



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Division of Baguio City  
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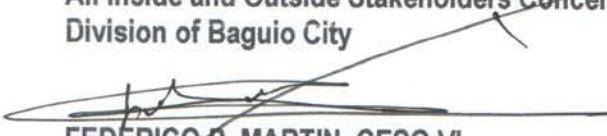
OCT 20 2017

RELEASED

**Division Memorandum**

No. 344, s. 2017

To: **All Public and Private Elementary and Secondary School Heads  
All Public and Private Elementary and Secondary Members of the Child  
Protection Committee  
All Inside and Outside Stakeholders Concerned  
Division of Baguio City**

From:   
**FEDERICO P. MARTIN, CESO VI**  
Schools Division Superintendent  
Schools Division of Baguio City

Subject: **UTILIZATION OF THE DIVISION-WIDE FORMAT IN CRAFTING THE SCHOOL  
CHILD PROTECTION POLICY MANUAL**

Date: **October 18, 2017**

1. This is to inform all public and private elementary and secondary school heads, members of the school child protection committees, and concerned inside and outside stakeholders on the utilization of the attached format to be used in crafting their School Child Protection Policy Manual, as attached in Enclosure 1.
2. As emphasized during meetings and trainings, concerned members and stakeholders must be involved in the formulation of specific concerns in order for them to participate and contribute in the formulation of its policies.
3. In undergoing the procedures and processes of crafting school policies on child protection, please be guided in accordance with DepEd Order No. 40, s. 2012; DepEd Order No. 55, s. 2013; DepEd Order No. 18, s. 2015; and the Primer on Positive Discipline in Everyday Teaching, to ensure that important elements will be included as parts of the schools' guiding policy.
4. Referrals for specific cases are also attached in Enclosure 2, the Anti-Child Abuse Network provided by the City Social Welfare and Development Office, located at Upper Session Road Extension, Baguio City.
5. Lists of Social Welfare Officers in charge per unit are also hereby attached in Enclosure 3, for the schools to contact in case they are in need of assistance in their referrals.
6. Submission of finalized Child Protection Policy Manual is due to the Division Office on or before November 6, 2017, and the same would be the basis of monitoring onwards. Please submit the Division Copy to Dr. Juliet C. Sannad, the Division Coordinator on Child Protection.
7. Immediate dissemination of this memorandum is desired.

## Enclosure 1 (Format of the CPP Manual)

Division: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

OUR VISION

OUR MISSION

CORE VALUES

### CONTENTS

- I. RATIONALE: (COVERS CHILD ABUSE AND ANTI-BULLYING)
- Section 1. OBJECTIVES AND PRINCIPLES
  - Section 2. DEFINITION OF TERMS
  - Section 3. DUTIES AND RESPONSIBILITIES OF THE SCHOOL PERSONNEL
    - A. THE SCHOOL HEAD
    - B. THE OTHER SCHOOL OFFICIALS, ACADEMIC PERSONNEL, TEACHERS AND OTHER SCHOOL PERSONNEL
  - Section 4. CODE OF CONDUCT FOR TEACHERS & OTHER SCHOOL PERSONNEL
  - Section 5. CODE OF CONDUCT FOR PARENTS
  - Section 6. CODE OF CONDUCT FOR VISITORS
  - Section 7. DUTIES AND RESPONSIBILITIES OF PUPILS/STUDENTS/LEARNERS
  - Section 8. CODE OF CONDUCT FOR PUPILS/STUDENTS/LEARNERS
  - Section 9. ESTABLISHMENT OF CHILD PROTECTION COMMITTEE/ ANTI-BULLYING COMMITTEE AND FUNCTIONS
  - Section 10. PROCEDURES IN HANDLING BULLYING IN SCHOOLS
    - A. Immediate Response
    - B. Reporting the Bullying Incident or Retaliation
    - C. Fact-Finding and Documentation
    - D. Intervention
    - E. Referral
    - F. Disciplinary Measures
    - G. Due Process
    - H. Applicability of RA 9344, as amended and other related laws
      - Bullying that results in serious physical injuries
      - Procedure
      - Implementation of Non-punitive measures
    - I. False accusation of Bullying
    - J. Confidentiality
  - Section 11. PREVENTION AND INTERVENTION PROGRAM TO ADDRESS BULLYING
    - A. School-wide Initiatives
    - B. Classroom level Initiatives
    - C. Involving parents in bullying prevention activities
    - D. Monitoring students who are vulnerable to committing acts
    - E. Training and development
    - F. Reporting requirement
  - Section 12. PROCEDURES IN HANDLING CHILD ABUSE, EXPLOITATION, VIOLENCE AND DISCRIMINATION
    - A. PROHIBITED ACTS
    - B. INVESTIGATION AND REPORTING
    - C. JURISDICTION
    - D. CONFIDENTIALITY

