



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools
Division Superintendent

April 28, 2026


DIVISION MEMORANDUM

No. 272, s. 2026

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 0384, s. 2026
REITERATION OF PROTOCOLS ON CHILD PROTECTION CASES,
INTAKE SHEETS, AND INCIDENT REPORTING**

To: Assistant Schools Division Superintendent
Chief CID and SGOD
Education Program Supervisors
Division Learner Rights and Protection Officer
PSDS/APSDS
Principals/School Heads
Child Protection Committee
Teachers and Non-Teaching Personnel
All Others Concerned

1. This Division disseminates the above-titled Regional Memorandum for the guidance and compliance of all schools' Child Protection Committee. All concerned personnel in the division, districts, and schools involved in child protection are enjoined to adhere to these protocols to protect the learners' rights and ensure due process.
2. Attached is the Regional Memorandum for your perusal.
3. Immediate dissemination of this Memorandum is highly desired.


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Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM
No. 0384, s. 2026

27 APR 2026

**REITERATION OF PROTOCOLS ON CHILD PROTECTION CASES, INTAKE SHEETS,
AND INCIDENT REPORTING**

To: Schools Division Superintendents
Chiefs of Regional and Division Functional Divisions
Division Legal Officers
LRP Focal Persons
School Heads
Members of the Child Protection Committee
All Others Concerned

I. Rationale

This Office reiterates its commitment to maintaining a safe learning environment. Pursuant to the Child Protection Policy (DepEd Order No. 40, s. 2012), this Memorandum clarifies the reporting lines and responsibilities for Child Protection Committee (CPC) Members, LRP Focal Persons, and Legal Units. Strict adherence to these protocols is required to protect the rights of the learner and ensure due process.

II. Duties and Responsibilities

Note: The following enumerations are summarized versions of duties provided for the purpose of clarifying nuances and streamlining processes. These lists are not exhaustive and do not supersede existing DepEd policies, orders, or issuances, which remain the primary authorities for these roles.

A. Child Protection Committee (CPC)/ School Head/ School LRP Focal Person

The CPC of each school serves as the first responder in cases of abuse, exploitation, or discrimination. Its duties include:

- Ensuring Safety - Upon discovery of an incident, the CPC must ensure the safety and well-being of the learner-victim and facilitate necessary referrals.
- Documenting Incidents - The CPC shall accomplish the Child Protection Intake Sheet and the Incident Report, including a comprehensive record of actions taken.
- Submitting Reports - These documents must be submitted to the Schools Division Office (SDO) LRP Focal Person within the prescribed timelines.

Upon knowledge of an incident, the School Head/ Administrator, as Chairperson of the Child Protection Committee (CPC), shall immediately convene the Committee for appropriate action and ensure the immediate safety and welfare of the learner concerned.



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Thereafter, the designated School LRPO Focal Person /Guidance Designate, or School-Based Registered Guidance Counselor (RGC) shall accomplish the Child Protection Intake Sheet and Incident Report and, when necessary, prepare an appropriate intervention plan based on the needs of the learner and the circumstance of the case.

Submission and Referral Protocols

Schools are required to submit all completed Child Protection Intake Sheets, Incident Reports, and Intervention Plans to the Division Learner Rights and Protection Office (LRPO) Focal Person. This ensures the Division receives the necessary information to provide appropriate action and technical assistance.

External Referrals

When a case requires external intervention, the School LRPO Focal Person must facilitate the referral to the appropriate partner agencies. These include, but are not limited to:

- City Social Welfare and Development Office (CSWD)
- PNP Women and Children Protection Desk (PNP-WCPD)
- Other relevant local authorities or support services

B. SDO LRP Focal Person (Operational)

The SDO LRP Focal Person acts as the vital link between school-level reporting and legal/regional oversight. Their duties are as follows:

- Review - Examine Intake Sheets and Incident Reports for completeness and accuracy.
- Route - Transmit copies to the Regional Office (RO) LRP Focal Person and provide copies to the SDO Legal Affairs Unit (LAU) for legal review or evaluation.
- Coordinate - Assist in facilitating external referrals (e.g., DSWD, PNP-WCPD) and support the provision of psycho-social interventions.
- Mentor/ Technical Assistance - Guide school-level CPCs and maintain a confidential database of division-level cases.

C. Regional LRP Focal Person (Strategic)

The Regional LRP Focal Person operates at a supervisory level, serving as the standard-bearer for policy implementation, quality assurance, and data consolidation. Their duties are as follows:

- Monitor - Oversee SDO compliance with reporting timelines and verify the accuracy of consolidated reports.
- Consolidate - Aggregate regional data for submission to the Central Office and perform trend analysis to inform policy and resource allocation.
- Coordinate - Liaise with the Regional Legal Unit regarding administrative cases and assist in resolving procedural conflicts at the division level.
- Train - Provide technical assistance to SDO Focal Persons and organize regional capacity-building activities.

