Resource Person: Elvin A. Anajao*



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**Day 3**

8:00 AM - 8:15 AM

Management of Learning c/o Host Team

8:15 AM - 9:45 AM

Orientation on RA 11313 or the Safe Spaces Act

*Resource Person: Atty. Lorenza C. Pitulan*

**BREAK**

9:45 AM - 10:00 AM

10:00 AM - 12:00 NN

Dealing with Sexual Abuse

*Resource Person: Atty. Shemelyn G. Bilbao*

**LUNCH**

12:00 NN - 1:00 PM

1:00 PM - 3:00 PM

Case Management Protocols (D.O. 40, s. 2012, D.O. 55, s. 2013, and D.O. 18, s. 2015)

*Resource Person: Febby Kirstin L. Ibita*

3:00 PM - 3:30 PM

Guide to DepEd Template Forms (D.O. 40, s.2012, D.O. 55, s. 2013, and D.O. 18, s.2015)

*Resource Person: Stephen Mark T. Castres*

3:30 PM - 4:30 PM

CPC Functionality Assessment Tool

*Resource Person: Stephen Mark T. Castres*

4:30 PM - 5:00 PM

Open Forum with the Legal Unit

*Facilitator: Neil John T. Audan*

**Day 4**

8:00 AM - 8:15 AM

Management of Learning

8:15 AM - 10:30 AM

Group Simulation Activity/Role Playing:

*Main Question:*

*Reenacting what participants have learned in the training workshop through a group simulation activity of sample learner protection cases or role playing exercise.*

Presentation of Group Activity

**BREAK**

10:30 AM - 10:45 AM

10:45 AM - 11:00 AM

Evaluation

11:00 AM - 12:00 NN

**CLOSING CEREMONY**

A. Awarding of Certificates

B. Response from the Participants

C. Closing Remarks

D. Closing Prayer

1:00 PM

**HOME SWEET HOME**



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