- Section 13
- E. CRIMINAL AND CIVIL LIABILITY  
PREVENTIVE MEASURES TO ADDRESS CHILD ABUSE, EXPLOITATION,  
VIOLENCE, DISCRIMINATION AND BULLYING AND OTHER ACTS OF  
ABUSE
  - A. Capacity Building of School Officials, Personnel, Parents, and  
Students
    - A.1. RECOGNIZING CHILD ABUSE
      - a. PHYSICAL ABUSE
      - b. SEXUAL ABUSE
      - c. NEGLECT
      - d. PSYCHOLOGICAL ABUSE

- Section 14
- REFERRAL AND ASSESSMENT OF VICTIMS AND OFENDERS AND  
OTHER CHILDREN
  - A. REFERRAL, ASSESSMENT, AND MONITORING
  - B. DEPED PROCEDURE /FLOW CHART FOR CASES OF CHILD ABUSE  
COMMITTED BY DEPED PERSONNEL
  - C. FLOW CHART FOR CASES OF CHILD ABUSE COMMITTED BY NON-  
DEPED PERSONNEL
  - D. DEPED PROCEDURE /FLOW CHART FOR CASES OF BULLYING IN  
SCHOOL
  - E. AGENCIES PROTECTING THE RIGHTS OF CHILDREN (PLS. INCLUDE  
LISTS IN ENCLOSURE 2)
    - E.1. GOVERNMENT AGENCIES
    - E.2. NON-GOVERNMENT AGENCIES



**Enclosure 2 (ANTI-CHILD ABUSE NETWORK)**

**ANTI-CHILD ABUSE NETWORK  
BAGUIO CITY  
MEMBER AGENCY DIRECTORY**

AGENCY/ADDRESS/ TELEPHONE NUMBERS	AGENCY HEAD/HEAD OF OFFICE/CONTACT NUMBER	AGENCY REPRESENTATIVE/DESIGNATION CONTACT NUMBER
<p><b>Baguio City Police office</b></p> <ul style="list-style-type: none"> <li>• Station 7 (Abanao) 442-7944; 443-8980</li> <li>• Women and Children's Protection Division -Burnham Park' Baguio City Police 304-1621; 422-8600</li> </ul> <p>Email Add: Baguio_wcpdbcpo@yahoo.com</p>	<p><b>DIRECTOR RAMIL L. SACULLES</b> City Director</p>	<p><b>PSI MERCEDES BUCALEN</b> Women and Children's Protection Desk</p>
<p><b>Baguio General Hospital and Medical Center</b> # 1 Governor Pack Road</p> <ul style="list-style-type: none"> <li>• Medical Social Services 442-4216 local 248</li> <li>• Women and Children's Protection Unit 442-4216 local 427</li> </ul>	<p><b>Chief of Hospital</b> Medical Center Chief Baguio General Hospital</p> <p><b>RAY P. SUANDING</b> MD, FPCP, FPCCP OIC, Chief Medical Professional Staff II</p> <p><b>DR. ELIZABETH BATINO</b> WCPU Head 09227394217</p>	<ul style="list-style-type: none"> <li>• For: Medical Needs /Treatment/ Medico-legal</li> </ul> <p><b>APRIL LIPPI SUDANGO</b> Social Welfare Officer I 09493653453 Email Add: lippiganda@yahoo.com</p>
<p><b>City Social Welfare and Development Office</b> Silungan center, Upper Sesion Road 442-3842; 446-2718; 442-7893</p>	<p><b>BETTY F. FANGASAN</b> City Social Welfare and Development Officer</p>	<p><b>LIZA BULAYUNGAN</b> Social Welfare Officer IV 09175069197</p>
<p><b>CFSPI-Consuelo Center for Children and Families</b> Wakat Road Corner Terry Court Suello Subd., Marcos Highway 442-1107</p>	<p><b>DANIEL Z. URQUICO</b> President and CEO</p> <p>Officer Mobile No.- 09189625574</p>	<p><b>BERNADETTE YMSON</b> Program Director</p> <p><b>MARICEL M. AQUISION</b> Coordinator 09077183932 Email Add: <a href="mailto:macelaq@yahoo.com">macelaq@yahoo.com</a></p> <ul style="list-style-type: none"> <li>• For protective Custody of Girls aged 7-17</li> </ul>

