



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



May 6, 2025

REGIONAL MEMORANDUM

No. 413, s. 2025

To: Schools Division Superintendents
All Others Concerned

**CREATION OF COMMITTEES FOR THE DEVELOPMENT OF REGIONAL GUIDELINES
ON ENSURING SAFE NCR SCHOOLS**

1. Pursuant to the Implementing Rules and Regulations (IRR) of Republic Act No. 10627, also known as the Anti-Bullying Act of 2013 (DepEd Order No. 55, s. 2013), and the Department of Education Child Protection Policy (DepEd Order No. 40, s. 2012), and in support of ongoing efforts to strengthen learner-centered and safe school environments, this Regional Office hereby establishes the necessary committees to lead the development of Regional Guidelines on Ensuring Safe NCR Schools.
2. These guidelines aim to:
 - Ensure the development of policies that are compliant with legal standards, sensitive to school-level contexts, and grounded in the principles of child rights and protection.
 - Systematize the implementation of preventive and responsive mechanisms across all public schools in the National Capital Region; and
 - Support the full activation and functionality of Child Protection Committees (CPCs) in every school.
3. To facilitate this process, a Five-Week Timeline for the full development of the Regional Guidelines is hereby adopted. All committees are expected to deliver their outputs within this timeline and coordinate closely with the Technical Working Group Core Team to ensure timely consolidation and finalization.
4. Each designated Chairperson and Co-Chairperson shall identify and select their respective committee members, ensuring that all selected personnel possess the appropriate expertise, technical competence, and relevant experience aligned with their area. The terms of reference (ToR) for each committee shall serve as the operational guide for their tasks and expected outputs.
5. For your guidance and strict compliance.


JOCELYN DR ANDAYA

Regional Director, NCR
Concurrent Officer-in-Charge, Office of the
Assistant Secretary



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Annex A

Technical Working Group (TWG): Core Team

Chairperson: SDS ALEJANDRO G. IBANEZ, SDO Marikina City
Co-Chairperson: SDS SHERYLL T. GAYOLA, SDO Pasig City
Members: LEONILA C. MUSTAPHA, DepEd RO
ALBERTO D. VILLAMOR, SDO Marikina City
Secretariat: KYLE B. VILGERA, LRPO – DepEd RO

Terms of Reference

Purpose:

The Core Technical Working Group (TWG) shall serve as the central coordinating body overseeing the entire process of developing the *Regional Guidelines on Ensuring Safe NCR Schools*. It shall provide strategic direction, ensure alignment of outputs across all committees, and guarantee the timely and quality completion of the guidelines within the prescribed five-week timeline.

Key Responsibilities

1. Overall Coordination and Direction

- a. Provide unified leadership and oversight to all thematic committees involved in the development process.
- b. Ensure all committee outputs align with existing DepEd issuances, legal frameworks, and the objectives of the initiative.

2. Timeline and Work Plan Management

- a. Develop, monitor, and enforce the five-week development timeline.
- b. Track progress of each committee's deliverables, flagging delays, and facilitating resolution of bottlenecks.

3. Quality Assurance and Content Integration

- a. Review and synthesize draft content from all committees for coherence, consistency, and completeness.
- b. Ensure that all guidelines are practical, inclusive, child-centered, and implementable at the school level.

4. Technical and Policy Alignment

- a. Provide guidance on technical standards, education policies, and child protection frameworks to ensure all guidelines are rights-based and legally compliant.
- b. Coordinate closely with the Policy and Legal Review Committee to validate the legal soundness of content.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

5. Stakeholder Engagement

- a. Ensure that outputs are informed by the results of consultations and feedback gathered by the Stakeholder Engagement and Consultation Committee.
- b. Support inclusive representation of diverse learner contexts and needs.

6. Documentation and Reporting

- a. Maintain accurate documentation of all meetings, committee reports, drafts, and feedback.
- b. Prepare consolidated progress reports and the final endorsement report for submission to the Regional Office Executive Committee

Team A: Bag Inspection

Chairperson: SDS CECILLE CARANDANG, SDO Malabon City

Co-Chairperson: ASDS JENNIFER F. VIVAS, SDO Marikina City

Purpose

To develop clear, legally sound, and child rights-based guidelines on the conduct of bag inspections in all public schools across the National Capital Region, ensuring the safety of learners while upholding their dignity and privacy.

Scope of Work

- Review existing DepEd Orders, child protection laws, and relevant jurisprudence related to school searches and inspections.
- Consult with legal experts, child protection focal persons, school heads, teachers, and student leaders.
- Define authorized personnel, conditions, and procedures for conducting bag inspections.
- Establish protocols for documentation, confidentiality, and referral in cases of confiscation or suspected violations.
- Ensure the procedure is non-discriminatory and aligned with learners' rights and psychological safety.
- Develop easy-to-follow flowcharts and templates (e.g., inspection logs, incident reports).



