



Republic of the Philippines  
**Department of Education**  
REGION VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

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July 9, 2025

**DIVISION MEMORANDUM**

No. 309, s. 2025

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

TO: Asst. Schools Division Superintendent  
SGOD and CID Chiefs  
School Heads  
Public and Private Schools  
All Others Concerned

1. This is relative to the attached Regional Memorandum No. 773, s. 2025 dated June 30, 2025 and Memorandum DM-OUOPS-2025-11-02415 dated April 24, 2025 from the Office of the Undersecretary for Operations about the detailed guidelines on the **Reiteration on the Accomplishment and Submission of the Results of the Child Protection Committee (CPC) Functionality Assessment Tool**.

2. In line with the opening of the new school year, this Division, through the SGOD Learner Formation enjoins all public and private schools to accomplish the CPC Functionality Assessment Tool for initial assessment of the functionality of the schools Child Protection Committees.

3. The following are the steps on accomplishing the assessment tool:

- a. Download the Child Protection Committee Functionality Assessment Tool in this link: <https://tinyurl.com/CPC-Assessment-Tool>
- b. Answer the downloaded assessment tool.
- c. Input your scores to this **Central Office** link: <https://tinyurl.com/CPCTOOL-RESULTS-2025>

Department of Education  
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Schools Division of Calbayog City

- d. Lastly, upload (in PDF format) your accomplished CPC Functionality Assessment Tool to this link for **Division** and **Regional Office** consolidation:  
<https://tinyurl.com/UPLOAD-CPC-Tool>
4. The deadline of submission is on or before **July 21, 2025**.
5. For queries and additional information, you may message the Learner Formation LRP Focal Person Ms. Joanna Lou V. Portura at 09271312151 or email at [lfid@calbayog.ph.education](mailto:lfid@calbayog.ph.education).
6. Immediate dissemination of and compliance with this memorandum are desired.

**MARGARITO A. CADAYONA JR. PhD. CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

For The Schools Division Superintendent:

*Rhea P. Aguado*  
**ATTY. RHEA P. AGUADO**  
Legal Officer Designate/ Officer-In-Charge  
*5.6. #50 S. 2025*







Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 30, 2025

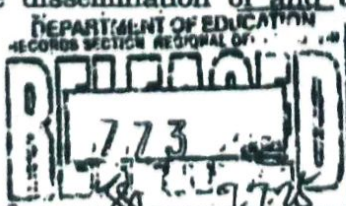
**REGIONAL MEMORANDUM**

No. **773** s. 2025

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

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum DM-OUOPS-2025-11-02415 from Malcolm S. Garma, Assistant Secretary and Officer-In-Charge, Office of the Undersecretary for Operations, dated April 24, 2025, on the detailed guidelines on the Accomplishment and Submission of the Results of the Child Protection Committee (CPC) Functionality Assessment Tool.
2. This Office, through the Education Support Services Division, enjoins all public and private schools to accomplish the CPC Functionality Assessment Tool (Annex B) in line with the opening of the new school year through the Enhanced Basic Education Information System (EBEIS) or by using the Google Sheet form accessible at <https://tinyurl.com/GS-CPCTOOL> and submitted via <https://tinyurl.com/CPCTOOL-RESULTS-2025>.
3. Schools Division Offices (SDOs), through their Learner Rights and Protection Focal Persons, shall ensure 100% compliance of all schools under their jurisdiction with the Central Office's instruction on the accomplishment of the CPC Functionality Assessment Tool, and to collect, vet, and compile all accomplished tools in a designated Google Drive folder, which must be submitted to the Regional Office for data consolidation on or before **July 25, 2025**.
4. If a virtual orientation on the proper accomplishment of the CPC Functionality Assessment Tool has not yet been conducted, SDOs must hold one on or before **July 18, 2025**.
5. All concerned shall read the attached Central Office memorandum and the enclosed CPC Functionality Assessment Tool and Score Summary Sheet, as non-compliance may be considered neglect of duty and may lead to administrative sanctions under existing DepEd and CSC rules.
6. Immediate dissemination of and compliance with this Memorandum are desired.



**EVELYN R. FETALVERO, CESO III**  
Regional Director



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Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subject:

ASSESSMENT TOOL  
CPC FUNCTIONALITY  
LRPP

ESSD-SPPS-HRMC





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

### MEMORANDUM

DM-OUOPS- 2025-11 - 024/5

**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

KPPACING 24/04/25  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS  
**RELEASE**  
DATE: 4/24/25 TIME: 1:20 PM  
MALCOLM S. GARMA  
Assistant Secretary, Officer-In-Charge,  
Office of the Undersecretary for Operations

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

4/30/25

- 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. 2006<sup>1</sup> and applicable CSC rules and related laws and regulations.

For queries and additional information, you may reach the LRPD at [lrpd@deped.gov.ph](mailto:lrpd@deped.gov.ph) and (02) 8638-1782.

For strict compliance.

Thank you very much.

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