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Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD – 2025 – 0200

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, Schools Governance and Operations Division (SGOD)  
All Public Elementary and Secondary School Heads  
Learner Rights and Protection Focal

Subject: **REITERATION ON THE ACCOMPLISHMENT AND SUBMISSION  
OF RESULTS OF THE CHILD PROTECTION COMMITTEE (CPC)  
FUNCTIONALITY ASSESSMENT TOOL**

Date : April 30, 2025

Attached is Memorandum DM-OUOPS-2025-11-02415 re: **REITERATION ON  
THE ACCOMPLISHMENT AND SUBMISSION OF RESULTS OF THE CHILD  
PROTECTION COMMITTEE (CPC) FUNCTIONALITY ASSESSMENT TOOL.**

In view of this, members of the Child Protection Committee (CPC)/Learner Rights and Protection (LRP) committee members are required to accomplish the CPC Functionality Assessment Tool to determine the level of functionality.

In addition, all concerned are directed to accomplish the said tool through the Enhanced Basic Education Information System (EBEIS) or may download and accomplish the tool through this link: <https://tinyurl.com/GS-CPCTOOL>. Thereafter, the accomplished tool shall be submitted through this link: <https://tinyurl.com/CPCTOOL-RESULTS-2025>.

Deadline of submission shall be on **May 15, 2025**.

Moreover, non-compliance with this directive may constitute neglect of duty and can face administrative disciplinary action under DO No. 49, s. 2006 and applicable CSC rules and related laws and regulations.



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Further details and other information are provided in the enclosures.

For your information and guidance.

  
**JINKY B. FIRMAN** Phd, CESO VI  
Schools Division Superintendent 

RELEASED

MAY 02 2025

RECORDS SECTION SDO PANABO CITY  
BY 

Encl: as stated.  
SGOD/aba/gcn



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

### MEMORANDUM

DM-OUOPS-2025-II - 0245

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM : **MALCOLM S. GARMA**  
Assistant Secretary, Officer-In-Charge  
Office of the Undersecretary for Operations

SUBJECT : REITERATION ON THE ACCOMPLISHMENT AND  
SUBMISSION OF RESULTS OF THE CHILD  
PROTECTION COMMITTEE (CPC) FUNCTIONALITY  
ASSESSMENT TOOL

DATE : April 24, 2025

This has reference to DM-OUOPS-2024-05-06271, dated August 5, 2024, relative to the roll-out and cascading of the Child Protection Committee Functionality (CPC) Assessment Tool. The tool is intended to measure the functionality and effectiveness of the programs implemented by the CPCs in schools toward the protection of the rights of our learners. The result of the assessment will assist DepEd, through the Learner Rights and Protection Division (LRPD), in developing comprehensive policies and programs to strengthen the CPCs and equip the members with tools and knowledge for appropriate handling of learner rights and protection concerns.

In this regard, the provisions of the said memorandum are hereby reiterated and amended, to wit:

1. At least 3-4 members of the Child Protection Committee (CPC) are required to accomplish the CPC Functionality Assessment Tool to determine the level of functionality of CPCs in schools, and to provide appropriate technical assistance from the Central Office, Regional Office, and Schools Division Office, it shall be mandatory for the School Head to lead in answering the Tool;
2. The tool aims to strengthen the CPCs with the following specific objectives:
  - a. Provide concrete indicators to measure the functionality of the CPC in schools; and
  - b. Capture the specific status of the CPCs in five areas of work.
3. The five areas of work represent the broad work areas of a CPC, each with specific sub-indicators:
  - a. Organization and Coordination
    - i. Establishment or Reorganization of CPC
    - ii. Coordination & Mechanism
  - b. Policies and Guidelines
    - i. Child Protection Policy and Operational Guidelines

APPROVED BY *MSG*  
OFFICE OF THE UNDERSECRETARY  
**RELEASED**  
DATE: 4/25/24 TIME: 5:17 PM  
NAME: *MSG*  
GOVERNANCE AND FIELD OPERATIONS  
**MALCOLM S. GARMA**

Assistant Secretary, Officer-In-Charge,  
Office of the Undersecretary for Operations

- c. Capacities and Resources
  - i. Orientation/Capacity-building Activities for the CPC
  - ii. Budget Allocation for CPC operations and its financial sustainability;
- d. Service Delivery
  - i. Prevention Programs
  - ii. Existence of Quick Response System for Child Protection
  - iii. Referral System, Case Management, and Monitoring and Documentation of Cases
  - iv. Proactive Identification and Reporting of VAC Cases (Early detection)
- e. Accountability and Performance
  - i. Availability and accessibility of statistical reports on cases handled
  - ii. Child Participation in CPC Planning, Implementation, and Evaluation
  - iii. CPC Monitoring and Evaluation

4. All concerned are directed to accomplish the CPC Functionality Tool through the Enhanced Basic Education Information System (EBEIS) for easy access and collection of data from the school level. Alternatively, the Tool may be downloaded and accomplished using the Google Sheet form accessible through this link: <https://tinyurl.com/GS-CPCTOOL>. Thereafter, the accomplished Tool shall be submitted through the following link: <https://tinyurl.com/CPCTOOL-RESULTS-2025>.
5. Submission shall be on or before April 30, 2025. Moreover, the following regions with the highest reported LRP concerns, based on the Learners TeleSafe Contact Center Helpline (LTCCH) are required to have 100% submission:
  - National Capital Region (NCR)
  - Region III (Central Luzon)
  - Region IV-A (CALABARZON)

The result of the assessment shall assist the LRPD in developing programs, policies, and appropriate technical assistance for the effective implementation of programs in schools through the CPCs.

For reference and guidance, enclosed herewith are the Child Protection Committee (CPC) Functionality Assessment Tool and Score Summary Sheet.

Non-compliance with this directive may constitute neglect of duty and can face administrative disciplinary action under DepEd Order No. 49, s. 2006<sup>1</sup> and applicable CSC rules and related laws and regulations.

For queries and additional information, you may reach the LRPD at [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph) and (02) 8638-1782.

For strict compliance.

Thank you very much.

<sup>1</sup> DepEd Order No. 49, s. 2006 or the "Revised Rules of Procedures of the DepEd in Administrative Cases"