



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RECEIVED
 SEP 25 2020

Office of the Schools Division Superintendent

SEPTEMBER 25, 2020

DIVISION MEMORANDUM
 No. 186, series of 2020

**COMPOSITION AND DESIGNATION OF THE MEMBERS OF SCHOOLS DIVISION
 OFFICE OF ABRA - DIVISION AND CHILD PROTECTION COMMITTEE AS
 JUVENILE JUSTICE AND WELFARE COMMITTEES**

To: **Assistant Schools Division Superintendent**
Curriculum Implementation Division Chief
School Governance and Operations Division Chief
Public School District Supervisor
Education Program Specialists
SGOD – School Management, Monitoring and Evaluation
Private and Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel of SDO-Abra
All Others Concerned

1. In compliance with DepEd-CAR Regional Memorandum No. 298, series of 2020 entitled "Department of Education-Cordillera Administrative Region Juvenile Justice and Welfare Committee", the following are designated members of the Division Juvenile Justice and Welfare Committee (DivJJWC):

Chair:	Gloria B. Buya-ao Schools Division Superintendent
Vice-Chair:	Soraya T. Faculo, Ph. D. Assistant Schools Division Superintendent
Members:	Henrieta A. Bringas EPS in Values Education/EPS-EsP, Kinder
	Janneliza M. Taloma Attorney III
	Lorna B. Llana Senior Education Program Specialist - School Management, Monitoring and Evaluation
	Eden T. Adriatico Senior Education Program Specialist - Human Resource Development
	Edlaine B. Castillo Project Development Officer I Youth Formation Coordinator
	Jestoni B. Balneg, RGC Guidance Counselor II (Senior High School) Child Protection Coordinator
	Imelda B. Dosono , Principal II, Bangued West Central School Child Protection Specialist



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Secretariat:	<p>Madelyne A. Barros, Master Teacher II, Guidance Designate, Bangbangar Elementary School Child Protection Specialist</p> <p>Sheena Grace T. Macazo, Teacher III, Marc Ysrael B. Bernos Memorial National High School Child Protection Specialist</p>
--------------	--

2. This Memorandum shall serve as official designation of the aforementioned and such designation shall commence from the date of signing of this Memorandum until rescinded, reconstituted, or reorganized.
3. For schools, the **Child Protection Committee** shall also be **the committee responsible for the juvenile justice welfare.**
4. Section 21 of DepEd Order No. 18, series of 2015 provides that **private schools are encouraged to promulgate their own juvenile justice and welfare policies** consistent with these guidelines.
5. It is expected that the duties assigned to the Division Juvenile Justice and Welfare Committee of SDO Abra and Child Protection Committee of schools shall be performed with the highest degree and integrity as public servants.
6. Full cooperation of all concerned is desired to ensure the success of our undertakings.
7. Enclosed are the pertinent provisions of DO No. 18, s. 2020 and the flowcharts in the Management of Children-at-Risk and Procedure in Managing Children in Conflict with the Law.
8. The appendices to the said DepEd Order are available in this link: **<https://bit.ly/CPFormsANDPolicies>.**
9. Immediate dissemination of this memorandum is directed.

GLORIA B. BUYA-AO
 Schools Division Superintendent

OSDS/LSU JMT



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Enclosure to Division Memorandum No. _____, series of 2020

FUNCTIONS AND RESPONSIBILITIES OF THE SCHOOLS DIVISION OFFICE AND SCHOOLS

Relative to DepEd Order No. 18, series of 2015, the Division Juvenile Justice and Welfare Committee shall have the following functions and responsibilities:

