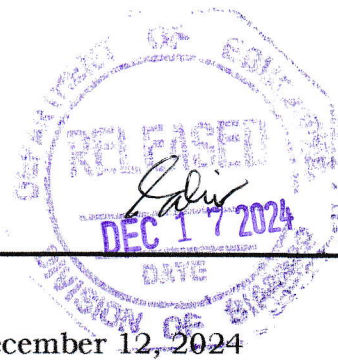




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



December 12, 2024

Division Memorandum

No. **112-332**, s. 2024

**CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY ASSESSMENT
TOOL MONITORING SHEET**

To: Assistant Schools Division Superintendent
Chief of Education Program Supervisors, CID
Chief of Education Program Supervisors, SGOD
Public Schools District Supervisors & District-In-Charge
Concerned Secondary School Principals/School Head
Concerned SSLG Teacher-Advisers
All Others Concerned

1. Pursuant to Memorandum DM-OUOPS-2024-05-07945 and RM No. 1276, s. 2024 in ensuring the effective implementation of the Child Protection Policy, the functionality of the Child Protection Committee in all private and public schools, this CPC Functionality Assessment Tool Monitoring Sheet is furnished. Consolidated results shall be submitted on or before January 8, 2025 to

https://depedph-y.sharepoint.com/:x/g/personal/glenda_racho_deped_gov_ph/EfaHAVrTKCRF/md0-VBqnoABnlwW2oeuVMqM9KneeKLTiQ?e=tqOyZy

2. This aims to provide guideline for the utilization of the CPC Functionality Assessment Tool, which will be used to evaluate the performance of CPC's based on its five main indicators a) Organization and Coordination, b) Policies and Guidelines, c) Capacities and Resources, d) Service Delivery, and e) Accountability and Performance.

3. Ensuring a fair and objective assessment, the tool will be scored cumulatively by the six (6) committee members: School Head as the Chairperson, Guidance Counselor/Teacher as the Vice Chair, Representative of the Teachers as designated by the Faculty Club, Representative of the parents as designated by the PTA, Representative of the learners as designated by the Supreme Elementary Learner Government (SELG) & Supreme Secondary Learner Government (SSLG), and the Barangay Council for the Protection of Children (BCPC).

4. Enclosed are the Guide to scoring, the sample scoring, the School-Based Child Protection Committee Functionality Indicators Monitoring Toon and the Consolidated Report on the Functionality of Child Protection Committee in Schools.



Bray, Osmena, Davao, Surigao del Norte, 8417
Contact No.: 09190040217



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DepEd Siargao



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

5. This memorandum shall take effect immediately. Wide dissemination and strict compliance with this directive are hereby enjoined.


KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DM-OUOPS-2024-05-07945 and RM No. 1276, s. 2024

To be indicated in the Perpetual Index under the following subjects:
CHILD PROTECTION COMMITTEE
FUNCTIONALITY ASSESSMENT TOOL
MONITORING SHEET

SGD/grd
12122024

School-Based Child Protection Committee Functionality Indicators Monitoring Tool

Name of School: _____
 Address: (Barangay, Municipality/City, Province) _____
 School ID: _____ Contact Number: _____
 District: _____ Division: _____ Region: _____
 Designation/Position: _____ Length of Service as CPC member _____

This is a self-assessment tool designed to monitor and help strengthen the child protection committee in the school/s in accordance with the Department of Education's Child protection and Anti-Bullying policy.

To answer the tool, put a check mark (✓) on the appropriate box/space: **Yes**, if the Indicator is met; **No**, if the indicator is not met; **Not Sure** if status of indicator is not known or is neither Yes nor No.

Findings will be based on the scores and their corresponding functionality level. These will also be the basis for the plan of action by the school and the assistance from the different levels of DepEd.

Functionality Indicators	Indicator is met:		
	YES	NO	Not Sure
1. ORGANIZATION AND COORDINATION			
a) Establishment/Reorganization of the Child Protection Committee (CPC)			
1. Immediate assistance on how to convene the CPC was sought.			
2. There is a list of CPC members			
3. Meeting with possible CPC members had been scheduled			
4. The orientation for identified CPC members had been scheduled.			
5. The CPC was organized and convened.			
6. CPC members were identified and their names posted in school			
7. Turnover of reports and other CPC documents to the new CPC was done			
8. New CPC members oriented on the functions and work of CPC			
9. CPC Members have identified and divided the tasks among themselves			
10. CPC has a clear organizational chart			
11. CPC members have reviewed its functions			
12. CPC members have analyzed the Child protection situation in the school			
13. CPC Holds quarterly meetings to discuss appropriate interventions/responses to school problems on bullying and child abuse cases, as well as updating on status of the CPC plan			
14. CPC has written orientation material/ guidebook for CPC members (printed/ digital)			
15. Each CPC member has a copy of the orientation material/guidebook (printed/ digital)			
16. CPC has a strategic goal or VMG and plan (3 years; and an annual plan with tasking based on a Child Protection situation analysis)			
17. 90-100% of planned meetings of the CPC are conducted			
18. 80%-100% of annual objectives/targets in plans accomplished			
19. CPC has clear mechanisms for ensuring protection of Children with disabilities			
20. CPC has integrated the responsibilities 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			
21. Has clear plans for strengthening the child protection system in school			

