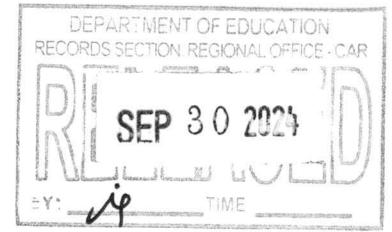




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



27 September 2024

**REGIONAL MEMORANDUM**

No: 666.2024

**DISSEMINATION OF THE UPDATED CHILD PROTECTION COMMITTEE  
FUNCTIONALITY ASSESSMENT TOOL**

To: Assistant Regional Director  
Schools Division Superintendents  
Division Learner Rights and Protection Focal Persons  
All Others Concerned

1. In reference to DM-OUOPS-2024-05-06271, the Learner Rights and Protection Office (LRPO) will provide copies of the updated Child Protection Committee (CPC) Functionality Assessment Tool.

2. The tool is designed to be more user-friendly and comprehensible, thereby improving the monitoring and evaluation of CPCs, ensuring that they effectively fulfill their roles and responsibilities in protecting learners.

3. The following five areas of work represent the broad work areas of a CPC, each with specific sub-indicators:

- I. Organization and Coordination;
  - a. Establishment or Reorganization of CPC
  - b. Coordination and Mechanism
- II. Policies and Guidelines;
  - a. Child Protection Policy and Operational Guidelines
- III. Capacities and Resources;
  - a. Orientation/Capacity Building Activities for the CPC
  - b. Budget Allocation for CPC operations and its financial sustainability
- IV. Service Delivery;
  - a. Prevention Programs
  - b. Existence of Quick Response System for Child Protection
  - c. Referral System, Case Management, and Monitoring and Documentation of Cases
  - d. Proactive Identification and Reporting of VAC Cases (Early detection)
- V. Accountability and Performance
  - a. Availability and accessibility of statistical report on cases handled
  - b. Child participation in CPC Planning, Implementation, and Evaluation
  - c. CPC Monitoring and Evaluation

4. The CPCs are assessed based on these work areas and are given corresponding scores according to the level of functionality: (1) Not Yet in Place; (2)



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**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

Planning Stage; (3) In Early Stages of Development; (4) Partially Functional and; (5) Fully Functional.

5. In line with this, all Schools Division Offices are instructed to utilize and disseminate the new format of the CPC Functionality Assessment Tool and ensure its proper implementation and integration within their respective schools.

6. To ensure effective monitoring and evaluation of the LRPO, the participation of all concerned is required. Kindly submit the results of the CPC Assessment Tool per school using the following link: <https://tinyurl.com/CPC-Results-2024>. Additionally, Division Learner Rights and Protection Focal Persons shall submit a consolidated report of results to the Regional Office on or before October 28, 2024.

7. Enclosed to this memorandum are DM-OUOPS-2024-05-06271 and the CPC Assessment Tool and Scoring Guide for your reference and guidance.

8. For any inquiry or concern, please get in touch with Mayclaire A. Jimenez, the Regional Learner Rights and Protection Focal Person, through e-mail at [mayclaire.jimenez@deped.gov.ph](mailto:mayclaire.jimenez@deped.gov.ph) or Marie Juvilyn M. Palkit, the Regional Learner Rights and Protection Alternate Focal, through e-mail at [mariejuvilyn.palkit@deped.gov.ph](mailto:mariejuvilyn.palkit@deped.gov.ph).

