



Department of Education
Region III
DIVISION OF CITY SCHOOLS
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RELEASED

January 16, 2017

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By 
DepEd Angeles City
Division of City Schools

DIVISION MEMORANDUM
No. 22 s. 2017

**DepEd CHILD PROTECTION/ANTI-BULLYING POLICY IMPLEMENTATION
CHECKLIST/EVALUATION**

TO: All Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 40, s. 2012 entitled *DepEd Child Protection Policy*, DO 55, s. 2013 entitled *Implementing Rules and Regulations of Anti-Bullying Act of 2013*, DO 18, s. 2015 entitled *DepEd Guidelines and Procedures on Management of Children-at-Risk (CAR) and Children in Conflict with Law (CICL)* and DepEd Memorandum No. 131, s. 2016 entitled *Training and Designation of DepEd Child Protection Specialists*, the Department of Education has released the **CHILD PROTECTION/ANTI-BULLYING POLICY IMPLEMENTATION CHECKLIST** which is part of SIP as Annex B and to be included in the SBM documentation and evaluation together with its related documents/evidences
2. To further strengthen the implementation of the aforementioned policies of DepEd on Child Protection, our Division Child Protection Specialist/ EPS 1: EsP, Mr. EDGARDO S. NUNAG will be conducting an evaluation of the schools implementation using the said checklist beginning January 2017 until March 2017.
3. To facilitate effective and efficient evaluation, all schools are requested to prepare all the necessary documents as evidences/proofs of their implementation based on the abovementioned checklist which is attached in this memorandum.
4. Expenses incurred in the preparations for the evaluation shall be charged to the schools local/MOOE funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.


LEILANI SAMSON CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

School-Based Child Protection/Anti-Bullying Policy Implementation Checklist

Name of School: _____

Address: _____

District/Division/Region: _____

<p>Instruction:</p>	<p>This checklist is designed to monitor and evaluate the compliance of the school/s in the implementation of DepEd Order No. 40, s. 2012 and DepEd Order No. 55, s. 2013.</p> <p>Tick the appropriate box that corresponds to your observation. P – Present or In Place A – Absent or Not In Place</p> <p>Findings will be based simply on the presence or absence of the requirement as stated in each item and shall be the basis for a plan of action by the school and the Division Office.</p>	
	P	A
1. The school has a written school-based child protection and/or anti-bullying policies.		
2. There is a code of conduct incorporated in the school-based child protection or anti-bullying policy for the following:		
a. Students		
b. School Administrators		
c. Non-Teaching Personnel (guards, maintenance, etc.)		
d. Teachers		
e. Visitors (Parents, alumni etc.)		
f. Off-Campus activities such as field trip, camping etc.		
3. The code of conduct has specific provisions to address potential risks to students such as:		
a. Disregarding abusive situation or behavior against children;		
b. Employing children as house helper or asking students to care for teacher's children while in school;		
c. Relating with children in private for personal matters like student-teacher as "text mates" or face book friends;		
d. Going out with students after school such as watching movies;		
e. Using green jokes or jokes with double meaning in the class; and		
f. Cultural Beliefs (marrying children because it is acceptable based on one's culture/religion, amicable settlement on child abuse cases).		
4. Promotion or information dissemination of the school-based child protection and/or anti-bullying policies is done during school opening for:		
• Students		
• Teachers		
• Non-Teaching personnel		
• Parents		
5. There are written procedures to guide in conducting disciplinary proceedings in cases of offenses committed by pupils, students, or learners.		
6. The school has adopted a conflict resolution mechanism that respects the rights of indigenous peoples, provided that they conform to child's rights and the Department issuances on child protection.		
7. There is an established system for identifying students who may be suffering from significant harm based on physical, emotional, or behavioral signs.		
8. Has developed and implemented a school-based referral and monitoring system to address child abuse and bullying cases.		
9. There is an existing record of all proceedings related to bullying and child abuse cases using the Intake Sheet (Annex B of DO 40, s. 2012 or Appendix B of DO 18, s. 2015) as appropriate.		
10. Records related to complex cases of child abuse and bullying using the Intake Sheets (Annex A of DO 40, s. 2012 or Appendix B of DO 18, s. 2015) are well-kept and separate from simple cases.		

SIP Annex 2B Child Protection Policy Implementation Checklist

Implementation Checklist		
11. The school has submitted its consolidated reports on bullying and child abuse cases to the Division Office a week after the opening of each school year.		
12. Has mapped out available resources in their community for possible linkages or networking for cases needing referrals etc.		
13. Has an active coordination with WCPD, DSWD, and other government and Non-Government Organizations (NGO).		
14. Has a clear policy on the use of positive and non-violent discipline for children.		
15. There is an organized Child Protection Committee (CPC) in the school.		
16. There is an annual capacity building activities for the members of the CPC:		
• Guidance Counselor/Designated Guidance Teacher		
• Representative of the Students		
• Representative of the Parents		
• Representative of the Barangay		
• Representative of the Teachers		
17. The CPC is meeting regularly to discuss appropriate interventions and/or responses to school problems on bullying and child abuse cases and other concerns.		
18. The school with its CPC has initiated information dissemination programs and organized activities for the protection of children from abuse, exploitation, violence, harm, and bullying.		
19. There is a strong student participation in the promotion of child protection and anti-bullying policies of the school.		
20. There is a feedback mechanism in the school to monitor the implementation of the Child Protection and/or Anti-Bullying policies.		
(Total Number of P divided by total Number of Items multiplied by 100)		
Overall Scores		
General Description:		
Recommendation:		

Evaluated/Prepared:

Received:

Signature over Printed Name

Signature over Printed Name

Designation

Designation

Date _____

Date _____