2.a TOTAL COUNT				
Functionality Indicators		Indicator is met:		
		YES	NO	Not Sure
3. CAPACITIES AND RESOURCES				
a) Orientation and capacity building activities for the members of the CPC				
1. Seeks immediate assistance on how the CPC can develop an annual capacity building activities for its members				
2. CPC has identified capacity building needs of its members				
3. 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, Recording, Reporting & Referring VAC cases); Positive Discipline; Monitoring & Evaluation of policy and plan				
4. Initiated plans and request for technical assistance or capacity building activities from DepEd, LGU, or CSO				
5. 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				
6. 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 (Recognizing, Recording, Reporting & Referring VAC cases); Positive Discipline; Monitoring & Evaluation of policy and plan.				
7. Capacity building plan is partially implemented				
8. Capacity building plan is fully implemented and participated in by all CPC members				
9. Trainor's training conducted for CPC members				
10. CPC members capable of rolling out the training modules among teachers, administrators and non-teaching personnel				
3.a TOTAL COUNT				
b) Budget allocation for CPC operations and its financial sustainability				
1. Seeks immediate assistance on how to craft a budget for the CPC				
2. Has identified budgetary requirements for CPC operations				
3. Has initiated plans or requests for budget from LGU/LSB				
4. There is minimal allocation from the school MOOE				
5. LGU and/or LSB allocates some amount for the planned activities of the CPC				
6. Budgets allocated and utilized for hiring and training of Guidance counsellors for CPC work or In lieu of guidance counsellors, Teacher-guidance (graduates of psychology)				
7. Budgets allocated and utilized for the establishment of Room or Infrastructure for the CPC and a private interview/ counselling room				
8. Partial allocation for Capability building activities				
9. Partial allocation for Information Dissemination				
10. Partial allocation for Operations for service delivery				
11. CPC has secured budget allocation for its Strategic and annual plans in implementing the child protection policy based on its investment programming				
12. CPC plan and budget included in the school improvement plan and the Annual work and financial plan				
13. The School, PTA, LGU and LSB are coordinating to ensure budget allocation for the strategic and annual investment program of the CPC				
14. School is able to generate funds from external sources.				

response and referral system			
Functionality Indicators	Indicator is met:		
	YES	NO	Not Sure
9. At least 50% of bullying and VAC cases are documented			
10. At least 50% of cases/complaints can be tracked and immediate feed backing on status of case provided to concerned parties			
11. 100% of incidents/cases of bullying and child abuse were managed according to quick response and referral system			
12. 100% of bullying and VAC cases are documented			
13. 100% of cases/complaints can be tracked and immediate feed backing on status of case provided to concerned parties			
14. Documents are well kept and 0% violation of confidentiality			
15. Assistance provided to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions			
4.c TOTAL COUNT			
d) Proactive identification and reporting of VAC cases (Early detection)			
1. Seeks immediate assistance on how to develop a system for identifying students who may be suffering from significant harm based on physical, emotional, or behavioral signs			
2. The CPC is drafting a system for identifying students who may be suffering from significant harm based on physical, emotional, or behavioral signs			
3. Teachers, administrators, guidance counselors and non-teaching staff are trained on this system			
4. Teachers, administrators, guidance counselors and non-teaching staff are able to recognize and identify signs of abuse			
5. Identified cases are referred for appropriate action			
6. 90%-100% of recognized and reported possible cases of abuse are investigated.			
7. All identified cases are provided with appropriate intervention			
4.d TOTAL COUNT			
5. ACCOUNTABILITY AND PERFORMANCE			
a) Availability and accessibility of statistical report on cases handled			
1. Seeks immediate assistance on how to generate Data or Statistical reports on VAC cases handled by the CPC /School			
2. CPC finalizes intake sheets, other monitoring and reporting forms on VAC			
3. CPC sets schedules for the submission and consolidation of reports			
4. CPC fills up intake sheets, and other monitoring and reporting forms on VAC			
5. Submits consolidated reports on bullying and child abuse cases to the division office			
6. Data may be incomplete; Partial implementation of statistical reporting on VAC cases			
7. Substantial documentation and implementation of statistical reporting on VAC cases handled is done and is always updated			
8. Regularly submits updated consolidated reports on bullying and child abuse cases to the division office			
9. CPC is able to document VAC cases and responses and presents a situational analysis of VAC in school based on statistical report on VAC cases handled by the CPC.			
10. CPC Situation on VAC is discussed among teachers, guidance, administrators and non-teaching staff and parents of learners			
11. Situational analysis with statistical report is regularly submitted and discussed with the division office			
12. Situational analysis is also made available and accessible to the public			

