



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**



June 21, 2023

**DIVISION MEMORANDUM**  
**NO. 291, s. 2023**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary, Integrated and Secondary School Heads

**CHANGE TO DIVISION MEMORANDUM NO. 262, S. 2023 TITLED "DIVISION CONSULTATION CONFERENCES FOR THE ENHANCEMENT OF DEPED ORDER NO. 40 S. 2012, OTHERWISE KNOWN AS THE "DEPED CHILD PROTECTION POLICY"**

1. In reference to Division Memorandum No. 262, s. 2022 titled "**Division Consultation conferences for the Enhancement of DepEd Order No. 40 s. 2012, Otherwise known as the DepEd Child Protection Policy**", please be informed that the date of the conduct of the **Consultative Conference with Learners** will be on **July 8, 2023, instead of June 24, 2023.**
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

June 7, 2023

Division Memorandum  
No. **262**s. 2023

**DIVISION CONSULTATION CONFERENCES FOR THE ENHANCEMENT OF DEPED  
ORDER NO. 40, S. 2012, OTHERWISE KNOWN AS THE “DEPED CHILD PROTECTION  
POLICY”**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Selected Elementary and Secondary School Principals  
All Others Concerned

1. Enclosed is a Memorandum dated May 9, 2023 from Atty. Revsee A. Escobedo, Undersecretary of Operations, regarding the **Guidelines on the Release, Use, Reporting, and Monitoring and Evaluation of Program Support Funds (PSF) for the Conduct of Consultative Conferences for the Enhancement of DepEd Order No. 40, s. 2012, otherwise known as the “DepEd Child Protection Policy”**.
2. In line with said activity, this office through the **School Governance and Operations Division** (SGOD) will conduct two batches of consultative conferences for the following participants on the dates and venues specified:



**Batch 1- June 24, 2023 Saturday – Consultation Conference with Learners**  
at Capiz NHS

**Batch 2- July 1, 2023 Saturday - Consultation Conference with Adults** at  
the Division Multipurpose Hall

3. The consultation conference with learners will involve **50 learners** while the consultation conference with adults will involve **55 adults** which will include selected school heads as chair in their School Child Protection Committee, representatives of teachers, PTA representatives, representatives from the community or members of the Barangay Council for the Protection of Children.
4. The conduct of Consultation Conferences primarily aims to seek the perspective of learners, considering that they are the main subject of the Child Protection Policy. Thus, the best interest of the child shall be the paramount consideration, and their right to be heard and maximize participation of adult-stakeholders shall be carried out in this consultation conferences.
5. Participation of school heads, teachers and members of the Division Technical Working Group for the consultation conference shall be entitled to Compensatory

Time-Off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s.2004 on Non-Monetary Remuneration for Overtime Service Rendered.

6. Enclosure No. 1 Participants to the Consultation Conference on the Enhancement of DepEd Order No. 40, s. 2012 otherwise known as the "DepEd Child Protection Policy".
7. Travel expenses of school heads, teacher representatives, PTA representatives and community representatives shall be chargeable against school MOOE while travel expenses of learner participants, learner's adviser and Division Technical Working Group, meals of the participants and conference materials shall be chargeable against downloaded Program Support Fund to the division from Learner Rights and Protection Office all subject for auditing and regulations.
8. It is understood that the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, civil status, disability, religion and other factors, and personal circumstances that run counter to the principle of equal opportunity.
9. Immediate dissemination and compliance with this memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Encls:

Reference: DO # 103, s. 2022

Allocation:

To be included in the Perpetual Index under the following subjects:

Program                      Policies                      Pupils                      Students



Address: Banica, Roxas City  
Telephone No.: (036) 6210-974

Enclosure No. 1 to Division Memorandum No. 262 s. 2023



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas

**PARTICIPANTS TO THE CONSULTATION CONFERENCE ON THE FOR THE ENHANCEMENT  
OF DEPED ORDER NO. 40 S. 2012., OTHERWISE KNOWN AS THE "DEPED CHILD  
PROTECTION POLICY**

