



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

DepEd SCHOOLS DIVISION OFFICE SCHOOLS DIVISION OF TABUK CITY	
RELEASED	
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January 15, 2026

Division MEMORANDUM

No. 13 s. 2024

ESTABLISHMENT OF THE DIVISION CHILD PROTECTION COMMITTEE (DCPC)

To: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All others Concerned

1. In reference to Regional Memorandum No. 926, s. 2024, which disseminates the Supplemental Guidelines for the Implementation of DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy), all Schools Division Offices are directed to constitute their respective Division Child Protection Committees (DCPC) as multi-disciplinary bodies responsible for managing learner rights and protection concerns at the division level.

2. Pursuant to Section V-C of the Supplemental Guidelines, the Pursuant to Section V-C of the Supplemental Guidelines, the **Division Child Protection Committee (DCPC)** of the Schools Division of Tabuk City is hereby established with the following composition:

Chairperson:	<i>Chief, School Governance and Operations Division</i>
Vice Chairperson:	<i>Education Program Supervisor, SGOD</i>
Secretariat:	<i>SEPS Planning and Research/ Division Focal Person for Learner Rights and Protection</i>
Members:	<i>Representative, School Health and Nutrition Unit</i>
	<i>EPS for Edukasyon sa Pagpapakatao</i>
	<i>Division Federation of Supreme Elementary Learner Government (SELG) President</i>
	<i>Division Federation of Supreme Secondary Learner Government (SSLG) President</i>

3. In strict compliance with Section V-D of the Supplemental Guidelines, the Division Child Protection Committee shall perform the following duties and responsibilities:

a. Monitor learner rights and protection incidents in schools and provide technical assistance on the referral of cases to partner agencies and other related services needed by the learner.



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>



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b. Provide immediate and appropriate technical assistance to Child Protection Committees in schools in handling learner disclosures/complaints.

c. Allocate funds for school-level capacity building, advocacy programs, and related activities from the Division's MOOE and downloaded Program Support Funds.

d. Strengthen inter-agency partnerships and collaboration.

e. Perform such other functions as may be assigned by the Secretary or the Regional Director.

4. The DCPC shall convene in cases of severe and complex incidents requiring the immediate attention of the Schools Division Superintendent and Regional Director. The DCPC shall also be involved in the planning of preventive mechanisms, such as awareness-raising and capacity building activities.

5. In connection with the foregoing and in addition to the identified members of the DCPC, the following personnel are designated to provide the necessary support in carrying out the duties and responsibilities of the Committee:

Name of Personnel	Designation	Duties
Division Legal Officer	Legal Consultant of the DCPC	<ul style="list-style-type: none">• Provide legal advice and guidance to the DCPC on cases involving child protection• Review documents, reports, and recommendations for legal soundness• Assist in the conduct of investigations involving child rights violations• Ensure compliance with legal procedures, due process, and applicable laws (e.g., RA 7610, Child Protection Policy)• Coordinate with external legal bodies and agencies when necessary
PDO I- YFD	Assistant LRP Focals	<ul style="list-style-type: none">• Assist in coordinating and monitoring Learner Rights and Protection (LRP) activities of the Division• Support the DCPC in data gathering, documentation, and preparation of required reports



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		<ul style="list-style-type: none">• Aid in the implementation of child-protection programs, interventions, and advocacy activities• Provide support in case management, including maintaining communication with schools and stakeholders• Ensure timely referral of cases to appropriate offices or agencies• Immediately inform the LRP Focal of any communications, requests, reports, or updates received that require action
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6. All division units, districts, and schools are hereby directed to extend full support to the DCPC to ensure the effective implementation of the DepEd Child Protection Policy and the Supplemental Guidelines under Regional Memorandum No. 926, s. 2024.

7. Immediate dissemination of and compliance with this Memorandum is directed.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 

SGOD-LRP/DBB



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