Guide to scoring based on number of YES responses
Summary Sheet

	Number of yes responses	Equivalent score	Reference guide for equivalent score based on count of YES responses				
			Stages of development of the CPC				
			1	2	3	4	5
1. Organization & Coordination							
a) Establishment or Reorganization of CPC			1 - 3	4 - 8	9 - 14	15 - 19	20 - 21
b) Coordination Mechanism			1 - 2	3 - 4	5 - 6	7 - 8	9
2. Policies & Guidelines:							
a) Child Protection policy & operational guidelines			1 - 2	3 - 6	7 - 9	10 - 13	14
3. Capacities and Resources							
a) Orientation/Capacity building activities for the CPC			1 - 2	3 - 4	5 - 6	7 - 9	10
b) Budget allocation for CPC operations and its financial sustainability			1 - 2	3 - 4	5 - 9	10 - 13	14
4. Service Delivery							
a) Prevention programs			1 - 2	3 - 4	5 - 6	7 - 9	10
b) Existence of quick response system for child protection			1	2 - 3	4 - 5	6	7
c) Referral system, case management, monitoring and documentation			1 - 2	3 - 4	5 - 9	10 - 13	14 - 15
d) Proactive identification and reporting of VAC cases (Early detection)			1	2 - 3	4 - 5	6	7
5. Accountability and Performance							
a) Availability and accessibility of statistical report on cases handled			1 - 2	3 - 5	6 - 7	8 - 11	12
b) Child participation in CPC planning, implementation and evaluation			1 - 2	3 - 7	8 - 10	11 - 13	14
c) CPC Monitoring and evaluation			1	2	3 - 4	5 - 6	7
Overall Score							

To generate the scores for each indicator, copy the corresponding total count of the indicator from the tool and plot them in the column on Number of YES responses. Then in the next column write the equivalent score for the number/count of YES responses using the reference guide in the succeeding columns. The equivalent score reflects the corresponding stage of development of the child protection committee ranging from Stage 1 to 5.

To generate the Overall Score add the equivalent score and divide by 12.

Republic of the Philippines
Department of Education
Caraga Region
Learner Rights and Protection Office

CONSOLIDATED REPORT ON THE FUNCTIONALITY OF CHILD PROTECTION COMMITTEE IN SCHOOLS

SCHOOL ID	SCHOOL	DISTRICT	MAIN INDICATORS					Overall Score
			Organization and Coordination	Policies and Guidelines	Capacities and Resources	Service Delivery	Accountability and Performance	
(Provide School ID #)	(Input the name of the school)	(Input District)	(The cumulative equivalent score of each CPC member)	(The cumulative equivalent score of each CPC member)	(The cumulative equivalent score of each CPC member)	(The cumulative equivalent score of each CPC member)	(The cumulative equivalent score of each CPC member)	(Add all scores from the 5 indicators then divide to 12)
136656	Bagumbayan Elem. Sch.	SDO NAAYOTAS	6	3	4	17	10	3.33

Prepared By:

Learner Rights Protection RO Focal

Validated By:

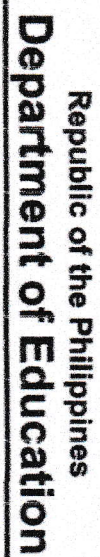
Regional Director

Guide to scoring based on number of YES responses
Summary Sheet

	Number of yes responses	Equivalent score	Reference guide for equivalent score based on count of YES responses				
			Stages of development of the CPC				
1. Organization & Coordination			1	2	3	4	5
a) Establishment or Reorganization of CPC	7	2	1-3	4-8	9-14	15-19	20-21
b) Coordination Mechanism	4	2	1-2	3-4	5-6	7-8	9
2. Policies & Guidelines:							
a) Child Protection policy & operational guidelines	2	1	1-2	3-6	7-9	10-13	14
3. Capacities and Resources							
a) Orientation/Capacity building activities for the CPC	3	2	1-2	3-4	5-6	7-9	10
b) Budget allocation for CPC operations and its financial sustainability	5	3	1-2	3-4	5-9	10-13	14
4. Service Delivery							
a) Prevention programs	4	2	1-2	3-4	5-6	7-9	10
b) Existence of quick response system for child protection	1	1	1	2-3	4-5	6	7
c) Referral system, case management, monitoring and documentation	1	1	1-2	3-4	5-9	10-13	14-15
d) Proactive identification and reporting of VAC cases (Early detection)	3	2	1	2-3	4-5	6	7
5. Accountability and Performance							
a) Availability and accessibility of statistical report on cases handled	3	2	1-2	3-5	6-7	8-11	12
b) Child participation in CPC planning, implementation and evaluation	8	3	1-2	3-7	8-10	11-13	14
c) CPC Monitoring and evaluation	2	2	1	2	3-4	5-6	7
Overall Score			1.90 or 2				

To generate the scores for each indicator, copy the corresponding total count of the indicator from the tool and plot them in the column on Number of YES responses. Then in the next column write the equivalent score for the number/count of YES responses using the reference guide in the succeeding columns. The equivalent score reflects the corresponding stage of development of the child protection committee ranging from Stage 1 to 5.