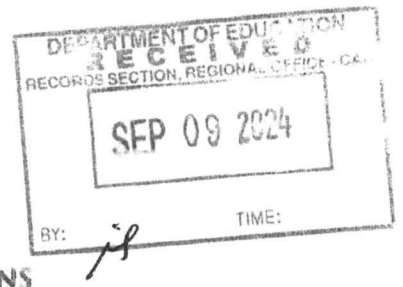
9. Immediate dissemination of and compliance with this Memorandum is desired.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director 

Reference: As Stated

Enclosure: As Stated

*ESSD/GCD/mjp Dissemination of CPC Assessment Tool  
September 27, 2024*



Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

**MEMORANDUM**  
**DM-OUOPS-2024-05- (627)**

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

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

**SUBJECT :** Dissemination of the Updated Child Protection Committee (CPC) Functionality Assessment Tool

**DATE :** August 5, 2024

This has reference to the Child Protection Committee (CPC) Functionality Assessment Tool.

Pursuant to DepEd Order No. 40, s. 2012,<sup>1</sup> 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,<sup>2</sup> 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. Further, the LRPO is mandated to ensure the establishment and functionality of the CPCs in schools.

To this end, the LRPO, as enclosed in this memorandum, will provide copies of the updated CPC Functionality Assessment Tool. The tool is designed to be more user-friendly and comprehensible, thereby improving the monitoring and evaluation of

<sup>1</sup> DepEd Order No. 40, s. 2012, "DepEd Child Protection Policy"  
<sup>2</sup> DepEd Order No. 3, s. 2021, "Creation of Child Protection Unit and Child Rights in Education Desk"



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Effectivity	03.23.23	Page	1 of 3



To ensure effective monitoring and evaluation of the LRPO, the participation of all concerned is required. Kindly submit the results of the CPC Assessment Tool using the following link: <https://tinyurl.com/CPC-Results-2024>.

Should you have clarifications or concerns, and for further information, you may reach out through [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph) or call us at (02) 8638-1782.

For strict compliance.

[LRPO/MPDA]

CPCs, ensuring that they effectively fulfill their roles and responsibilities in protecting learners.

This tool aims to strengthen the CPCs with the following specific objectives:

- a. Provide concrete indicators to measure the functionality of the CPC in schools;
- b. Capture the specific status of the CPCs in five areas of work; and
- c. Serve as basis and direction for the assistance from DepEd Central Office, Regional Division Offices, and Schools Division Offices.

The following five areas of work represent the broad work areas of a CPC, each with specific sub-indicators:

1. Organization and Coordination;
  - a. Establishment or Reorganization of CPC
  - b. Coordination and Mechanism
2. Policies and Guidelines;
  - a. Child Protection Policy and Operational Guidelines
3. Capacities and Resources;
  - a. Orientation/Capacity-building Activities for the CPC
  - b. Budget Allocation for CPC operations and its financial sustainability
4. Service Delivery;
  - a. Prevention Programs
  - b. Existence of Quick Response System for Child Protection
  - c. Referral System, Case Management, and Monitoring and Documentation of Cases
  - d. Proactive Identification and Reporting of VAC Cases (Early detection)
5. Accountability and Performance
  - a. Availability and accessibility of statistical report on cases handled
  - b. Child Participation in CPC Planning, Implementation, and Evaluation
  - c. CPC Monitoring and Evaluation

The CPCs are then assessed based on these work areas and are given corresponding scores according to the level of functionality:

1. Not yet in place
2. Planning Stage
3. In Early Stages of Development
4. Partially Functional
5. Fully Functional

All concerned are instructed to utilize the new format of the CPC Functionality Assessment Tool and ensure its proper implementation and integration within their respective schools.

No. \_\_\_\_\_

## 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
<b>1. ORGANIZATION AND COORDINATION</b>			
<b>a) Establishment/Reorganization of the Child Protection Committee (CPC)</b>			
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			

