



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

FEB 06 2025

**DIVISION MEMORANDUM**

No. 069, s. 2025

**CHILD PROTECTION COMMITTEE (CPC) DATABASE FOR THE SCHOOL  
YEAR 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 40, s. 2012 titled: DepEd Child Protection Policy, states in Section 10. Establishing a Child Protection Committee mandates that all Public and Private Elementary and Secondary Schools establish a Child Protection Committee (CPC). This Office through the School Governance and Operations Division (SGOD) facilitates the consolidation of the "Child Protection Committee (CPC) Database for School Year 2024-2025" to be accomplished on February 21, 2025.
2. Editable templates can be downloaded at this link: <https://tinyurl.com/CPCTemplates>. Kindly use the prescribed school letterhead for the content of the provided template.
  - 2.1 *Enclosure 1:* Public School Child Protection Committee Database for SY 2024-2025
  - 2.2 *Enclosure 2:* Private School Child Protection Committee Database for SY 2024-2025
3. Moreover, all Public and Private Schools shall submit the details of their Child Protection Committee and request to be sent in PDF format using the subject format (Public/Private\_Name of School\_CPC\_2024-2025) to the following links:

<b>Public Schools</b>	<a href="https://tinyurl.com/CPCPublicSchools">https://tinyurl.com/CPCPublicSchools</a>
<b>Private Schools</b>	<a href="https://tinyurl.com/CPCPrivateSchools">https://tinyurl.com/CPCPrivateSchools</a>

4. The CPC shall perform the following functions:
  - a. Draft a school child protection policy with a code of conduct and a plan to ensure child protection and safety, which shall be reviewed every three (3) years;



Kabukiran, Calaylayan, Abucay 2114 Bataan  
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[www.depedbataan.com](http://www.depedbataan.com)  
[bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

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- b. Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination, and bullying or peer abuse;
  - c. Develop and implement a school-based referral and monitoring system;
  - d. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional, or behavioral signs;
  - e. Identify, refer, and if appropriate, report to the appropriate offices those cases involving child abuse, exploitation, violence, discrimination, and bullying;
  - f. Assist parents or guardians, whenever necessary in securing expert guidance counseling from appropriate offices or institutions;
  - g. Coordinate closely with Women and Child Protection Desks of the Philippine National Police (PNP), the Local Social Welfare and Development Offices (LSWDO), other government agencies, and Non-Governmental Organizations (NGOs), as may be appropriate;
  - h. Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child; and
  - i. Ensure that the children's right to be heard is respected and upheld in all matters and procedures affecting their welfare.
5. Immediate dissemination of this Memorandum is desired.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Encl: As stated  
To be included in the Perpetual Index  
To be included in the Perpetual Index  
Under the following:  
CHILD PROTECTION  
CHILDREN'S RIGHTS  
COMMITTEE  
SCHOOLS

SO3/RMI  
February 6, 2025





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**Enclosure 1 to Division Memorandum No. \_\_, s. 2025**

**Public School Child Protection Committee Database for SY 2024-2025**

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

CPC Chairman: \_\_\_\_\_

Contact Number: \_\_\_\_\_

<b>CPC COMMITTEE</b>	<b>NAME AND POSITION/DESIGNATION</b>
Chairperson - School Head/Administrator	
Vice-Chairperson - Guidance Counselor/Teacher	
Representative of Teachers as designated by the Faculty Club	
Representative of Parents as designated by the Parents-Teachers Association	
Representative of pupils, students, and learners designated by the Supreme Student Council	
A representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC)	

Prepared by:

\_\_\_\_\_  
**Guidance Counselor/Designate**

Approved by:

\_\_\_\_\_  
**School Head**



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**Enclosure 2 to Division Memorandum No. \_\_, s. 2025**

**Private School Child Protection Committee Database for SY 2024-2025**

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

CPC Chairman: \_\_\_\_\_

Contact Number: \_\_\_\_\_

<b>CPC COMMITTEE</b>	<b>NAME AND POSITION/DESIGNATION</b>
Chairperson - School Head/Administrator	
Vice-Chairperson - Guidance Counselor/Teacher	
Representative of Teachers as designated by the Faculty Club	
Representative of Parents as designated by the Parents-Teachers Association	
Representative of pupils, students, and learners designated by the Supreme Student Council	
A representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC)	

Prepared by:

\_\_\_\_\_  
**Guidance Counselor/Designate**

Approved by:

\_\_\_\_\_  
**School Head**