**TWG FOR CONSULTATION CONFERENCE/ SDO - LRPO**

Division SDO-LRPO Focal Person - Dr. Edna B. Azcarraga  
Alternate SDO- LRPO Focal Person - Jhean Mae Grace Lingco  
Registered Guidance Counselor - Ma. SP Cunada  
Youth Formation Coordinator - Yzarda Claudette Barrera  
DRRM Coordinator - Glenda Marie Botin  
Medical Officer - Joy Arnold Lejos, MD  
Legal Officer - Atty. Joseph Ituralde  
Public School District Supervisor - Dr. Reynaldo D. Azcarraga  
School Management, Monitoring  
And Evaluation - Ronald Dile  
Senior High School Nurse - Candelaria Talabucon

**LEARNERS PARTICIPANTS  
JUNE 24, 2023  
CAPIZ NATIONAL HIGH SCHOOL**

Name of School	Number of SSG Officers	Number of SSG Adviser
1. Capiz National High School	7	1
2. Commissioner Luis R. Asis National High School	7	1
3. Vicente Andaya National High School	7	1
4. Ivisan National High School	7	1
5. Pontevedra National High School	7	1
6. Jose Diva Avelino National High School	7	1
7. Basiao National High School	7	1
Federated Provincial SSG President	1	1
7 schools	50	8

**ADULT PARTICIPANTS  
JULY 1, 2023  
CAPIZ DIVISION MULTIPURPOSE HALL**

DISTRICT	NO. OF SCHOOL PRINCIPAL  20 pax	NO. OF GUIDANCE COUNCILOR /GUIDANCE DESIGNATE  5 pax (Secondary)	NO. OF PARENTS REPRESENTATIVE (PTA OFFICERS)  20 pax	NO. OF COMMUNITY REPRESENTATIVE (Member of the Barangay Council for the Protection of Children)  10 Pax	TOTAL PARTICIPANTS PER DISTRICT  55 Pax
CUARTERO	1	1	1		3
DAO	1	1	1	1	3
DUMALAG	1		1		2
DUMARAO	1		1		2
IVISAN	1		2	1	4
JAMINDAN	1		1	1	3
MAAYON	1		1	1	3
MAMBUSAO EAST	1		1		2
MAMBUSAO WEST	2		1	1	4
PANAY	2		1	1	4
PANITAN	1	1	1	1	4
PILAR	1		1	1	3
PONTEVEDRA	1	1	2		4
PRESIDENT ROXAS	1	1	1	1	4
SAPIAN	1		1	1	4
SIGMA	1		1		2
TAPAZ EAST	1		1		2
TAPAZ WEST	1		1		2
<b>TOTAL</b>	<b>20</b>	<b>5</b>	<b>20</b>	<b>10</b>	<b>55</b>




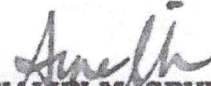
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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OUOPS No. 2023-07 - 4257  
**MEMORANDUM**

TO : **ALL REGIONAL DIRECTORS**  
**SELECTED SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM :   
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

  
**ANNALYN M. SEVILLA**  
*Undersecretary for Finance*

SUBJECT : **Guidelines on the Release, Use, Reporting, and Monitoring and Evaluation of Program Support Funds (PSF) for the Conduct of Consultation Conferences for the Enhancement of DepEd Order No. 40, s. 2012, otherwise known as the "DepEd Child Protection Policy"**

DATE : May 9, 2023

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This has reference to the Guidelines on the Release, Use, Reporting, and Monitoring and Evaluation of Program Support Funds (PSF) for the Conduct of Consultation Conferences for the Enhancement of DepEd Order No. 40, s. 2012, otherwise known as the "DepEd Child Protection Policy."