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Deliverables

- Draft of Regional Guidelines on Bag Inspection
- Flowcharts of approved procedures
- Annexes and templates for implementation (e.g., forms, consent templates if applicable)
- Summary of stakeholder consultations

Team B: Responsible Use of Cellphones in School

Chairperson: SDS MELITON ZURBANO, SDO Navotas City

Co-Chairperson: ASDS JUAN C. OBIERNA, SDO Quezon City

Purpose

To develop a comprehensive set of guidelines on the responsible use, management, and restriction (where applicable) of learner cellphone usage within school premises, promoting discipline, focus, and safe digital behavior.

Scope of Work

- Analyze current practices and existing policies on gadget use in schools, both local and international.
- Define appropriate and inappropriate use of cellphones by learners across grade levels.
- Identify exemptions for educational use or emergencies.
- Establish protocols for confiscation, return, documentation, and handling of violations.
- Recommend advocacy, digital literacy, and parental engagement strategies to support implementation.
- Ensure consistency with child rights, privacy laws, and educational objectives.

Deliverables

- Draft of Regional Guidelines on Responsible Use of Cellphones
- Behavior management and enforcement protocols
- Templates for communication with parents and learners
- Communication materials (IEC) for learners, teachers, and parents



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Team C: Child Protection and Psychosocial Support

Chairperson: SDS CARLEEN S. SEDILLA, SDO Quezon City
Co-Chairperson: AS DS ISABELLE S. SIBAYAN, SDO Quezon City

Scope of Work

Specializes in content for preventive measures, reporting, and post-report handling of bullying cases.

Purpose

To lead the development of a comprehensive and learner-centered component of the Regional Guidelines on Ensuring Safe NCR Schools, focusing on preventive education, child-friendly reporting mechanisms, and appropriate handling of bullying cases before, during, and after reports are filed.

Scope of Work

- Review and align with existing DepEd policies, especially DepEd Order No. 40, s. 2012 (Child Protection Policy), DepEd Order No. 55, s. 2013 (Anti-Bullying Act IRR), and other relevant laws and issuances.
- Develop **preventive measures** promoting respectful behavior, inclusion, empathy, and non-violence through curricular and co-curricular activities.
- Design protocols and tools for **safe and confidential reporting** of bullying cases, including anonymous channels and learner-friendly procedures.
- Define the **processes for handling cases** involving both the **victim and the perpetrator**, ensuring trauma-informed, rights-based, and developmentally appropriate responses.
- Integrate **mental health and psychosocial support (MHPSS)** services, including referral systems to guidance counselors, mental health professionals, and external support agencies.
- Identify steps for **reintegration and follow-up support** for both parties to prevent recurrence and support healing and behavioral transformation.
- Provide recommendations for **capacity-building** of school personnel and CPC members in responding to and managing child protection concerns.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Deliverables

- Draft guidelines on:
 - a) Preventive measures to reduce bullying incidents
 - b) Reporting protocols for learners, teachers, and parents
 - c) Handling procedures for bullying cases (during and after)
 - d) Psychosocial support and follow-up actions for victims and perpetrators
 - Sample tools: incident report forms, referral templates, reintegration plan forms
 - IEC materials and training module outlines to support implementation
 - Summary of stakeholder consultations, including with learners and guidance personnel.

Policy and Legal Review Committee

Chairperson: Atty. ANNALIZA G. ESPERANZA, Deped RO

Co-Chairperson: Atty. JOYLYN P. DULNUAN, DepEd RO

Terms of Reference

- Conduct a thorough review and analysis of existing national and local policies related to learner safety, child protection, and school discipline, including DepEd Orders, Republic Acts, and related issuances.
- Ensure that all proposed regional guidelines are **legally sound, human rights- compliant, and aligned with national policies and international child protection standards**.
- Identify legal gaps or ambiguities in current practices and propose safeguards to protect the rights of learners and school personnel.
- Recommend procedures and protocols that ensure due process and clarity in enforcement.
- Provide written legal reviews for each guidelines drafted by content committees before finalization.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Stakeholder Engagement and Consultation Committee

Chairperson: NOEL D. BAGANO, SDO Valenzuela City

Co-Chairperson: CHARLIE FABABAER, SDO Mandaluyong City

Terms of Reference

- Design and facilitate focused group discussions (FGDs), key informant interviews (KIIs), and/or surveys involving learners, parents, teachers, guidance counselors, school heads, and local government units.
- Gather qualitative data on field practices, perceptions, and concerns related to safety policies such as bag inspections, cellphone use, and bullying.
- Ensure the active inclusion of perspectives from **marginalized and vulnerable groups**, such as learners with disabilities (SPED), Alternative Learning System (ALS) learners, and indigenous learners (if any).
- Document common challenges, good practices, and stakeholder recommendations to inform the final content of the guidelines.

