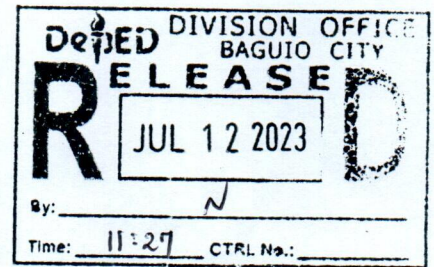




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



11 July 2023

**DIVISION MEMORANDUM**

No. **273-2023**

**CONSULTATION CONFERENCES WITH LEARNERS AND ADULTS  
FOR THE ENHANCEMENT OF DEPED ORDER NO. 40, S. 2012  
(DEPED CHILD PROTECTION POLICY)**



To : Schools Division Superintendent  
Assistant Schools Division Superintendent  
Chief Education Supervisors  
Concerned Public Schools District Supervisors  
Concerned Public Elementary & Secondary School Heads  
Concerned SELG and SSLG Officers & Advisers  
Federation of Parents Teacher Association  
All Others Concerned

1. Pursuant to OUOPS Memorandum No. 2023-07-4251 entitled "*Guidelines on the Release, Use, Reporting, and Monitoring and Evaluation of Program Support Funds (PSF) for the Conduct of the Consultation Conferences for the Enhancement of DepEd Order No. 40, s. 2012, otherwise known as the DepEd Child Protection Policy*", the Regional Learner Rights and Protection Focal (LRP) of the Cordillera Administrative Region together with the Schools Division Office of Baguio City and Baguio City National High School as the Host School, will be conducting the activity on **July 21-22, 2023 | 8:00 AM to 5:00 PM at the Baguio City National High School Library.**
2. The activity specifically aims to:
  - a. To seek the perspective of learners, considering that they are the main subject of the Child Protection Policy.
  - b. To seek the perspective of adults (internal and external stakeholders) who are partners in providing a safe home and learning environment for the children.
  - c. To ensure effective implementation of Project, Program, and Activities on Learner Rights and Protection.
3. The following documents are enclosed for reference:
  - a. Enclosure No. 1: List of Participants
  - b. Enclosure No. 2: Schedule of Activities
  - c. Enclosure No. 3: Activity Matrix
  - d. Enclosure No. 4: Parent/Guardian Consent Form





4. It is understood that in the conduct of this activity, there shall be no discrimination on the account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
5. For further information, questions, or concerns, please contact *Ms. Augie Perl A. Simangan & Arlani B. Buccat*, Project Development Officers I of SGOD - Learner Formation through 0917-170-8990 or message on Facebook at *DepEd Tayo – Youth Formation – Baguio City*.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**SORAYA T. PACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent 





**Enclosure 1. List of Participants**

<b>SCHOOL</b>	<b>No. Of Pax</b>
<b>LEARNERS</b>	
Guisad Valley National High School	10 SSLG Officers / Schools Club Officers
Baguio City National High School	10 SSLG Officers / Schools Club Officers
Doña Aurora National High School	10 SSLG Officers / Schools Club Officers
Pines City National Junior High School	5 SSLG Officers / Schools Club Officers
Pines City National Senior High School	5 SSLG Officers / Schools Club Officers
Lucban Elementary School	5 SELG Officers / Schools Club Officers
Baguio Central School	5 SELG Officers / Schools Club Officers
<b>SCHOOL ADMINISTRATORS, TEACHER REPRESENTATIVE, GUIDANCE COUNSELORS/GUIDANCE DESIGNATE</b>	25
<b>PARENTS</b>	20
<b>PARTNER AGENCIES (COMMUNITY REPRESENTATIVES)</b>	10
OTHERS: RO and SDO Participants	7
SDO - LRPO Focals	10
Facilitators and TWG	10





## Enclosure 2. Schedule of Activities

DATE	ACTIVITY	PARTICIPANTS	VENUE
July 20, 2023	Meeting and Preparation for the Activity for July 21 and 22, 2023	Facilitators & TWG	Baguio City National High School Library
July 21, 2023	<b>Day 1:</b> Consultation Conference for the Enhancement of DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy)	Learners	Baguio City National High School Library
July 22, 2023	<b>Day 2:</b> Consultation Conference for the Enhancement of DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy)	School Administrators, Teacher Representative, Guidance Designate/Counselors  Parents & Partner Agencies ( <i>Community Representative</i> )	Baguio City National High School Library