This initiative is pursuant to DepEd Order (DO) No. 3, s. 2021, or the *Creation of Child Protection Unit (CPU) and the Child Rights in Education Desk (CREDe) in the Department of Education (now Learner Rights and Protection Office)*, which mandates the said Office to formulate policies concerning all matters pertaining to the right of the child in basic education to protection from all forms of violence, abuse, neglect, cruelty, exploitation, and maltreatment, consistent with the overall framework of the Department to realize child rights in basic education. Towards this end, DO No. 40, s. 2012, or the *DepEd Child Protection Policy* shall be enhanced to comply with new laws and to improve the preventive and responsive mechanisms to ensure the protection of

learners from all forms of violence, abuse, neglect, cruelty, exploitation, maltreatment and other conditions prejudicial to their development.

The Conduct of Consultation Conferences primarily aims to seek the perspective of learners, considering that they are the main subject of the Child Protection Policy. Thus, the *best interest of the child*<sup>1</sup> shall be the paramount consideration, and their *right to be heard*<sup>2</sup> shall be carried out in all activities related to the use of the PSF.

The conduct of Consultation Conferences for the enhancement of the DepEd Child Protection Policy is aligned with the Special Provisions of the General Appropriations Acts for F.Y. 2023 for the Child Protection Program, which provides that three million five hundred thousand (PhP 3,500,000.00) shall be used "for the consultations and workshops on child protection policy with learners, teachers, child protection focal persons/specialists, parents, and members of Child Protection Committees to discuss the child protection policy and its implementation and how the policy can be adopted or improved".

The PSF shall be downloaded to all DepEd Regional Offices (ROs), which shall further download it to selected Schools Division Offices (SDOs) under its jurisdiction. The ROs shall monitor the implementation of the PSF to the identified SDOs.

The SDOs shall conduct consultation conferences at the school level with the following members of the CPCs in schools: a. School Head/Administrator; b. Guidance Counselor/Teacher; c. Representative of the Teachers as designated by the Faculty Club; d. Representative of the Parents as designated by the Parents-Teachers Association; e. Representative of learners as designated by the Supreme Student Council; and f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children.

In the conduct of consultation conferences, ROs and SDOs shall endeavor to prioritize learner participation. Thus, as much as practicable and in compliance with DO No. 3, s. 2023, or *An Order Allowing the Conduct of In-Person Activities in Schools*, the implementing ROs and SDOs shall prioritize consultation with learners by allocating the highest number of participants for them.

#### **Fund Allocation and Release**

The total amount allocated for all ROs and SDOs is **three million five hundred thousand (PhP 3,500,000.00)**. The PSF amounting to the following amounts per RO will be downloaded through a Sub-Allotment Release Order (Sub-ARO) by the DepEd Central Office to each RO for the conduct of Consultation Conferences at the SDO level.

<sup>1</sup> Article 3, paragraph 1, Convention on the Rights of the Child.

<sup>2</sup> Article 12, *ibid.*

- 1) Sch. Head/Administrator
- 2) Guidance Counselor/Teacher

3) The Community as designated by the Brgy. Captain preferably member of the Brgy. Coun

7)

The ROs shall further download the following amounts to the selected SDOs under their jurisdiction.