- a) Coordinate with the Local Government Units, Local Social Welfare and Development Office (LSWDO), Non-Government Organizations (NGOs), faith-based organizations, Multi-Disciplinary Team (MDT) of the Bahay Pag-asa, and other service providers for the effective implementation of these guidelines and procedures to facilitate the management of CAR and CICL. The Schools Division and Supervisor of Guidance and Counseling shall serve as member of the MDT and a guidance counselor designated by the Schools Division Superintendent (SDS) shall be the alternate;
- b) Ensure the integration of these guideline in the following activities such as, but not limited to:
 - i. Training programs such as the Summer Institute and other In-service Trainings;
 - ii. Teacher Induction Program;
 - iii. Capacity building initiatives such as professional meetings, conferences and symposia of teachers, parents and students;
 - iv. Community Outreach Program;
 - v. Abot-Alam Program.
- c) Organize and conduct capacity-building activities for members of the Child Protection Committee and Guidance Counselors or Guidance Teachers in schools. This shall include, but are not limited to, the identification of students who may be at-risk of behaving in a way that can harm themselves or others, or are vulnerable and at risk of being pushed and exploited to come into conflict with the law because of personal, family and social circumstances;
- d) Maintain a database and consolidate reports on incidents and cases of CAR and CICL from all schools, and submit the Schools Division data to the Regional Office (Annex A, DO 40, s. 2012 and Appendices D & F of these guidelines);
- e) Give recommendations to the Regional Office and implement measures addressing abuse, exploitation, violence and discrimination, and bullying or peer abuse of children, consistent with this Department Order, DepEd Child Protection Policy, and the Anti-Bullying Law;
- f) Ensure the implementation and enforcement by public and private schools of these guidelines and procedures along with the Child Protection Policy, the Anti-Bullying Law and other related policies;
- g) Support the activities and campaigns of stakeholders on the prevention and intervention programs for CAR and CICL;
- h) Assist the LGU, through the LCPC, in the development and implementation of the Comprehensive Local Juvenile Intervention Program (CUJP); and
- i) Perform such other functions as may be assigned by the Secretary of Education or the Regional Director.

The schools shall have the following duties and responsibilities:

- a. Work together with families, community organizations and agencies to intensify campaign on crime prevention in the community thus prevent juvenile delinquency. This may be done through, but are not limited to:
 - i. Awareness-raising program or capability building activities;
 - ii. Prevention programs or campaigns; and
 - iii. Implementation of intervention plans.
- b. Provide adequate, necessary and individualized educational schemes and interventions for CAR and CICL;
- c. In cases where CICL are taken into custody or placed in a Bahay Pag-asa and youth rehabilitation centers, provide the opportunity to continue their learning under an Alternative Learning System (ALS) with basic literacy program or non-formal education accreditation and equivalency system;
- d. Develop and implement primary and secondary intervention programs for CAR;
- e. Train members of the Child Protection Committee and guidance counselors or guidance teachers and other school personnel with regard to restorative justice;
- f. Coordinate with the teachers of CAR or CICL to monitor the child's progress and development in line with the intervention or diversion plan prepared;
- g. Maintain case records of CAR and CICL (Appendices A, B, C and E) and submit annual consolidated data on cases of CAR and CICL to the SDO (Annex A, DO No. 40, s. 2012, Appendices D and F of these guidelines). In doing so, the school personnel shall observe utmost confidentiality in the management of records/documents and all proceedings related to incidents involving CAR and CICL (Sec. 43 of RA No. 9344, as amended);
- h. Coordinate with appropriate offices, agencies, organizations, and persons for appropriate assistance and intervention, as may be required in the performance of its functions; and
- i. Perform such other functions as may be assigned by the Secretary of Education, the Regional Director or the Schools Division Superintendent.



Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
E-mail: abra@deped.gov.ph



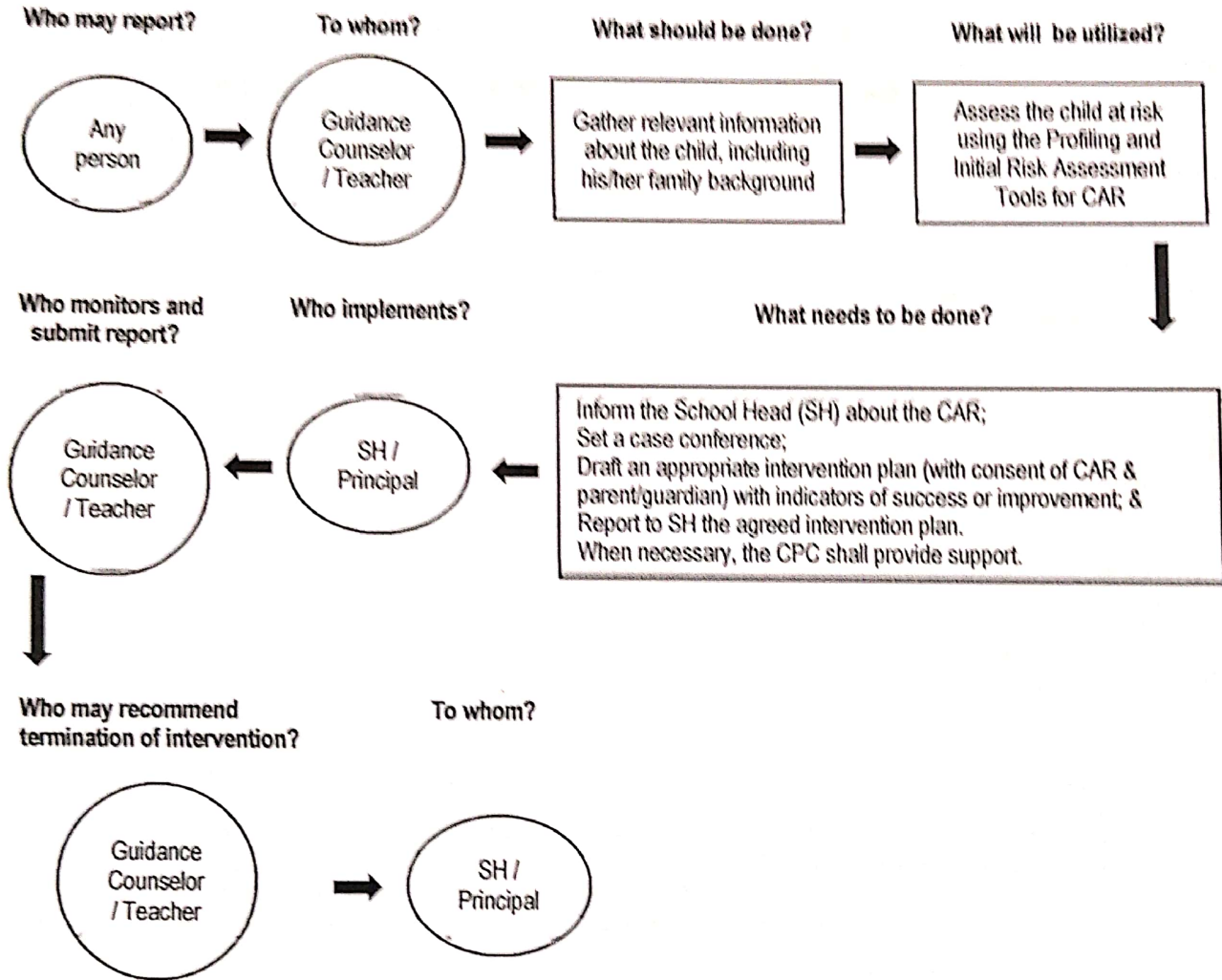
ISO 9001:2015 Certified
Quality Management System
CRN 50500994 QM15



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

PROCEDURE IN THE MANAGEMENT OF CHILDREN-AT-RISK
 (DepEd Order No. 18, series of 2015)

Children at Risk of Committing Criminal Offense



NOTE: In all stages of the process, the school head/principal shall be duly informed of the cases and actions taken involving the CAR.