To generate the Overall Score add the equivalent score and divide by 12.

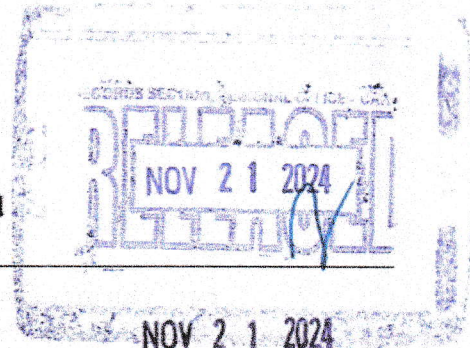


ENCLOSURE 1

School Division Superintendent



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. 1276, s. 2024

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division Learner Rights and Protection Focal Persons
Division Public and Private Secondary and Elementary Schools
All others Concerned

CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY
ASSESSMENT TOOL MONITORING SHEET

1. This has reference to the Regional Memorandum No. 0993, s. 2024 on the dissemination of the *“updated Child Protection Committee (CPC) Functionality Assessment Tool,”* dated September 24, 2024.
2. Pursuant to DepEd Order No. 40, s. 2012, all public and private elementary and secondary schools shall establish a **Child Protection Committee (CPC)** to carry out their roles and responsibilities in safeguarding the rights and protection of all learners.
3. The attached CPC Functionality Assessment Tool Monitoring Sheet is designed to systematically evaluate and monitor the effectiveness and operational capacity of the CPCs. By using this tool, committees can ensure that their activities adhere to established guidelines and standards enhancing their accountability and impact in promoting children’s rights and well-being.
4. To ensure effective monitoring and evaluation, the Learner Rights and Protection (LRP) Focal Personnel in the Schools Division Offices are required to regularly update the attached CPC Functionality Assessment Tool Monitoring Sheet. This process is critical for maintaining accurate, up-to-date data, enabling the SDO to track comprehensive records and promptly provide any required information when needed.
5. Additionally, all concerned are requested to complete the **Consolidated Report on the Functionality of Child Protection Committee in Schools** using the provided link <https://bit.ly/CPCFunctionalityAssessmentToolMonitoringSheet>. The report must be submitted no later than December 13, 2024.
6. Please see attached copy of the Child Protection Committee (CPC) Functionality Assessment Tool Monitoring Sheet for reference.



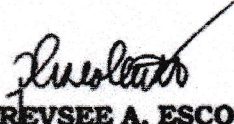

Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-05-07945

TO : All Regional Directors
All Assistant Regional Directors
All Schools Division Superintendents
All Learner Rights and Protection Focal Personnel
All Public and Private Elementary and Secondary Schools
All Others Concerned

FROM :  **ATTY. REVSEE A. ESCOBEDO**
Undersecretary for Operations 

SUBJECT : **Child Protection Committee (CPC) Functionality
Assessment Tool Monitoring Sheet**

DATE : September 13, 2024

This has reference to DepEd Memorandum-OUOPS-2024-05-06271 on the Dissemination of the Updated **Child Protection Committee (CPC) Functionality Assessment Tool**. Pursuant to DepEd Order No. 40, s. 2012, all public and private elementary and secondary schools shall establish a Child Protection Committee (CPC) to carry out their roles and responsibilities in safeguarding the rights and protection of all learners.

By virtue of DepEd Order No. 3, s. 2021, the Learner Rights and Protection Office (LRPO), formerly known as the Child Protection Unit (CPU), was created to establish mechanisms to fully operationalize, implement, and coordinate programs, projects, and activities, relative to child protection. The LRPO is mandated to ensure the establishment and functionality of the CPCs in schools.

The purpose of the CPC Functionality Assessment Tool Monitoring Sheet is to systematically evaluate and track the functionality and operational capacity of CPCs. This tool ensures that the committee is functioning in accordance with the established guidelines and standards for protecting children's rights and welfare.

By monitoring the work areas such as organizational and coordination mechanisms, policies and guidelines, capacity and resources, service delivery, and accountability and performance, along with their sub-indicators, the monitoring sheet assists in identifying areas for improvement to enhance the CPCs for the overall safety and well-being of all learners.