RO	Amount per RO	SDO	Amount per SDO
I	PhP 218,750.00	Pangasinan I	PhP 109,375.00
		La Union	PhP 109,375.00
II	PhP 109,375.00	Quirino	PhP 109,375.00
III	PhP 437,500.00	San Fernando City	PhP 109,375.00
		Nueva Ecija	PhP 109,375.00
		Bataan	PhP 109,375.00
		Pampanga	PhP 109,375.00
CALABARZON	PhP 328,125.00	Batangas	PhP 109,375.00
		Quezon	PhP 109,375.00
		Laguna	PhP 109,375.00
MIMAROPA	PhP 218,750.00	Palawan	PhP 109,375.00
		Romblon	PhP 109,375.00
Region V	PhP 109,375.00	Sorsogon City	PhP 109,375.00
RO VI	PhP 109,375.00	Capiz City	PhP 109,375.00
RO VII	PhP 109,375.00	Bayawan City	PhP 109,375.00
RO VIII	PhP 109,375.00	Catbalogan City	PhP 109,375.00
RO IX	PhP 109,375.00	Zamboanga Sibugay	PhP 109,375.00
RO X	PhP 437,500.00	Bukidnon	PhP 109,375.00
		Malaybalay City	PhP 109,375.00
		Ozamis City	PhP 109,375.00
		Cagayan De Oro City	PhP 109,375.00
RO XI	PhP 218,750.00	Tagum City	PhP 109,375.00
		Davao City	PhP 109,375.00
RO XII	PhP 109,375.00	South Cotabato	PhP 109,375.00
RO XIII	PhP 218,750.00	Surigao del Norte	PhP 109,375.00
		Cabadbaran City	PhP 109,375.00
NCR	PhP 546,875.00	Caloocan	PhP 109,375.00
		Makati City	PhP 109,375.00
		Manila	PhP 109,375.00
		Pasay	PhP 109,375.00
		Pasig	PhP 109,375.00
CAR	PhP 109,375.00	Baguio City	PhP 109,375.00

The ROs shall download the PSF only to the above-mentioned SDOs considering that the focal persons coming from the selected SDOs were already oriented and monitored by the Learner Rights and Protection Office (LRPO). The list of trained focal persons per Region is provided under **Annex A**.

In giving priority to the *right of learners to be heard* and to maximize participation of adult-stakeholders, the consultation conferences to be conducted shall have the following participant allocation:



Stakeholder	Maximum No. of Pax
Learners	50
School Administrators, Teacher Representative, Guidance Counselors/ Guidance Designates	25
Parents	20
Community Representative	10
<b>Total Number of Pax</b>	<b>105</b>

The Consultation Conferences shall be held in a government-owned facility, preferably a public school, as determined by the Implementing SDO, through the Schools Division Superintendent. Further, the consultation shall be conducted in strict compliance with the Program Schedule for the conduct of Consultation Conferences (**Annex B**).

The Consultation Conferences shall be led by the LRPO Focal Person from the SDO level. The SDO-LRPO Focal Person shall be aided by nine (9) other personnel which may be composed of, but not limited to, the following:

- a. Alternate SDO-LRPO Focal Person; - *Shen*
- b. At least one (1) Registered Guidance Counselors; - *SP*
- c. Youth Formation Coordinator; *Yza*
- d. Disaster Risk and Reduction Management Coordinator; *Glenda*
- e. Medical/Health Officer; *Dr. Sam*
- f. Legal Officer; - *Other*
- g. School Heads/ Public School District Supervisors; *Sen Rey*
- h. Registered Social Worker; and - *Shen*
- i. Other personnel from the Schools Governance and Operations Division. *Candy*

#### Use of Funds

In order to conduct the consultation conferences, the SDOs shall use the PSF in the following manner:

Item	Quantity	Unit Cost	Sub-Total
<b>Meals for Learner Participants</b>			
AM Snack	50	PhP 100.00	PhP 5,000.00
Lunch	50	PhP 275.00	PhP 13,750.00
PM Snack	50	PhP 100.00	PhP 5,000.00
<b>Meals for Adult Participants</b>			
AM Snack	55	PhP 100.00	PhP 5,500.00
Lunch	55	PhP 275.00	PhP 15,125.00
PM Snack	55	PhP 100.00	PhP 5,500.00
<b>Meals for Facilitators (for 2 session days)</b>			
AM Snack	10 x 2	PhP 100.00	PhP 2,000.00
Lunch	10 x 2	PhP 275.00	PhP 5,500.00
PM Snack	10 x 2	PhP 100.00	PhP 2,000.00