<b>City Prosecutor's Office</b> Rm. 103 Hall of Justice 442-6331; 442-5953	<b>PROS. ELMER MANUEL SAGSAGO</b> City Prosecutor City Prosecutor's Office	<b>Pros. RUTH BERNABE</b> Prosecutor 1 09204175098 Email Add: <a href="mailto:ruthpb0425@yahoo.com">ruthpb0425@yahoo.com</a>
<b>Commission on Human Rights-CAR</b> 3 <sup>rd</sup> Floor, SSS Building Harrison Road 619-9089 Telefax : 619-9088 Email Add: <a href="mailto:chrp_car@yahoo.com.ph">chrp_car@yahoo.com.ph</a>	<b>ATTY. ROMEL P. DAGUIMOL</b> Regional Director	<b>JOANNE PIMENTEL</b> Special Investigator 1 09157273172
<b>Criminal Investigation and Detection Group</b> CAR-Criminal Investigation and Detection Unit CBAO Bldg., DPS Comp., Utility Road 304-3506; 424-3450	<b>PSSUPT FROILAN DG PEREZ</b> Regional Chief	<b>SPO2 MARITES NISPEROS</b> 09305260061 Email Add: <a href="mailto:marnelaganon@yahoo.com">marnelaganon@yahoo.com</a>
<b>Department of Education</b> Schools Division Office of Baguio City Military Cut Off 442-7819	<b>FEDERICO P. MARTIN, Ed.D.</b> Schools Division Superintendent	<b>JULIET C. SANNAD, Ed.D.</b> 09208373368
Department of Interior and Local Government City Field office City Hall 442-8130 Email Add: <a href="mailto:dilg_cityfieldoffice@yahoo.com">dilg_cityfieldoffice@yahoo.com</a>	<b>EVELYN B. TRINIDAD</b> City Director	<b>AMOR LAPASTORA</b> 09194923998
<b>Department of Social Welfare and Development Office-CAR</b> # 40 North Drive 444-3209; 442-7917; 304-3949 Email Add: <a href="http://www.car.dswd.gov.ph">www.car.dswd.gov.ph</a>	<b>JANET P. ARMAS</b> OIC regional director	<b>MAUELA S. ORTIZ</b> Social Welfare Officer II 09981986226 <ul style="list-style-type: none"> <li>• Regional Haven For Girls (For those outside Baguio)</li> </ul>
<b>Save Our School Children Foundation</b> # 22 Tandang Sora St. , Camdas 422-2171	<b>DR. JOSEFINA N. DOMINGO</b> President	<b>NORLYN MERCOLES</b> 09122046140 <ul style="list-style-type: none"> <li>• For Educational Assistance, livelihood of families</li> </ul>
<b>Family Court of Baguio City</b> 442-4682 Email Add: <a href="mailto:rtc4baguio@gmail.com">rtc4baguio@gmail.com</a>	<b>JUDGE MIA JOY O. CAWED</b> Rm. 214, RTC 4 Justice Hall	<b>ATTY. RUTH B. BAWAYAN</b> Clerk of Court V 09176284165
<b>National Bureau of Investigation-CAR</b> Upper Session Road, Baguio City 442-7203; 304-4074; 304-1224 Email Add: <a href="mailto:car@nbi.gov.ph">car@nbi.gov.ph</a>	<b>ATTY ROMULO Z. ASIS</b> Acting regional Director	<b>Agent MA. ELENA PALAGANAS</b> Investigative Agent 09989761007

