



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

AUG 20 2025

DIVISION MEMORANDUM

No. 342, s. 2025

**CHILD PROTECTION COMMITTEE (CPC) DATABASE FOR THE SCHOOL
YEAR 2025-2026**

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. This Office, through the School Governance and Operations Division (SGOD), shall facilitate the consolidation of the "Child Protection Committee (CPC) Database for School Year 2024-2025" to be accomplished on September 5, 2025, pursuant to DepEd Order No. 40, s. 2012 titled "DepEd Child Protection Policy".
2. Editable templates can be downloaded at this link: <https://tinyurl.com/CPCTemplate>. 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 2025-2026
 - 2.2 *Enclosure 2:* Private School Child Protection Committee Database for SY 2025-2026
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_2025-2026) to the following links:

Public Schools	https://tinyurl.com/CPCPublicSchool
Private Schools	https://tinyurl.com/CPCPrivateSchool

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;



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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

FOR THE SCHOOLS DIVISION SUPERINTENDENT


MILAGROS M. PEÑAFLOR, Ph.D.
Chief Education Supervisor-CID

SO15/RMI
August 18, 2025



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Enclosure 1 to Division Memorandum No. __, s. 2025

Public School Child Protection Committee Database for SY 2025-2026

Name of School: _____

CPC Chairman: _____

Contact Number: _____

CPC COMMITTEE	NAME AND POSITION/DESIGNATION
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 2025-2026

Name of School: _____

CPC Chairman: _____

Contact Number: _____

CPC COMMITTEE	NAME AND POSITION/DESIGNATION
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