<b>Workshop Materials</b>	115	PhP 120.00	PhP 13,800.00
<b>Operational Expenses (for 2 session days)</b>			
Communication Expenses for Facilitators	10 x 2	PhP 200.00	PhP 4,000.00
Transportation Expenses for Facilitators	10 x 2	PhP 1,500.00	PhP 30,000.00
Disinfection Supplies (rubbing alcohol, masks, tissue paper)	2	PhP 1,100.00	PhP 2,200.00
<b>Total</b>			PhP 109,375.00

The PSF shall **not** be used for the following expenditures:

- a. Personnel services covering salaries, wages, and overtime pay;
- b. Utilities, such as, electricity and water, which are funded from the regular Maintenance and other Operating Expenses; and
- c. Capital outlay, such as purchase of equipment and gadgets.

Should there be an excess of funds, such may be used for other activities directly related to learner rights and protection. However, **if the funding is insufficient to cover the conduct of consultation conferences, additional expenses shall be charged against the local funds of SDOs or through the support of external partners.**

The SDOs shall ensure that all procurement of goods and services using the funds conform to the provisions of Republic Act No. 9184 or the *Government Procurement Reform Act* and its Revised Implementing Rules and Regulations, other applicable accounting and auditing rules.

**Liquidation and Accountability**

Each SDO shall be responsible for the disbursement and liquidation of funds based on the activity set forth in these guidelines, subject to the usual budgeting, accounting, and auditing rules and regulations.

**Monitoring and Evaluation**

To ensure proper implementation of these guidelines and utilization of funds, monitoring and evaluation shall be conducted by the Learner Rights and Protection Office.

The Quality Assurance Division or the Field Technical Assistance Division in the RO shall lend assistance to the Regional Learner Rights and Protection Focal Person in Education Support Services Division through monitoring and evaluation of the implementation of this Order.

**Reporting Requirements**

ROs shall monitor the disbursement and liquidation of funds by the SDOs under their jurisdiction. Further, the ROs must submit an accomplishment report on the

utilization of funds (**Annex C**) and a narrative report (**Annex D**), which must be duly signed by the Regional Director.

The ROs shall **submit all reports on or before June 26, 2023** to the Office of the Undersecretary for Operations, Ground Floor, Rizal Building, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City, and through e-mail at [ourea@deped.gov.ph](mailto:ourea@deped.gov.ph) (cc: [cpu@deped.gov.ph](mailto:cpu@deped.gov.ph)).

Immediate dissemination and implementation of this Memorandum to all the concerned Offices is desired.

Thank you very much.



Republic of the Philippines  
**Department of Education**  
LEARNER RIGHTS AND PROTECTION OFFICE

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**ANNEX A**

List of Focal Persons per Regional and Schools Division Offices

The following personnel shall implement, manage, and monitor the Program Support Funds for the Conduct of Consultation Conferences for the Enhancement of DepEd Order No. 40, s. 2012, otherwise known as the "DepEd Child Protection Policy":

**I. Regional Office Focal Persons:**

1. Jose Ritchie B. Perez, *Regional Office I*
2. Dr. Ryan R. Pacquing, *Regional Office II*
3. Dr. Ginno Jhep A. Pacquing, *Regional Office III*
4. Michael Girard R. Alba, *CALABARZON Region*
5. Liza Marie Victoria M. Dillena, *MIMAROPA Region*
6. Maria Cristina G. Baroso, *Regional Office V*
7. **Frances Jade Caniban, *Regional Office VI***
8. Ida Cabantan, *Regional Office VII*
9. Eden A. Dadap, *Regional Office VIII*
10. Rowena Balsamo, *Regional Office IX*
11. Myron Gil D. Talosig, *Regional Office X*
12. Stephen Mark T. Castres, *Regional Office XI*
13. Ismael N. Ngitngit, Jr., *Regional Office XII*
14. Ellen Grace Evangelio, *CARAGA Region*
15. Leonila C. Mustapha, *National Capital Region*
16. Mayclaire Aquino-Jimenez, *Cordillera Administrative Region*