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



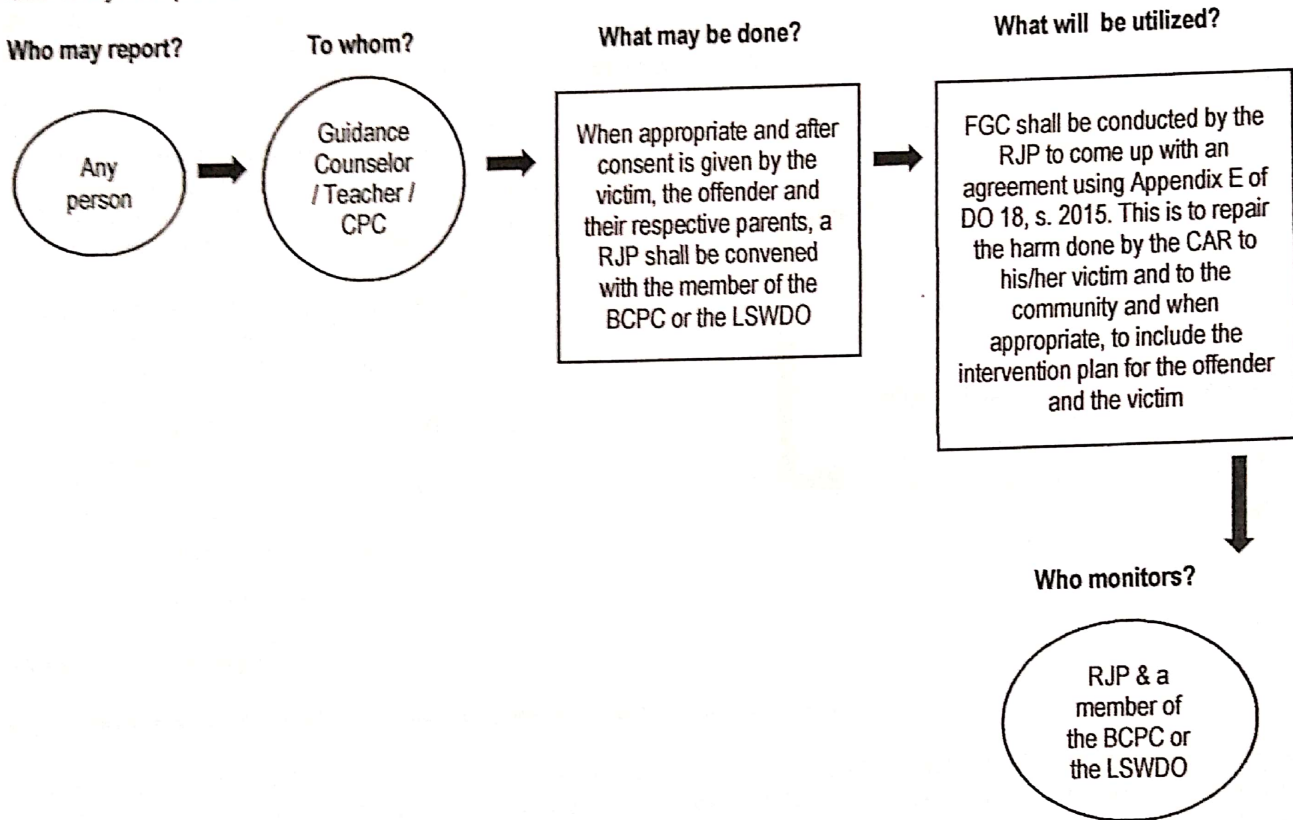
ISO 9001:2015 Certified
 Quality Management System
 CRN 50500894 QM15



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Children-at-Risk with Status Offense Violation

Restorative justice procedure shall be conducted by the Child Protection Committee (CPC) acting as Restorative Justice Panel (RJP) as follows:



NOTE: In addition to the duties and responsibilities of the CPC under DepEd Order No. 40, s. 2012, and DepEd Order No. 55, s. 2013, the CPC shall also constitute as a RJP when deemed appropriate, with the guidance counselor or guidance teacher as an ex-officio member. The panel along with the LSWDO shall conduct the family group conferencing.

