



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



May 2, 2025

REGIONAL MEMORANDUM

No. 396, s. 2025

TO: Schools Division Superintendents
Division Learner Rights and Protection Focals
School Heads
All Others Concerned

**REITERATION ON THE ACCOMPLISHMENT AND SUBMISSION OF RESULTS OF
THE CHILD PROTECTION COMMITTEE (CPC) FUNCTIONALITY ASSESSMENT
TOOL**

1. This is relative to the attached Memorandum DM-OUOPS-202511-02415 from **DR. MALCOLM S. GARMA**, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations, Department of Education, DepEd Complex, Meralco Avenue, Pasig City, dated April 24, 2025, titled "Reiteration on the Accomplishment and Submission of Results of the Child Protection Committee (CPC) Functionality Assessment Tool".
2. Particular attention is invited to paragraph 2 and 3 of the said Memorandum, for information and guidance.
3. The CPC Functionality Assessment Tool is accessible through this link: <https://tinyurl.com/GS-CPCTOOL>. The accomplished tool shall be submitted through this link: <https://tinyurl.com/CPCTOOL-RESULTS-2025>, and the deadline of submission is on May 15, 2025.
4. For clarifications, please contact the Regional LRP Section through this email at lrps.ncr@deped.gov.ph.
5. Immediate dissemination and compliance with this Memorandum is desired.


JOCELYN DR ANDAYA

Regional Director, NCR
concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations

Encl.: As stated



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS- 2025-11 - 02415

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations

SUBJECT : REITERATION ON THE ACCOMPLISHMENT AND
SUBMISSION OF RESULTS OF THE CHILD
PROTECTION COMMITTEE (CPC) FUNCTIONALITY
ASSESSMENT TOOL

DATE : April 24, 2025

This has reference to DM-OUOPS-2024-05-06271, dated August 5, 2024, relative to the roll-out and cascading of the Child Protection Committee Functionality (CPC) Assessment Tool. The tool is intended to measure the functionality and effectiveness of the programs implemented by the CPCs in schools toward the protection of the rights of our learners. The result of the assessment will assist DepEd, through the Learner Rights and Protection Division (LRPD), in developing comprehensive policies and programs to strengthen the CPCs and equip the members with tools and knowledge for appropriate handling of learner rights and protection concerns.

In this regard, the provisions of the said memorandum are hereby reiterated and amended, to wit:

1. At least 3-4 members of the Child Protection Committee (CPC) are required to accomplish the CPC Functionality Assessment Tool to determine the level of functionality of CPCs in schools, and to provide appropriate technical assistance from the Central Office, Regional Office, and Schools Division Office, it shall be mandatory for the School Head to lead in answering the Tool;
2. The tool aims to strengthen the CPCs with the following specific objectives:
 - a. Provide concrete indicators to measure the functionality of the CPC in schools; and
 - b. Capture the specific status of the CPCs in five areas of work.
3. The five areas of work represent the broad work areas of a CPC, each with specific sub-indicators:
 - a. Organization and Coordination
 - i. Establishment or Reorganization of CPC
 - ii. Coordination & Mechanism
 - b. Policies and Guidelines
 - i. Child Protection Policy and Operational Guidelines



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- c. Capacities and Resources
 - i. Orientation/Capacity-building Activities for the CPC
 - ii. Budget Allocation for CPC operations and its financial sustainability;
 - d. Service Delivery
 - i. Prevention Programs
 - ii. Existence of Quick Response System for Child Protection
 - iii. Referral System, Case Management, and Monitoring and Documentation of Cases
 - iv. Proactive Identification and Reporting of VAC Cases (Early detection)
 - e. Accountability and Performance
 - i. Availability and accessibility of statistical reports on cases handled
 - ii. Child Participation in CPC Planning, Implementation, and Evaluation
 - iii. CPC Monitoring and Evaluation
4. All concerned are directed to accomplish the CPC Functionality Tool through the Enhanced Basic Education Information System (EBEIS) for easy access and collection of data from the school level. Alternatively, the Tool may be downloaded and accomplished using the Google Sheet form accessible through this link: <https://tinyurl.com/GS-CPCTOOL>. Thereafter, the accomplished Tool shall be submitted through the following link: <https://tinyurl.com/CPCTOOL-RESULTS-2025>.
 5. Submission shall be on or before April 30, 2025. Moreover, the following regions with the highest reported LRP concerns, based on the Learners TeleSafe Contact Center Helpline (LTCCH) are required to have 100% submission:
 - National Capital Region (NCR)
 - Region III (Central Luzon)
 - Region IV-A (CALABARZON)

The result of the assessment shall assist the LRPD in developing programs, policies, and appropriate technical assistance for the effective implementation of programs in schools through the CPCs.

For reference and guidance, enclosed herewith are the Child Protection Committee (CPC) Functionality Assessment Tool and Score Summary Sheet.

Non-compliance with this directive may constitute neglect of duty and can face administrative disciplinary action under DepEd Order No. 49, s. 2006¹ and applicable CSC rules and related laws and regulations.

For queries and additional information, you may reach the LRPD at lrpo@deped.gov.ph and (02) 8638-1782.

For strict compliance.

Thank you very much.

¹ DepEd Order No. 49, s. 2006 or the "Revised Rules of Procedures of the DepEd in Administrative Cases"