**II. Schools Division Office Focal Persons:**

1. Mark Gerry N. Oblanca, *SDO Pangasinan I*
2. Edelito D. Chan, *SDO La Union*
3. Atty. Ronalyn D. Barawid, *SDO Quirino*
4. Airene Dayrit, *SDO San Fernando City*
5. Sherry Anne Palasigue, *SDO Nueva Ecija*
6. Hermie G. Duran, *SDO Bataan*
7. Paula S. Meneses, *SDO Pampanga*
8. Rosemarie J. Gonzales, *SDO Batangas*
9. Leah A. Perez, *SDO Quezon Province*
10. Florentina C. Rancap, *SDO Laguna*
11. Grace Estefano, *SDO Palawan*
12. Jestoni F. Balog, *SDO Romblon*
13. Ireneo M. Dican, *SDO Sorsogon City*
14. Edna B. Azcarraga, *SDO Capiz City*
15. Mary Ann L. Bollos, *SDO Bayawan City*
16. Gye Lynne T. Godio, *SDO Cathalogan City*
17. Nora Dela Peña-Albiso, *SDO Zamboanga Sibugay*

18. Ronnel Jun T. Estiva, *SDO Bukidnon*
19. Rosalio P. Arangco, *SDO Malaybalay City*
20. Arlene C. Via, *SDO Ozamis City*
21. Cynthia V. Yañez, *SDO Cagayan De Oro City*
22. Febby Kirstin L. Ibita, *SDO Tagum City*
23. Jonas P. Piore, *SDO Davao City*
24. Rogelio P. De Juan, Jr., *SDO South Cotabato*
25. Lovely Sheena Y. Soro, *SDO Surigao del Norte*
26. Ma. Mitchie T. Malazarte, *SDO Cabadbaran City*
27. Rose Ann Pamintuan, *SDO Pasig City*
28. Elizabeth G Nuñez, *SDO Manila*
29. Joshua Kenneth Lazaro, *SDO Caloocan*
30. Bernardita Perez, *SDO Pasay City*
31. Salome R. Ingua, *SDO Makati City*
32. Ofelia B. Padlan, *SDO Baguio*



Republic of the Philippines  
**Department of Education**  
LEARNER RIGHTS AND PROTECTION OFFICE

**ANNEX B**  
Program Schedule for the Conduct of Consultation Conferences

The Implementing Schools Division Office (SDO), with the assistance and monitoring of the Regional Office (RO), shall conduct the consultation conferences on two (2) consecutive Saturdays in May 2023. The Implementing SDO shall strictly follow the program below:

**Consultation Conference with Learners**  
Saturday, May 2023

<b>Time</b>	<b>Time Allotment</b>	<b>Activity</b>
8:00AM-8:30AM	30 minutes	Registration of Participants
8:30AM-9:00AM	30 minutes	<b>Opening Program</b> Invocation Nationalistic Song Opening Remarks Ice Breaker
9:00AM-12:00NN	3 hours	<b>Consultation for Code of Conduct and Learner Online Protection [For Learners]</b>
12:00NN-12:45PM	45 minutes	Lunch Break
12:45PM-1:00PM	15 minutes	Ice Breaker
1:00PM-3:30PM	2 hours and 30 minutes	<b>General Consultation for the Enhancement of the Child Protection Policy [For Learners]</b>
3:30PM-4:00PM	30 minutes	<b>Closing Program</b> Wrap up Discussions Closing remarks Reminders

**Consultation Conference with Adults**  
Saturday, May 2023

<b>Time</b>	<b>Time Allotment</b>	<b>Activity</b>
8:00AM-8:30AM	30 minutes	Registration of Participants
8:30AM-9:00AM	30 minutes	<b>Opening Program</b> Invocation Nationalistic Song Opening Remarks Ice Breaker