<b>1.a TOTAL COUNT</b>				
<b>Functionality Indicators</b>		<b>Indicator is met:</b>		
		<b>YES</b>	<b>NO</b>	<b>Not Sure</b>
<b>b) Coordination mechanisms</b>				
1.	Immediate assistance on how to develop coordination mechanism on child protection was sought.			
2.	Has mapped out available resources in their community for possible linkages/networking for cases needing referrals			
3.	Has identified specific areas of work for coordination/collaboration with other agencies or service providers			
4.	Has informal or initial coordination arrangements for referral system with WCPD, LSWD, LHO, other agencies or non-government organizations			
5.	Actively coordinates with the Schools District/ Division office			
6.	Has formal coordination mechanism (e.g. MOA), with the LHO, WCPD, LSWD, private practice counselling (Psychiatrist, Psychologist) for the referral services.			
7.	Actively coordinates with the Schools District/ Division office			
8.	Has implemented cooperative/collaborative work			
9.	Coordination mechanism for planning, implementation, monitoring and assessments have been formalized and functioning of this mechanism is reviewed and disseminated.			
<b>1.b TOTAL COUNT</b>				
<b>2. POLICIES AND GUIDELINES</b>				
<b>a) Child Protection policy and operational guidelines</b>				
1.	Immediate assistance on how to draft the school-based child protection policy was sought			
2.	Has identified the policy and program gaps and challenges that need to be addressed			
3.	Has initiated meetings to review and craft the school-based child protection policy and code of conduct			
4.	Has drafted the school-based child protection policy based on Department Order No. 40 series of 2012			
5.	Draft Child Protection policy includes code of conduct for Learners, School administrators, Non-teaching personnel, Teachers, Visitors, and Off campus activities			
6.	Draft code of conduct may have specific provisions to address potential risks to students			
7.	Conflict resolution may be in practice			
8.	School has a written school-based child protection and anti-bullying policy with a code of conduct for Learners, School administrators, Non-teaching personnel, Teachers, Visitors, and Off campus activities			
9.	School has a conflict resolution mechanism that respects children's rights			
10.	There are written procedures to guide the conduct of disciplinary proceedings in cases of offenses committed by pupils, students or learners			
11.	School has a handbook/ manual on its school-based child protection and anti-bullying policy with a code of conduct and a plan to ensure child protection and safety, which is reviewed every 3 years			
12.	School has a clear policy on the use of positive and non-violent discipline for children			
13.	School has specific guidelines that ensure child protection for children with disabilities			
14.	CPC integrates other Child protection policy related orders in this school-based CP policy.			

<b>2.a TOTAL COUNT</b>				
<b>Functionality Indicators</b>		<b>Indicator is met:</b>		
		<b>YES</b>	<b>NO</b>	<b>Not Sure</b>
<b>3. CAPACITIES AND RESOURCES</b>				
<b>a) Orientation and capacity building activities for the members of the CPC</b>				
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.	Trainer's training conducted for CPC members			
10.	CPC members capable of rolling out the training modules among teachers, administrators and non-teaching personnel			
<b>3.a TOTAL COUNT</b>				
<b>b) Budget allocation for CPC operations and its financial sustainability</b>				
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.			