<b>Philippine Information Agency</b> Romulo Drive, Lualhati Barangay 442-6248; 442-8240 Email Add: <a href="mailto:rcar_pia@yahoo.com">rcar_pia@yahoo.com</a>	<b>HELEN R. TIBALDO</b> Regional Director 09175088534	<b>JOSEPH ZAMBRANO</b> 09175432112 Email Add: <a href="mailto:joeybzambrano@yahoo.com">joeybzambrano@yahoo.com</a>
<b>Philippine Mental Health Association</b> Baguio-Benguet Chapter Inc. Marcos Highway, Baguio City Tel./Fax Number : 442-2337	<b>CHRISTINE GINA D. CAMSOL</b> Chapter Executive manager 09175172083 Email Add: <a href="mailto:pmhabbc@yahoo.com">pmhabbc@yahoo.com</a>	<ul style="list-style-type: none"> <li>• For Psychological Assessment</li> </ul>
<b>Helping Hands, Healing Hearts Ministries</b> 159 Milflores St., Amparo Heights, Camp & Baguio City 442-0425; 422-3745	<b>CLAIRE GINA G. HENDERSON</b> Executive Director	<b>JOVITA M. LIU</b> 09109110661  <ul style="list-style-type: none"> <li>• For temporary shelter for children of special needs-medical</li> </ul>
<b>PNP Crime Laboratory</b> Baguio City 300-4994	<b>PSUPT JAIME RODRIGO LEAL</b> Regional crime Laboratory PRO-COR	
<b>Health Services Office</b> T. Alonzo, Baguio City 442-4542	<b>ROWENA GALPO</b> City Health Officer  District Health Centers	<ul style="list-style-type: none"> <li>• For Simple Lab. Tests</li> </ul>
<b>SLU Halfway Home For Abused Boys</b>	<b>FR. GERARDO COSTA</b> SLU	
<b>SLU Sunflower Children's Center</b> Home Sweet Home	<b>FR. GERARDO COSTA</b> SLU	<ul style="list-style-type: none"> <li>• For Therapy</li> </ul>





Enclosure 3 (List of Social Welfare officers)

Republic of the Philippines  
CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE  
Upper Session Road Extension, Baguio City  
Tel. Nos. 442-7893/442-3842

BETTY F. FANGASAN  
City Social Welfare and Devt. Officer

# UNIT I

Location: **Pacdal Brgy. Hall**  
(Covered Court near Day Care Center)

District	Barangay	Staff-in-Charge
1	Gibraltar	<b>MYRNA B. VALENCERINA</b> Social Welfare Officer III 0918-938-4517 0930-794-5948
	Mines View Park	
	Pacdal	
	Pucsusan	
	Saint Joseph Village	
2	Cabinet Hill-Teacher's Camp	<b>JULIE ANN DIAMSAY</b> Social Welfare Officer I 0929-396-8480
	DPS Compound	
	Engineer's Hill	
	Greenwater Village	
	Marcoville	
10	Salud-Mitra	<b>JOAN ASTUDILLO</b> Social Welfare Aide 0921-249-1362
	Harrison-Claudio-Carantes	
	Lower General Luna	
	Malcolm Square	
	Session-Gov. Pack Road	
	Upper General Luna	
11	Country Club Village	
	Happy Hallow	
	Lucnab	
	Lualhati	
	Outlook Drive	
	South Drive	

# UNIT II

Location: **Scout Barrio Unit Office**  
(former Police Sub-Station)

District	Barangay	Staff-in-Charge
3	Gabriela Silang	<b>ANA P. CODLEY</b> Social Welfare Officer III 0949-784-3477
	Hillside	
	Lower Dagsian	
	Scout Barrio	
	Sta. Escolastica Village	
12	Upper Dagsian	<b>PRESELA D. DUMIWAL</b> Social Welfare Officer I 0921-296-2776
	Atok Trail	
	Kias	
	Loakan-Apugan	
	Loakan-Liwanag	
13	Loakan Proper	<b>SHIRLEY D. CASALLO</b> Social Welfare Officer I 0920-568-0307
	PMA-Fort Del Pilar	
	Camp 7	
	Camp 8	
	Military Cut-off	
	Poliwes	
	San Vicente	