Provide a consolidated consultation report to the Documentation and Finalization Committee.

Monitoring and Evaluation Committee

Chairperson: LORETA B. TORRECAMPO, SDO Las Pinas

Co-Chairperson: MELODY P. CRUZ, SDO Las Pinas

Terms of Reference

- Develop a results-based **implementation and monitoring framework** for each component of the Regional Guidelines.
- Define clear indicators for school-level compliance and functionality (e.g., percentage of schools with fully functional CPCs, number of reported and resolved cases, implementation of preventive activities).
- Create simple and actionable **monitoring tools** for use by school heads, SDO child protection focal persons, and regional offices.
- Recommend mechanisms for **feedback and continuous improvement**, including annual reporting cycles and technical assistance systems.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

- Support the sustainability and accountability of guideline implementation over time.

Documentation and Finalization Committee

Chairperson: MA. EVALOU CONCEPCION A. AGUSTIN, SDO Makati City
Co-Chairperson: NERISSA R. LOMEDA, SDO Manila City

Terms of Reference

- Consolidate, organize, and format all finalized committee outputs into a **comprehensive, user-friendly** set of Regional Guidelines.
- Ensure adherence to standard DepEd formatting conventions, use of clear and accessible language, and logical organization of content.
- Integrate graphic elements such as **flowcharts**, decision trees, and implementation checklists for better comprehension by school personnel.
- Prepare final versions of all annexes, including sample forms, documentation templates, and procedural guides.
- Coordinate with the Policy and Legal Review Committee to confirm legal accuracy before publication.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Annex B

FIVE-WEEK TIMELINE:

Development of Regional Guidelines for Ensuring Safe NCR Schools

WEEK	MAJOR ACTIVITIES	COMMITTEE IN-CHARGE	DELIVERABLES/ EXPECTED OUTPUT
WEEK 1 May 5-9, 2025	<i>ORIENTATION AND PLANNING</i> <ul style="list-style-type: none">• Conduct orientation of all committee members• Finalize committee membership• Confirm planning framework and timeline	<ul style="list-style-type: none">• Core Technical Working Group (TWG)• All Committee Chairpersons	<ul style="list-style-type: none">• Final list of committee members• Approved work and activity plan• Orientation documentation
WEEK 2 May 12-16, 2025	<i>DATA GATHERING AND STAKEHOLDER CONSULTATIONS</i> <ul style="list-style-type: none">• Review national and local policies• Conduct FGDs, interviews, or surveys• Gather data on field practices	<ul style="list-style-type: none">• Policy and Legal Review Committee• Stakeholder Engagement and Consultation Committee	<ul style="list-style-type: none">• Compilation of existing policies• Stakeholder consultation report• Field data and practices matrix
WEEK 3 May 19-23, 2025	<i>DRAFTING OF THEMATIC GUIDELINES</i>	<ul style="list-style-type: none">• Bag Inspection Committee	<ul style="list-style-type: none">• Draft of thematic guidelines



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	<ul style="list-style-type: none"> • Draft per area: Bag Inspection, Cellphone Use, Preventive Measures, Reporting and Handling of Cases • Conduct legal review and coordination 	<ul style="list-style-type: none"> • Responsible Use of Cellphones Committee • Child Protection and Psychosocial Support Committee • Policy and Legal Review Committee 	<ul style="list-style-type: none"> • Legal review and feedback • Consolidated draft content
WEEK 4 May 26-30, 2025	INTEGRATION, PEER REVIEW, AND FEEDBACK LOOP <ul style="list-style-type: none"> • Consolidate and format all draft sections • Internal peer review • Gather final round of stakeholder feedback 	<ul style="list-style-type: none"> • Core TWG Documentation and Finalization Committee • Stakeholder Engagement Committee • Monitoring and Evaluation Committee 	<ul style="list-style-type: none"> • Integrated draft guidelines • QA/peer review report • Stakeholder feedback summary
WEEK 5 June 2-6, 2025	FINALIZATION AND CAPACITY BUILDING PREP <ul style="list-style-type: none"> • Finalize guidelines with annexes (forms, checklists, flowcharts) • Prepare training materials and tools • Plan rollout/orientation activities 	<ul style="list-style-type: none"> • Core TWG • Documentation and Finalization Committee 	<ul style="list-style-type: none"> • Final Regional Guidelines document • Training toolkit and materials • Orientation plan for rollout