- ***
- FGC – Family Group Conferencing
 - BCPC – Barangay Council for the Protection of Children
 - LSWDO – Local Social Welfare and Development Office
 - RJP – Restorative Justice Panel



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



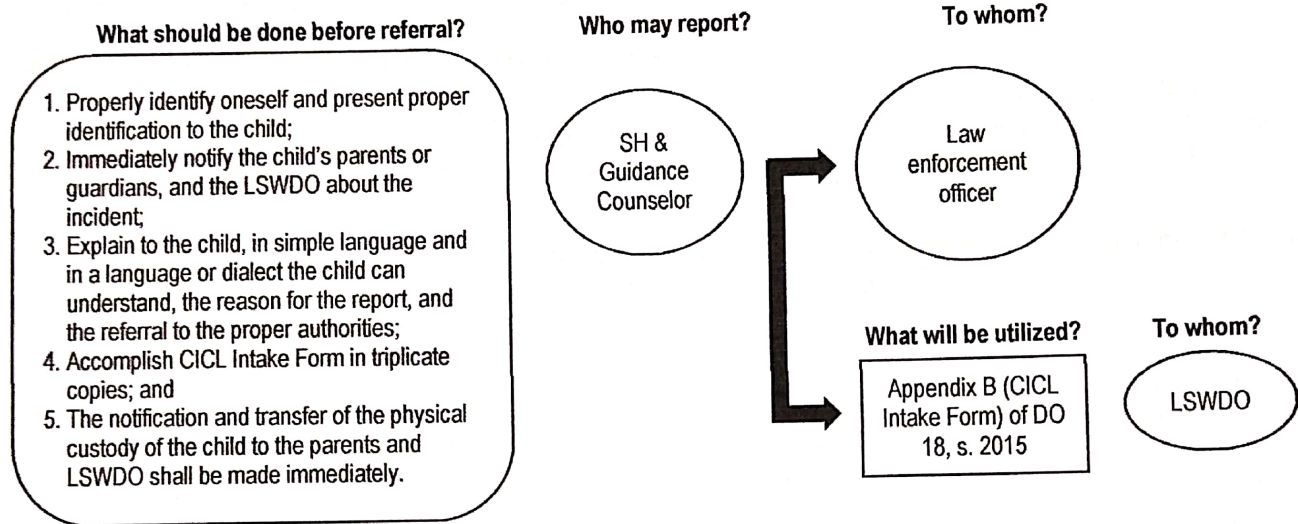
ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Procedure in Managing Children in Conflict with the Law (CICL)
 (DepEd Order No. 18, series of 2015)

Offenses committed in school



Offenses committed in school

Note: Section 20 of RA No. 9344 is now amended. Refer to Section 6 of RA No. 10630.

Immediate referral to the LSWDO of the LGU where the offense was committed or to a DSWD social worker, in the absence of the LSWDO, shall be made by the school head/principal for cases of **children above 12 years up to 15 years of age** who have committed: 1) serious crimes under Section 20-A; 2) reported for repetition of offenses under Section 20-B; and 3) found to be abandoned, neglected or abused by his/her parents under Section 20 (RA No. 9344, as amended).

When the pupil/student who are **15 years of age and below** and the offense committed **does not fall** under Sec. 20, Sec. 20-A and Sec. 20-B of RA No. 9344, as amended; the Restorative Justice Procedure under Section 16 of these guidelines shall be applied.

When the pupil/student who **commits an offense not covered** under Section 20-A of RA No. 9344, as amended, is **above 15 years but below 18 years of age** and there is **no complainant or victim and the parents or guardians do not want** to go through the standard procedures provided under RA No. 9344, as amended, the restorative justice procedure shall likewise be applied as discussed in Section 16 of these guidelines. Provided, further, that a **written consent** of the victim and the parents or guardians is submitted to the school head/principal.