<b>3.b TOTAL COUNT</b>				
<b>Functionality Indicators</b>		<b>Indicator is met:</b>		
		<b>YES</b>	<b>NO</b>	<b>Not Sure</b>
<b>4. SERVICE DELIVERY</b>				
<b>a) Prevention programs: Information dissemination program; and, Organizing activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse</b>				
1.	Immediate assistance on how to develop an information dissemination program was sought.			
2.	There is some information on Child protection policy posted on the bulletin board in school			
3.	Has conducted meetings to flesh out the details and schedules of orientation on CP policy and other awareness raising activities on the policy			
4.	CPC conducts orientation of learners on the school's child protection and anti-bullying policy once during the school-year			
5.	CPC organizes activity/ies on child protection during children's month celebration			
6.	CPC conducts orientation sessions on the school's child protection policy for learners, school administrators, teachers, non-teaching staff			
7.	CPC conducts training among teachers and non-teaching staff on First Responder system and referral system for VAC incidents within the school			
8.	CPC able to roll out and implement the capability building program on child protection for learners, teachers, administrators, non-teaching staff			
9.	CPC has IEC materials (Handbook, Guidebook) on the child protection policy and disseminated these to the learners, teachers, parents, non-teaching staff			
10.	CPC monitors and evaluates the impact of the trainings and awareness raising activities			
<b>4.a TOTAL COUNT</b>				
<b>b) Existence of quick response system for child protection</b>				
1.	Seeks immediate assistance on how to develop a quick response system for CP			
2.	Meetings are conducted to develop the quick response system			
3.	In practice, witnesses call on the school principal or guidance counsellor for immediate response to an ongoing case			
4.	All school personnel are oriented on the quick response system			
5.	There is a written quick response system which is substantially implemented			
6.	All learners are oriented on the quick response system			
7.	Quick response system is implemented where teachers, administrators and non-teaching staff, are able to act as first responders.			
<b>4.b TOTAL COUNT</b>				
<b>c) Referral system, case management and monitoring and documentation of cases</b>				
1.	Seeks immediate assistance on how to establish a referral system			
2.	Seeks immediate assistance on how to conduct a case conference			
3.	The CPC is drafting a school-based referral and monitoring system to address child abuse and bullying cases.			
4.	Informal referral system in practice			
5.	Meetings with other agencies or service providers are conducted to discuss the referral system and case management			
6.	CPC has developed and is implementing a school-based referral and monitoring system to address child abuse and bullying cases			
7.	System is substantially implemented			
8.	At least 50% of incidents/cases of bullying and child abuse were managed according to quick			

response and referral system			
<b>Functionality Indicators</b>	<b>Indicator is met:</b>		
	<b>YES</b>	<b>NO</b>	<b>Not Sure</b>
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			
<b>4.c TOTAL COUNT</b>			
<b>d) Proactive identification and reporting of VAC cases (Early detection)</b>			
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			
<b>4.d TOTAL COUNT</b>			
<b>5. ACCOUNTABILITY AND PERFORMANCE</b>			
<b>a) Availability and accessibility of statistical report on cases handled</b>			
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			

<b>5.a TOTAL COUNT</b>				
<b>Functionality Indicators</b>		<b>Indicator is met:</b>		
		<b>YES</b>	<b>NO</b>	<b>Not Sure</b>
<b>b) Child participation in CPC planning, implementation and evaluation - Solicits feedback from learners</b>				
1.	Seeks immediate assistance on how to facilitate student participation in CPC activities			
2.	Orientation on child participation is conducted for all CPC members			
3.	There are initial plans on how children can meaningfully participate in the planning, implementation, and evaluation of CPC activities			
4.	Plans on how children can meaningfully participate in the planning, implementation, and evaluation of CPC activities are finalized			
5.	CPC provides information to all learners about how they can participate in the planning, implementation, and evaluation of CPC activities			
6.	CPC creates safe spaces for child participation			
7.	CPC encourages feedback from learners on the CPC activities informally			
8.	CPC orients all learners about the child-friendly CPC functionality booklet			
9.	CPC provides regular venue for learners and student bodies in the CPC planning, implementation and evaluation			
10.	CPC conducts survey among learners on child protection in school			
11.	Learners start using the CPC booklet			
12.	Learners actively participate in the planning, including investment programming, implementation, monitoring and evaluation of the CPC plan			
13.	CPC collects feedback from learners through the child-friendly CPC booklet			
14.	CPC gives due weight to the learners' feedback (CPC considers and analyses the feedback)			
<b>5.b TOTAL COUNT</b>				
<b>c) CPC Monitoring and evaluation</b>				
1.	Seeks assistance on how to monitor and evaluate the implementation of the child protection and/or anti-bullying policies			
2.	CPC is drafting the monitoring and evaluation design and tools it will use			
3.	All CPC members are oriented on the tools and their tasks relative to monitoring and evaluation			
4.	CPC is using the tools			
5.	CPC conducts assessment exercises			
6.	100% of learners affected by bullying and VAC are reporting and availing of the programs and services of the CPC			
7.	70%-100% of objective of Child protection strategic plan met			
<b>5.c TOTAL COUNT</b>				
<b>GRAND TOTAL COUNT</b>				
Comments				
Recommendations				