# UNIT III

Location: **Bakakeng Central Barangay Hall**  
(Covered Court)

District	Barangay	Staff-in-Charge
4	Balsigan	<b>FLORECITA P. TUL-AN</b> Social Welfare Officer III 0917-664-4258
	BGH Compound	
	Burnham-Legarda	
	Ferdinand	
	Imeda Marcos	
	Phil-Am	
	Sto. Rosario	
14	Bakakeng Central	<b>JACQUELINE C. TUPONG</b> Social Welfare Officer I 0929-166-1954
	Bakakeng Norte/Sur	
	Dontogan	<b>ALICE F. MALANOS</b> Social Welfare Aide
	SLU-SVP	
	Sto. Tomas Proper	
	Sto. Tomas Central (School Area)	

# UNIT IV

Location: **Youth Home and Family Life Resource Center,**  
Upper Kayang Rd.

District	Barangay	Staff-in-Charge
5	City Camp Central	<p><b>JOY A. HILARIO</b> Social Welfare Officer III 0939-608-2287</p>
	City Camp Proper	
	GEFA (Lower Q.M.)	
	Lower Rock Quarry	
	Middle Rock Quarry	
	Palma-Urbano	
	Upper Q.M.	
	Upper Rock Quarry	
6	Andres Bonifacio	
	Camp Henry T.Allen	
	Campo Filipino	
	Fairview	
	Kayang Extension	
	MRR-Queen of Peace	
15	Upper City Market	
	Asin Road	
	Dominican- Mirador (1)	<p><b>JANINE A. BRAVO</b> Social Welfare Officer I 0998-188-8854</p>
	Lourdes Subd. Extension	
	Lourdes Subd., Proper (2)	
	Lower Lourdes Subd.	
	San Roque Village	
San Luis Village		
18	ABCR	
	AZCKO	
	Kabayanihan	
	Kagitingan	
	Kayang Hilltop	
	Rizal Monument	
	Teodora Alonzo	
	Upper Magsaysay	

# UNIT V

Location: **Youth Home and Family Life Resource Center,**  
Upper Kayang Rd.

District	Barangay	Staff-in-Charge
7	Cresencia Village	<b>JETERDA B. JUNIO</b> Social Welfare Officer III 0999-738-6341 0947-454-9486
	Guisad Central	
	GuisadSurong	
	Pinsao Pilot	
	Maligcong	
	Lower Magsaysay	
	Padre Burgos	
	Padre Zamora	
	Sto. Nino Slaughter House Compound	
8	Camdas Subdivision	<b>EVANGELINE FANOSAN</b> Social Welfare Officer I  <b>GENALYN MINA-TABON</b> Social Welfare Assistant 0919-891-5580
	Dizon Subdivision	
	East Quirino Hill	
	Happy Home-Old Lucban	
	Lower Quirino Hill	
	Middle Quirino Hill	
	Pinget	
	West Quirino Hill	
	Middle Quezon Hill	
16	Pinsao Proper	
	Quezon Hill Proper	
	Upper Quezon Hill	
	Victoria Village	
	Irisan	



# UNIT VI

Location: **Senior Citizen's Center , Aurora Hill**  
near Police Station 6

District	Barangay	Staff-in-Charge
9	Ambiong	<b>LIZA C. BALAO</b> Social Welfare Officer III 0928-506-5266
	Bayan Park Village	
	East Bayan Park	
	North Central Aurora Hill	
	San Antonio Village	
	South Central Aurora Hill	
	West Bayan Park	
17	Alfonso Tabora	<b>RUBILYN BAB-ANGA</b> Social Welfare Officer I 0999-766-1452
	Magsaysay-Private Road	
	New Lucban	
	North Sanitary Camp	
	South Sanitary Camp	
	Trancoville	
19	Aurora Hill Proper	<b>SHAMIRA DAWEG</b> Social Welfare Officer I 0905-880-0519
	Brookside	
	Brookspoint	
	East Modernsite	
	Lopez Jaena	
	West Modernsite	
20	Holy Ghost Extension	
	Holy Ghost Proper	
	Honeymoon-Holy Ghost	
	Imelda Village	
	Manuel Roxas	