IV. Reporting Channels and Legal Routing

To ensure monitoring and appropriate legal action, the following protocol is established:

- **Submission** - The SDO LRP Focal Person receives the report from the school.
- **Monitoring** - The SDO LRP Focal Person transmits the documents to the Regional Office (RO) LRP Focal Person.
- **Legal Routing** - Simultaneously, the SDO LRP Focal Person furnishes a copy of all reports to the SDO Legal Unit.

Note: While the case is under LAU review, the School LRPO Focal Person shall maintain oversight of the learner's well-being. This includes the continued delivery and monitoring of psychosocial assistance and protective measures, as required.

V. Protocol for Cases Involving DepEd Personnel

The handling of administrative cases depends on the classification of the personnel involved:

- **Non-Teaching Personnel** - If the perpetrator is non-teaching personnel, the SDO Legal Unit shall proceed with the investigation and prosecution pursuant to DO 49, s. 2006.
- **Teaching Personnel** - If the perpetrator is a teacher, the SDO Legal Unit shall immediately forward the matter to the Regional Office Legal Unit for prosecution. The SDO Legal Unit shall not act further on the case until a formal directive or Designation Order is issued by the Regional Office.

VI. Responsibilities and Mandatory Timelines

Compliance with the following deadlines is mandatory:

- **School Reporting** - The CPC must submit the intake sheets and incident reports to the SDO LRP Focal Person within 48 hours of incident discovery.
- **Action/Directive** - Upon receipt, the relevant Legal Unit (SDO for non-teaching, RO for teaching) must initiate the necessary legal actions or issue the required directives within 72 hours.

VII. Important Reminders

- **Non-Interference** - Do not attempt to settle, mediate, or "fix" cases involving violations to the Child Protection Policy.
- **Confidentiality** - All records must be treated as strictly confidential.
- **Monitoring** - Failure to observe these protocols will be met with appropriate administrative action.

For strict compliance and immediate dissemination.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

Encl.: Table/ Summary of Responsibilities and Timelines; Process Flowchart; Key Concepts to Remember



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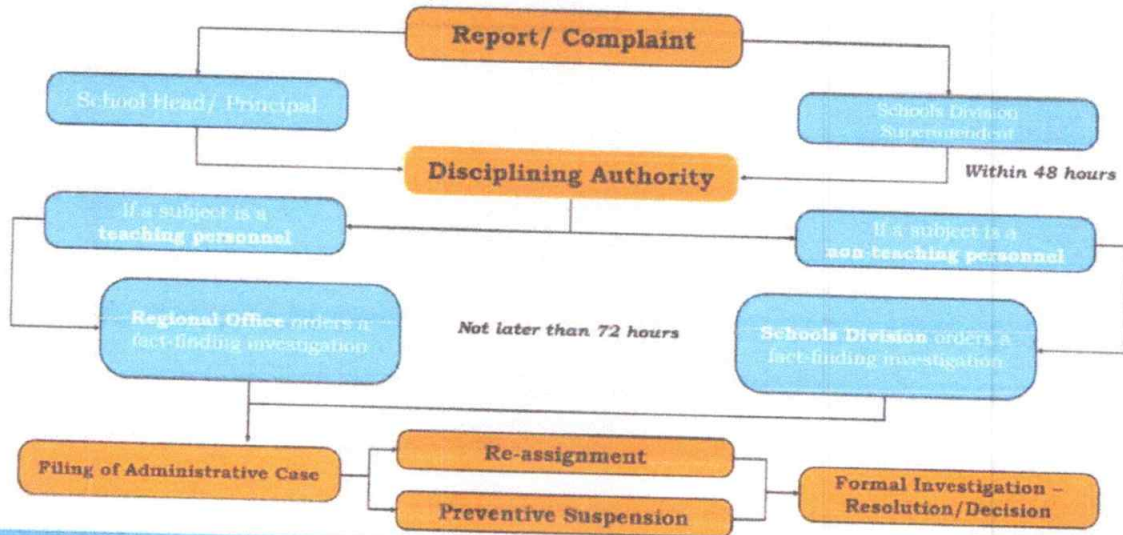


