



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL

Office of the Schools Division
Superintendent

December 29, 2020

DIVISION MEMORANDUM
No. 658 s. 2020

**CAPACITY BUILDING AND WORKSHOP ON CHILD PROTECTION ON REPORTING
MECHANISM AND DOCUMENTATION**

TO: SELECTED DIVISION AND FIELD PERSONNEL

1. In response to the emerging cases of cybercrime offenses involving teachers and students, there is a need to capacitate school personnel on the legal and technical aspect of cybercrime offenses and social media etiquette in order to protect themselves including their pupils on cybercrime abuses.
2. The continuing classes on blended learning due to the Corona Virus pandemic makes our public school students easy prey on social media predators while that of our teachers as targets of bashing and harassment on different social media platforms.
3. Thus, it is relevant and timely to know the crucial points of reporting mechanisms on such abuses to better equip the teachers of the basics of reporting cases on cybercrime/social media abuses and to further protect our learners from abuse, exploitation from these platforms.
4. The two (2) day live-in seminar will be held at Ecostay Panglao at Bolod, Panglao Bohol on January 7-8, 2021 and transportation in going to the venue shall be provided to the participants on January 7, 2021 at 7:30AM. Shuttle van will stand by at the lobby of the Division Office.
5. This Memorandum shall be considered as Travel Order of the participants. Other expenses shall be chargeable to local funds subject to the usual government accounting and auditing procedures.



6. Attached herewith are the Training Matrix and the Participants of this seminar.
7. For immediate dissemination.

for: 
BIANITO A. DAGATAN, EdD, CESO V
Schools Division Superintendent 

12-29-20





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ACTIVITY MATRIX

CAPACITY BUILDING AND WORKSHOP ON CHILD PROTECTION ON REPORTING MECHANISM AND DOCUMENTATION

DAY 1	
8:00 – 9:00AM	ARRIVAL AND REGISTRATION
9:00 – 9:30AM	Opening Preliminaries <ul style="list-style-type: none">- Prayer- Pambansang Awit- Awit sa Bohol- Welcome Remarks
9:30 – 10:00AM	Statement of Purpose and Recognition of Participants
10:00 – 11:30AM	Cybercrime Reporting and Documentation (Invited Speaker from PNP)
11:30 – 12:00NN	OPEN FORUM
12:00 – 1:00PM	LUNCH
1:00 – 1:30PM	Unfreezers
1:30 – 3:00PM	Child Protection Policy Overview and it's Documentation
3:00 – 3:30PM	SNACKS and Unfreezers
3:30 – 5:00PM	Workshop on REportng Mechanisms and Documentations
5:00 PM	End of Session
6:00 – 7:00PM	DINNER





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DAY 2	
7:00 – 8:00AM	BREAKFAST
8:00 – 8:30AM	Opening Prayer
8:30 – 9:00AM	Recap on Previous Sessions (Assigned Participants)
9:00 – 10:00AM	Overview on Data Privacy on School Documents (Invited Speaker)
10:00 – 10:30AM	OPEN FORUM
10:30 – 10:45 AM	SNACKS
10:45 – 12:00 NN	Workshop 2
12:00 – 1:00PM	LUNCH
1:00 – 2:00PM	Presentation of Outputs
2:00 – 3:00PM	Finalization of Outputs
3:00 – 3:30PM	SNACKS
3:30 – 4:00PM	CLOSING REMARKS
Home Sweet Home	





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PARTICIPANTS OF THE CAPACITY BUILDING AND WORKSHOP ON CHILD PROTECTION ON REPORTING MECHANISM AND DOCUMENTATION

UNIT/OFFICE	No. of Participants
Legal Unit	3
SGOD	3
I.T. Unit	3
Registrars	12
Registered Guidance Counselors	3
Medical Unit	3
Head of HRMO	1
Head of Records Unit	1
Planning Officer III	1
TOTAL	30