When an **incident involves an offense under the Comprehensive Dangerous Act of 2002 (RA No. 9165)**, teachers or school employee or anybody who discovers or finds that any person in the school or within its immediate vicinity has violated any provisions under RA No. 9165, shall report the incident to the school head/principal or immediate superior, who shall in turn, report the matter to the proper authorities.

These guidelines and procedures however, shall **not cover students** who are 18 years of age and above and are still in school **unless** documents are submitted showing that **they are unable to fully take care of themselves or protect themselves** from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition (RA No. 7610).

CICL Undergoing Diversion Program

Upon receipt of the diversion plan, the school head/principal, guidance counselor or guidance teacher and teacher-adviser shall hold a meeting with the parents of the CICL to discuss how the diversion plan shall be implemented. The principal shall ensure that the responsibilities of the school under the plan are complied with.



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

A report on the implementation of the diversion plan shall be submitted by the school head/principal to the BCPC or LCPC, LSWDO and the SDO.

Confidentiality shall be observed in handling reports to avoid labelling and discrimination of the CICL in the process. Moreover, it is the duty of all concerned school personnel and all those who will come in contact with the CICL in the school to **ensure that his/her rights are always upheld during the implementation of the intervention plan.**

CICL in Bahay Pag-asa, Detention and Other Rehabilitation Center

CICL have the **right to education even while in detention.** Agencies operating detention facilities, youth homes or rehabilitation centers shall coordinate through its Multi-Disciplinary Team (MDT), with the SDO within its locality, for the provision of education for CICL. Education-related interventions shall be provided to the CICL as mentioned in Section 14 of these guidelines and procedures, whichever is best suited to the CICL's need and situation.

The MDT shall supervise the education of CICL in Bahay Pag-asa and other youth homes and rehabilitation centers. The institutional arrangement between the Bahay Pag-asa and the school shall be agreed upon by the MDT and the school.

Former CICL Who Are Out of School

Children in conflict with the law have a **continued right to education and may return to school through regular enrolment or through ALS** after periods of confinement. The Schools Division Supervisor for guidance and counseling, as a member of MDT, shall facilitate the return of the former CICL to formal school or enrolment in ALS or other alternative learning schemes if he or she so wishes.

This will form part of the process of reintegration of the former CICL to the community.

Child-Victim

In the conduct of all the proceedings, the victim who is a pupil/student of the school shall be provided with the **appropriate intervention** in accordance with the provisions of DO No. 40, s. 2012 and DO No. 55, s. 2013.

Reporting

All proceedings in handling cases of CAR or CICL shall be **documented** by the guidance counselor or guidance teacher using the necessary annexed forms (**Appendices A, B, C, D, and E of these guidelines and Annex A of DO No. 40, s. 2012**). <https://bit.ly/CPPFormsANDPolicies>
All elementary and secondary schools shall submit to the SDO the annual report of all cases involving CAR and CICL in schools (**Appendices D and F of these guidelines & Annex A, DO No. 40, s. 2012**).

Recording

The data on the number of cases of CAR and CICL, and the action taken shall be recorded using the attached forms in these guidelines, Appendices A, B, C, and consolidated for reporting to the SDO using Appendices D and F.

Consistent with Section 19 of these guidelines, detailed information of all the procedures done to the CAR or CICL such as intervention programs shall be faithfully and accurately recorded for the purpose of ensuring the correct application of the provisions of RA No. 9344, as amended.

Confidentiality

The status and records of the cases of the CAR and CICL in all agencies involved shall be **kept confidential.** Records in school shall be solely under the custody of the guidance counselor or guidance teacher and shall **only be released upon the expressed written consent of the child and his or her parents or through a court order.**

Unauthorized disclosure of the confidential records of the CAR or CICL shall constitute an **administrative offense** and shall be dealt with accordingly.

Reference: DepEd Order No. 18, series of 2015



Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
CRN 50500994 QM15