9:00AM-12:00NN	3 hours	<b>Consultation for Code of Conduct and Learner Online Protection [For Adults]</b>
12:00NN-12:45PM	45 minutes	Lunch Break
12:45PM-1:00PM	15 minutes	Ice Breaker
1:00PM-3:30PM	2 hours and 30 minutes	<b>General Consultation for the Enhancement of the Child Protection Policy [For Adults]</b>
3:30PM-4:00PM	30 minutes	<b>Closing Program</b> Wrap up Discussions Closing remarks Reminders

The Implementing SDO shall strictly utilize the consultation forms developed by the Learner Rights and Protection Office (LRPO). The Regional Office Focal Person for LRPO shall enforce compliance of the Implementing SDO to the Program Schedule and the use of consultation forms.



Republic of the Philippines  
**Department of Education**  
LEARNER RIGHTS AND PROTECTION OFFICE

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**ANNEX C**  
Report on the Utilization of the Program Support Funds (PSF)

**For the Implementing Schools Division Offices to be Submitted to the Regional Office**

**Name of Schools Division Office:** \_\_\_\_\_

**Date of Consultations:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Amount Utilized:** \_\_\_\_\_  
(If underutilization is more than PhP 5,000.00, please provide justification)

Breakdown of Actual Utilization:

Item	Quantity	Cost	Sub-Total
a. Meals of Learner Participants			
b. Meals of Adult Participants			
c. Meals of Facilitators			
d. Materials (Workshop Kit)			
e. Communication Expenses			
f. Transportation Expenses			
g. Disinfection Supplies			
		<b>Total:</b>	

**Number of Learners Actually Consulted:** \_\_\_\_\_  
Please provide justification if there is deviation with the required number of learner participants.

**Number of Adults Actually Consulted:** \_\_\_\_\_  
Please provide justification if there is deviation with the required number of adult participants.

**Enclosures:**  
The Implementing SDO shall attach the following documents:

- Photocopies of receipts
- Photocopies of Attendance Sheets



- Photos of actual conduct of consultation

The Undersigned Focal Person and Official certify that the PSF provided to the Schools Division Office of \_\_\_\_\_ by the Learner Rights and Protection Office for the Conduct of Consultation Conferences for the Enhancement of DepEd Order No. 40, s. 2012, or the "DepEd Child Protection Policy", was utilized in accordance with DepEd Order No. \_\_, s. 2023, and other government accounting and auditing rules and regulations.

**Prepared by:**

**NAME OF FOCAL PERSON**

*Designation*

SDO-LRPO Focal Person

**Approved by:**

**NAME OF SCHOOLS DIVISION SUPERINTENDENT**

*Designation*

Office

**For the Regional Office**

**Regional Office:** \_\_\_\_\_

**Total Amount Utilized:** \_\_\_\_\_

(If underutilization is more than PhP 10,000.00, please provide justification)

**Matrix of Utilization:**

Name of SDO	Amount of Actual Utilization
<b>Total:</b>	

**Prepared by:**

**NAME OF FOCAL PERSON**

*Designation*

RO-LRPO Focal Person

**Approved by:**

**NAME OF REGIONAL DIRECTOR**

*Designation*

Office



Republic of the Philippines  
**Department of Education**  
LEARNER RIGHTS AND PROTECTION OFFICE

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**ANNEX D**

Narrative Report of the Regional Office relative to the Conduct of Consultation Conferences for the Enhancement of DepEd Order No. 40, s. 2012, or the "DepEd Child Protection Policy"

- I. Introduction
- II. Key Highlights of the Consultation Conferences in the Region

III. Salient Points Raised/Discussed by Participants

General Topic	Discussion

- IV. Photo Documentation
- V. Attachments
  - a. Photocopy of Attendance Sheet
  - b. Other documentary outputs of the Consultation Conferences

**Prepared by:**

**NAME OF FOCAL PERSON**

*Designation*

RO-LRPO Focal Person

**Approved by:**

**NAME OF REGIONAL DIRECTOR**

*Designation*

Office