



Republic of the Philippines  
Department of Education  
REGION V  
SCHOOLS DIVISION OF SORSOGON

WEBSITE/PAGE

October 4, 2021

**DIVISION MEMORANDUM**

No. 206, s. 2021

**DIVISION TRAINING ON CHILD PROTECTION POLICY  
AND ORIENTATION ON THE REVISED DEPED PEOPLE'S FOI MANUAL OF 2021**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors/OIC PSDS's  
Central School Principals  
Public Secondary School Heads

1. To further strengthen the implementation of the Department's Child Protection Policy and to fortify the administrative capability of school heads in handling matters relative to Freedom of Information, the DepEd Schools Division of Sorsogon will spearhead a training and orientation for the purpose.

2. It will be conducted in two batches scheduled on October 19-20, 2021 for the first batch to be participated in by public schools district supervisors/oic psds, central school principals and public secondary school heads of the first district. For public schools district supervisors/oic psds, central school principals and public secondary school heads in the second district, it will be on October 26-27, 2021.

The venue is in the Bulwagan ng Karunungan.


3. The training intends to:  
a. assess the extent of the school's implementation of the policy in terms of its compliance to the requirements set forth in DepEd Order No. 42, s. 2012.  
b. capacitates school heads in understanding the Revised DepEd People's Manual of 2021 to properly address matters on Freedom of Information.

4. Meals of the participants shall be provided chargeable to Sub-Allotment Release Order No. ROV-2020-12-1942 and MOOE 2021 for Elementary.

Travel expenses of the participants shall be chargeable to Division/school MOOE as applicable subject to the usual accounting and auditing rules and regulations.

5. Enclosed is the training matrix for reference.

6. For information and guidance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**TRAINING MATRIX**

Two Day Training on Child Protection Policy and Orientation on the  
 DepEd Revised FOI Manual

Day	Time	Activity	Personnel In Charge of the Activity
Day 1	7:30 – 8:00	Arrival of Participants and Registration	Legal Section Staff
	8:00 – 9:00	Opening Program Welcome Remarks Message of the SDS	
	9:00 – 9:30	Presentation of Report on Child Protection Policy from SY 2015-2016 onwards	Legal Section Staff
	9:30 – 9:45	Health Break	
	9:45 – 10:45	Review of the Implementation of the Policy (What have we learned so far? What are our best practices?)	Attorney III
	10:45 – 11:45	Review of the process of submission of the intake sheet	Attorney III
	11:45 – 1:00	Health Break (Lunch)	
	1:00 – 2:30	Review of the Referral and Monitoring System	Attorney III
	2:30 – 3:00	Review of the Use of Identification and Risk Assessment Tool and CICL Intake Form	Attorney III
	3:00 – 3:15	Health Break	
	3:15 – 3:30	Continuation	
	3:30 – 4:30	Review of School's Compliance of School Child Protection Policy Discussion of Plans for Implementation	
Day 2	7:30 – 8:00	Arrival/Signing in the Attendance Sheet	Legal Section Staff
	8:00 – 9:30	Orientation of the DepEd Revised FOI Manual	AO V
	9:30 – 9:45	Health Break	
	9:45 – 11:45	Continuation	
	11:45 – 1:00	Health Break (Lunch)	
	1:00 – 3:00	Review of DepEd's Grievance Machinery	AO V
	3:00 – 3:15	Health Break	
	3:15 – 4:00	Continuation	
	4:00 – 4:30	Closing Program	



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