## Enclosure 3. Activity Matrix

### Indicative Program (For Learners)

Time	Activity/Topic	Methodology and Expected Output	Facilitator/Person in Charge	
<b>Preliminaries (8:00AM-9:00AM)</b>				
08:00AM-08:15PM	<b>Registration of Participants</b>	Plenary	SDO Team	
08:15AM-08:30AM	<b>Opening Program</b> Invocation National anthem/nationalistic song Safeguarding Protocol  <b>Opening Remarks</b> Regional/Schools Division Office Officials			
08:40AM-08:45AM	<b>The Need to Enhance the Child Protection Policy</b>			Video Message of Atty. Suzette T. Gannaban-Medina
08:45AM-09:00AM	<b>"Kumusta ka" Energizer</b>			SDO Team
09:00AM-09:20AM	<b>Laying down of Consultation Mechanics</b> <i>Note: At this stage, the SDO Team will present the instructions to learner participants</i>	Plenary There shall be two (2) breakout groups to discuss the Code of Conduct and Learner Online Protection	SDO-LRPO Focal Person	
09:20AM-09:30AM	<b>Preparation for the Breakout</b> <i>Note: SDO Team shall divide the learner participants into 2 groups</i>			
09:30AM-09:50AM	<b>Election of Learner Facilitators</b> <i>Note: SDO Team shall guide the learners in electing the following key persons:</i> <ul style="list-style-type: none"> <li>• Learner leader</li> <li>• Learner documenter</li> <li>• Learner logistics assistant</li> </ul>	Breakout Group <ul style="list-style-type: none"> <li>• The learners are settled into their breakout groups</li> <li>• Key persons are elected</li> <li>• SDO Team has turned over the facilitation to the learners</li> </ul>	Learner Facilitators (To be assisted by SDO Team)	
09:50AM-11:00AM	<b>Simultaneous Group Discussion for the Code of Conduct and Learner Online Protection</b>			
11:00AM-11:20AM	<b>Presentation of Output by Group 1 (Code of Conduct)</b> With 10 minute transition time	Plenary Comments and suggestions of Learners	Learner Facilitators (To be assisted by SDO Team)	
11:30AM-11:50AM	<b>Presentation of Output by Group 2 (Learner Online Protection)</b> With 10 minute transition time			
<b>LUNCH BREAK</b>				
12:00NN-12:45PM	<b>Attendance check and Energizer</b> <i>Note:</i>	Breakout Group	SDO Team	
	<ul style="list-style-type: none"> <li>• SDO Team must prepare a short energizer</li> <li>• SDO Team must allow the participants to settle down and go back to their breakout groups</li> </ul>			
<b>General Consultation for the Enhancement of the Child Protection Policy (1:00PM-3:20PM)</b>				
01:00PM-02:00PM	<b>Simultaneous Group Discussion for the Enhancement of the Child Protection Policy</b>	Breakout Group Comments and suggestions of Learners	Learner Facilitators (To be assisted by SDO Team)	
02:00PM-02:30PM	<b>Presentation of Output by Group 2 (Protective Mechanisms)</b> With 10 minute transition time			
02:40PM-03:20PM	<b>Presentation of Output by Group 1 (Responsive Mechanisms)</b> With 10 minute transition time	Breakout Group Comments and suggestions of Learners	Learner Facilitators (To be assisted by SDO Team)	
<b>Closing Program (3:20PM-4:00PM)</b>				
03:20PM-03:40PM	<b>Wrap-up Discussion and Ways Forward</b>	Plenary Summary of the Consultation and Next Steps	SDO-LRPO Focal Person	
03:40PM-03:45PM	<b>Closing Remarks</b> SDO Official			
<b>Adjournment</b>				





## Indicative Program (For Adults)

Time	Activity	Persons/Office Responsible
8:00 AM – 8:30 AM	Registration of Participants	Secretariat
8:30 AM – 9:00 AM	Opening Program Invocation National Anthem Opening Remarks Ice Breaker	Program Committee
9:00 AM – 12:00 NN	Consultation for Code of Conduct and Learner Online Protection (For Adults)	SDO-LRPO
12:00 NN – 12:45 PM	<b>Lunch Break</b>	
12:45 PM – 1:00 PM	Ice Breaker	
1:00 PM – 3:30 PM	General Consultation for the Enhancement of the Child Protection Policy (For Adults)	SDO-LRPO
3:30 PM – 4:00 PM	Closing Program Wrap Discussions Closing Remarks Reminders	SDO-LRPO





**Enclosure 4. Parent/Guardian Consent Form**

Dear Parent/Guardian:

Please be informed that a **CONSULTATION CONFERENCE WITH LEARNERS ON THE ENHANCEMENT OF DepEd Order #40, s. 2012 (CHILD PROTECTION POLICY)** will be held on **JULY 21, 2023** from **8:00 AM – 5:00 PM** at the **BAGUIO CITY NATIONAL HIGH SCHOOL LIBRARY**.

Your \_\_\_\_\_ of \_\_\_\_\_  
*(name of learner) (incoming grade level & school)*

is a participant to the said activity.

May we therefore request your permission. The class adviser(s)/teacher(s)/coordinator(s) concerned will exercise utmost care and diligence to ensure the safety of your child/ward during the course of the activity but shall not be held accountable for any incident that may occur beyond his/her/their control.

Very truly yours,

Noted:

\_\_\_\_\_  
*Signature over printed name*  
*(Adviser/Teacher/Coordinator)*

\_\_\_\_\_  
*Principal or authorized representative*

I  **WILL ALLOW**  **NOT ALLOW** my child/ward to attend the said activity.

\_\_\_\_\_  
*Signature over printed name*  
*(Parent/Guardian)*