**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			
<b>1. Organization &amp; Coordination</b>										
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			
<b>2. Policies &amp; Guidelines:</b>										
a) Child Protection policy & operational guidelines			1-2	3-6	7-9	10-13	14			
<b>3. Capacities and Resources</b>										
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			
<b>4. Service Delivery</b>										
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			
<b>5. Accountability and Performance</b>										
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			
<b>Overall Score</b> _____										

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.

# How to Accomplish

**Y**

YES

**N**

NO

**NS**

NOT SURE

## School-Based Child Protection Committee Functionality Indicators Monitoring Tool

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

Address: (Barangay, Municipality/City, Province) \_\_\_\_\_

School ID: \_\_\_\_\_ Contact Number: \_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

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
<b>1. ORGANIZATION AND COORDINATION</b>			
<b>a) Establishment/Reorganization of the Child Protection Committee (CPC)</b>			
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			
<b>1.a TOTAL COUNT</b>			

Functionality Indicators	Indicator is met:		
	YES	NO	Not Sure
<b>1. ORGANIZATION AND COORDINATION</b>			
<b>a) Establishment/Reorganization of the Child Protection Committee (CPC)</b>			
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	✓		
<b>1.a TOTAL COUNT</b>			

Functionality Indicators	Indicator is met:		
	YES	NO	Not Sure
<b>1. ORGANIZATION AND COORDINATION</b>			
<b>a) Establishment/Reorganization of the Child Protection Committee (CPC)</b>			
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	✓		
<b>1.a TOTAL COUNT</b>	<b>7</b>		

**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	
<b>1. Organization &amp; Coordination</b>								
a) Establishment or Reorganization of CPC	<b>7</b>	<b>2</b>	1-3	4-8	9-14	15-19	20-21	
b) Coordination Mechanism			1-2	3-4	5-6	7-8	9	
<b>2. Policies &amp; Guidelines:</b>								
a) Child Protection policy & operational guidelines			1-2	3-6	7-9	10-13	14	
<b>3. Capacities and Resources</b>								
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	
<b>4. Service Delivery</b>								
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	
<b>5. Accountability and Performance</b>								
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.

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

Overall Score 1.9 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.

# DEFINITION OF RATING



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**1**

**Not yet in Place/Absent**

The Child Protection Committee is **not functional** primarily because it has not been organized nor convened, the school has no child protection policy, and has very limited capacity to perform the functions of the Child Protection Committee.

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**2**

**Planning Stage**

The Child Protection Committee members may have been identified and are already drawing up plans to activate or operationalize the functions of committee.

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**3****In Early Stages of Development**

The Child Protection Committee may be established and the members have been oriented on their functions but may have limited understanding of the Child Protection Policy. The Child Protection services may be available but not yet consistent and may not yet address all child protection concerns.

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**4****Partially Functional**

In this level, the Child Protection Committee has a better understanding and response to the Child Protection concerns of learners resulting in a systematic analysis of the Child Protection situation in the school. Also, the school has a clear Child Protection Policy, including implementing guidelines such that learners find courage to report cases of abuse because they see that they are being responded to.

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## 5

### Fully Functional

The Child Protection Committee is able to immediately respond to all cases of violation of DepEd's Child Protection Policy that are reported and that were recognized by teachers, administrators, and learners. Reporting of child abuse cases is increasing and immediate referral services are provided by the committee. In addition, the committee is able to integrate the functions of the Anti-bullying committee as stated in the implementing rules of the Anti-bullying law (DO 55, s 2013) and the function of the Restorative Justice panel as stated in the Guidelines and Procedures on the management of Children-at-Risk (CAR) and Children in Conflict with the Law (CICL) (DO 18, s. 2015) into the Child Protection Committee.

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