



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

**Office of the Schools Division Superintendent**

30 August 2023

DIVISION MEMORANDUM  
No. 357, s. 2023

**UPDATING OF THE CHILD PROTECTION UNIT AND THE CHILD RIGHTS IN  
EDUCATION DESK IN THE DEPARTMENT OF EDUCATION**

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public and Private Elementary School Heads  
Public and Private Secondary School Heads  
All Others Concerned**  
This Division

1. Pursuant to DepEd Order No. 003, s. 2021, otherwise known as *Creation of the Child Protection Unit and the Child Rights in Education Desk in the Department of Education*, the lead office for child protection at the regional level shall be the Education Support Services Division (ESSD), while at the Division Level the Schools Governance and Operations Division (SGOD). For the School Level, the Child Protection Committee, created under DO No. 40, s. 2012 or the Child Protection Policy, shall be the structure for planning, implementation, monitoring and evaluation, reporting, and coordination of child protection concerns.
2. Relative to the mandate in ensuring that the rights of the child in basic education are respected, protected, promoted, and fulfilled through a strengthened implementation of the Child Protection Policy, the creation and activation of the Child Protection Unit (CPU) in all levels of the Division is reiterated.
3. The Child Protection Committee (CPC) shall be composed of the following,
  - a. School Head/Administrator – Chairperson
  - b. Guidance Counselor/Teacher – Vice Chairperson
  - c. Representative of the Teachers as designated by the Faculty Club
  - d. Representative of the Parents as designated by the Parents-Teachers Association
  - e. Representative of pupils, students and learners as designated by the Supreme Student Council
  - f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC).

SGOD/LFD



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4. The Child Protection Committee (CPC) shall perform of the following functions,
  - a. 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. The template for the school child protection policy is attached as Annex “C”;
  - b. Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse;
  - c. Develop and implement a school-based referral and monitoring system. The template for the referral system is attached as Annex “D”;
  - d. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
  - e. Identify, refer and, if appropriate, report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination and bullying;
  - f. Give assistance to parents or guardians, whenever necessary in securing expert guidance counselling from the appropriate offices or institutions;
  - g. Coordinate closely with the Women and Child 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;
  - h. 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
  - i. Ensure that the children’s right to be heard are respected and upheld in all matters and procedures affecting their welfare.
  
5. List of members and officers of the Child Protection Unit (Encolusure 1) shall be submitted to the School Governance and Operations Division (SGOD) through the Youth Formation Coordinator or through this link provided, <https://bit.ly/ElsaCPC>
  
6. For dissemination, guidance and strict compliance.

ATCH: As stated  
Reference: DepEd Order No. 003, s. 2021  
DepEd Order No. 040, s. 2012  
To be indicated in the Perpetual Index  
under the following subjects:

Child Protection  
CPU CREDE

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent 





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ENCLOSURE 1:

**CHILD PROTECTION COMMITTEE (CPC) PROFILING FORM**

**I. Profile Information**

DIRECTION: Fill in all applicable white spaces.

Region			
Division			
BEIS School ID			
Name of School			
	Name	Contact Number	Email Address
Focal Person for Education Support Services Division (ESSD)			
Focal Person for Schools Governance and Operations Division (SGOD)			
School Head/Administrator-Chairperson			
Guidance Counselor/Teacher-Vice Chairperson			
Representative of the Teachers			
Representative of the Parents			
Representative of pupils, students, and learners			
Representative from the Community			

SGOD/LFD



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