



Republic of the Philippine  
**DepED**  
DEPARTMENT OF EDUCATION  
Region I  
**SCHOOLS DIVISION OFFICE**  
Dagupan City

DIVISION MEMORANDUM  
No. 135, s. 2016

**RELEASED**  
DEFED  
DATE: 8-25-16  
BY: [Signature]

To : **Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Principal/Heads  
School Guidance Counselors  
Public Elementary and Secondary Schools**

From : *[Signature]*  
**FROSERFINA J. BRAVO  
OIC-Schools Division Superintendent**

Date : **August 24, 2016**

Subject: **ONE-DAY ORIENTATION AND TRAINING ON CHILD PROTECTION POLICY AND OTHER LEGAL MATTERS FOR SCHOOL HEADS AND GUIDANCE COUNSELORS**

DepEd Dagupan City will conduct a One-Day Orientation and Training on Child Protection Policy and other Legal Matters for School Heads and Guidance Counselors on August 30, 2016 to 5:00 PM at the *Abong na Alumni*, DCNHS, Dagupan City.

The training aims to:

1. Orient and train participants for the proper implementation of the Child Protection Policy (CPP);
2. Equip participants on how to handle cases under the CPP through simulation and workshop;
3. Ensure participants understand other important legal matters concerning schools.

Participants to this training are the Education Program Supervisors, Public Schools District Supervisors, School Heads and Guidance Counselors for elementary and secondary schools.

It is expected that the participants have read the following issuances:

- A. For the School Heads
  - a) DepEd Order No. 40, s. 2012
  - b) DepEd Order No. 55, s. 2013
  - c) Primer on Positive Discipline in Everyday Teaching ([www.tinyurl.com/PdetPrimer](http://www.tinyurl.com/PdetPrimer) or <http://www.deped.gov.ph>)
  - d) Relevant provisions on RA No. 9184 and its IRR
  - e) DepEd Order No. 107, s.2010 (Revised Guidelines on the Condemnation and Demolition of School Buildings)
  - f) DepEd Order No. 08, s. 2007 (Revised Implementing Guidelines on the Operation and Management of School Canteens)
  - g) DepEd Order No. 83, s.2010, DO No. 77, s.2009, DO No. 54, s.2009 for PTA Concerns
- B. For the Guidance Counselors
  - a) DepEd Order No. 40, s. 2012
  - b) DepEd Order No. 55, s. 2013
  - c) Primer on Positive Discipline in Everyday Teaching ([www.tinyurl.com/PdetPrimer](http://www.tinyurl.com/PdetPrimer) or <http://www.deped.gov.ph>)

Attached herewith is the training matrix. Please bring a copy of your school's Child Protection Policy and Student Code of Conduct and/or Student Handbook.

Active Participation of everyone concerned is enjoined.

**ONE-DAY ORIENTATION AND TRAINING ON CHILD PROTECTION POLICY AND OTHER LEGAL MATTERS FOR SCHOOL HEADS AND GUIDANCE COUNSELORS**

**TRAINING MATRIX  
August 30, 2016  
Abong Na Alumni  
Dagupan City National High School**

<b>Time</b>	<b>Topic</b>	<b>Resource Speaker/In-charge</b>
8:00 – 8:30	Registration of Participants	
8:30 – 9:00	Opening Program	Dr. Agnes Bacugan <i>Education Program Supervisor</i>
9:00 – 9:30	Superintendent's Notes	Froserfina J. Bravo <i>Schools Division Superintendent</i>
9:30 – 10:00	Government Procurement	Lourdes D. Servito <i>Asst. Schools Division Superintendent</i>
10:00 – 12:00	Child Protection Policy Anti – Bullying IRR Procedures and Documentation for Handling Cases under CPP Student Code of Conduct School – Based Child Protection Policy CPP Committee	Atty. Katherine Q. Pasillao <i>Legal Officer</i>
12:00 – 1:00	Lunch Break	
1:00 – 2:00	Positive Discipline in Everyday Teaching	Dr. Liberty G. Roxas <i>Education Program Supervisor</i>
2:00 – 2:30	Workshop Simulation	Atty. Katherine Q. Pasillao
2:30 – 3:00	Demolition of Buildings	Engr. Tatum Grace L. Manzano <i>Engineer III</i>
3:00 – 4:00	Administrative Matters	Myrel Angelica N. Lopez <i>Administrative Officer V</i>
4:00 – 5:00	School Sites School Canteen PTA	Atty. Katherine Q. Pasillao