Enclosure 1: Table/ Summary of Responsibilities and Timelines

Phase	Responsibility	Action	Timeline
I. First Response			
A. Discovery	Teacher/Staff	Observe incident, protect child, report to School Head.	Immediate
B. Documentation/ Referrals	School Head/ School CPC/ School LRP Focal Person	Document incident, ensure safety, accomplish Intake Sheet, refer to LSWDO for appropriate interventions.	Immediate
II. Reporting	School CPC/ School LRP Focal Person	Submit report (Intake Sheet/ Incident Report/ Actions Taken) to SDO LRP Focal Person.	Within 48 Hours
III. Routing	SDO LRP Focal	1. Send to RO LRP Focal (Monitoring). 2. Send to SDO Legal Unit.	Upon Receipt
IV. Case Classification	Legal Units	Determine if perpetrator is Teaching or Non-Teaching/ Order the conduct of investigation	Within 72 Hours
V. Prosecution	LAU (SDO vs RO)	Non-Teaching: SDO Legal Unit proceeds per DO 49. Teaching: SDO Legal forwards to RO Legal. Stop & wait for Order.	Per DepEd Policy

Enclosure 2: Process Flowchart

DEPED PROCEDURE FOR CASES OF CHILD ABUSE COMMITTED BY DEPED PERSONNEL
 (Based on Section 15 of D.O. No. 40, s. 2012)

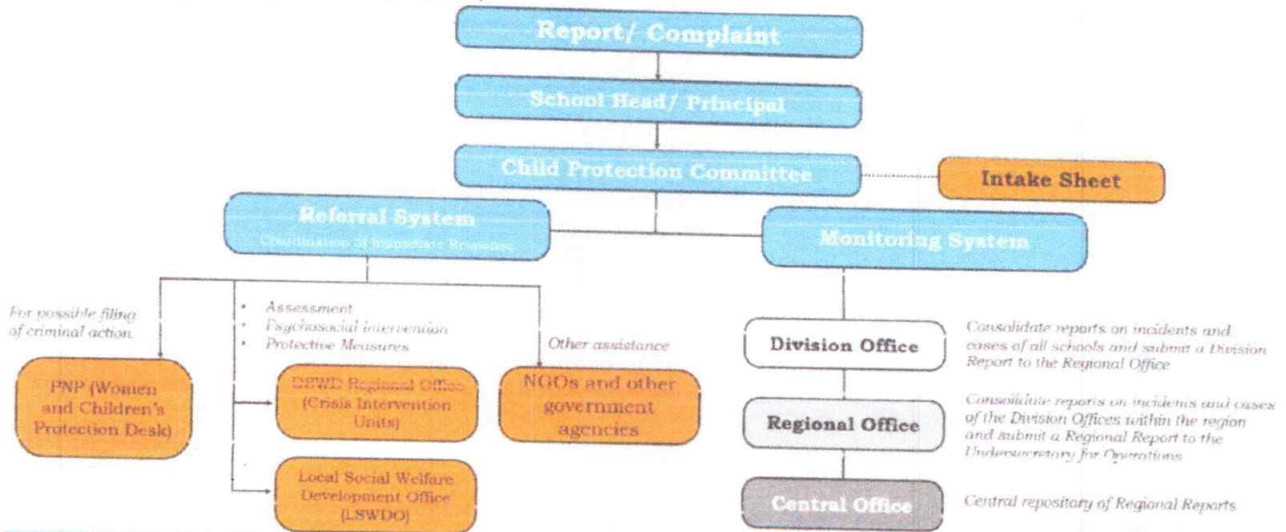


Department of Education



DEPED CHILD PROTECTION POLICY REFERRAL AND MONITORING SYSTEM

(Based on Annex D of D.O. No. 40, s. 2012)



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Enclosure 3: Key Concepts to Remember

1. The "Immediate" Requirement (Zero-Hour)

This is not a deadline in the sense of a cutoff, but an imperative. The moment an incident is discovered, the priority shifts to the **safety of the learner**. The Child Protection Committee (CPC) must be convened immediately to ensure the child is removed from the harmful situation and receives the necessary psycho-social support.

2. The 48-Hour Submission Window

This is the deadline for the **school-level responders**. It accounts for the time required to gather facts and document the incident without dragging out the process. Submitting within 48 hours ensures that the Schools Division Office (SDO) is notified early enough to intervene if the case is escalating or if the child is in continued danger.

3. The 72-Hour Decision Window

This is the deadline for the **Disciplining Authority (e.g., Schools Division Superintendent or Regional Director)**. Once the SDO receives the report from the school, they have 72 hours to review it and issue the formal *Order of Conduct of Investigation* (for non-teaching) or forward it for regional action (for teaching). This timeline prevents the "stalling" of cases at the division level.

4. Strict Adherence

Failure to meet these timelines can be considered a form of "neglect of duty" or "inefficiency," which may lead to administrative charges against the school personnel involved.

5. Non-Interruption

While waiting for these timelines to lapse, ensure that the *only* action taken is the protection of the child. Do not attempt to "settle" the case or interview parties involved, as this may compromise the formal investigation.

6. Verification

Always keep a "Received" copy of your transmittal letter or email to prove that you submitted the documents within the 48-hour window.



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