



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

**UNNUMBERED MEMORANDUM:**  
SGOD-UM-09- 23-2024/RBV

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Public Schools District Supervisors  
Secondary School Heads  
All Others Concerned

**FROM :** **CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**SUBJECT :** **PARTICIPANTS TO THE REGIONAL ORIENTATION ON THE GUIDELINES ON THE IMPLEMENTATION OF THE SAFE SPACES ACT IN BASIC EDUCATION AND GUIDELINES ON THE PROTOCOLS FOR THE HANDLING OF CHILDREN IN SITUATIONS OF ARMED CONFLICT(CSAC) LEARNERS IN THE DEPARTMENT OF EDUCATION**

**DATE :** September 23, 2024

1. This is following Regional Memorandum No. 01004, s. 2024 entitled Regional Orientation on the Guidelines on the Implementation of the Safe Spaces Act in the Basic Education and Guidelines on the Protocols for the Handling of Children in Situations of Armed Conflict (CSAC) Learners in the Department of Education for selected School heads and Guidance Counselors/Designates on September 25-27, 2024 in NEAP Hall, DepEd Regional Office V, Regional Government Center, Rawis, Legaspi City.

2. This orientation aims to:

- a. Enhance understanding and/ or awareness on the Guidelines on the Implementation of the safe Spaces Act in basic Education and Guidelines on the protocols for the handling of Children in Situations of Armed Conflict (CSAC) Learners in the Department of Education;
- b. Strengthen the commitment of Schools Division Offices (SDOs) and schools in maintaining their respective schools and offices inclusive and a safe space for everyone; and
- c. Draft a division/ school Code of Conduct in accordance with the guidelines on Safe Spaces Act and protocols for handling of Children in situations of Armed Conflict (CSAC) Learners in the Department of Education.



San Roque, Virac, Catanduanes  
052 - 8114063  
catanduanes@deped.gov.ph



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3. Listed below are the participants in this Activity:
  - a. Ma. Lourdes M. Sorra - PDO - I - SDO - SGOD
  - b. Rosiel P. Imperial - SP - I - Tubli ES
  - c. Noel D. Torrena - HT -II - Bote IS
  - d. Arlene P. Obico - HT II - Panuto ES
  - e. Joy Tabios - TIC - Caramoran SF
4. Meals and Accomodation, shall be charged to Child Protection Program (CPP) Current Fund for CY 2024, whereas, travel and other incidental expenses of the participants relative to the conduct of this activity shall be charged against Local funds/Division MOOE/School MOOE other funds sources subject to the usual accounting and auditing rules and regulations.
5. For information and compliance.



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



05 Aug 2024

REGIONAL MEMORANDUM

No. 01001 s. 2024

**REGIONAL ORIENTATION ON THE GUIDELINES ON THE IMPLEMENTATION OF THE SAFE SPACES ACT IN BASIC EDUCATION AND GUIDELINES ON THE PROTOCOLS FOR THE HANDLING OF CHILDREN IN SITUATIONS OF ARMED CONFLICT (CSAC) LEARNERS IN THE DEPARTMENT OF EDUCATION**

To : Schools Division Superintendents  
 Chief of Education Support Services Division  
 Division Learner Rights and Protection Focal Person  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This Office announces the conduct of the **Regional Orientation on the Guidelines on the Implementation of the Safe Spaces Act in Basic Education and Guidelines on the Protocols for the Handling of Children in Situations of Armed Conflict (CSAC) Learners in the Department of Education** for selected School Heads and Guidance Counselors/Designates on **September 25-27, 2024** in NEAP Hall, DepEd Regional Office V, Regional Government Center, Rawis, Legazpi City.

2. This orientation aims to:

- a. enhance understanding and/or awareness on the Guidelines on the Implementation of the Safe Spaces Act in Basic Education and Guidelines on the Protocols for the Handling of Children in Situations of Armed Conflict (CSAC) Learners in the Department of Education;
- b. strengthen the commitment of Schools Division Offices (SDOs) and schools in maintaining their respective schools and offices inclusive and a safe space for everyone; and
- c. draft a division/ school Code of Conduct in accordance with the guidelines on Safe Spaces Act and Protocols for Handling of Children in Situations of Armed Conflict (CSAC) Learners in the Department of Education.

3. Enclosed are the following documents for reference:

- a. Enclosure No. 1 - Training Matrix
- b. Enclosure No. 2 - Program Management Committee
- c. Enclosure No. 2 - Registration Form

4. Participants in this orientation are the Division Learner Rights and Protection Focal Persons, four (4) School Heads and/or Guidance Counselors/Designates from each Division, DepEd RO V - ESSD focal persons and other TWG and resource persons. Participants are expected to bring their own laptop to be used during the workshop.



Regional Center Site, Rawis, Legazpi City 4500


0917 176 1200  
 region5@deped.gov.ph

RECEIVED  
 Date: 9/11/24  
 9.20  
*[Signature]*



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

5. This Office requests the Schools Division Office (SDOs) to select School Heads and/or Guidance Counselors/Designates to attend this Activity and submit an accomplished registration sheet to [hrp@doe.deped.gov.ph](mailto:hrp@doe.deped.gov.ph) on or before September 6, 2024. All selected participants are requested to send confirmation of attendance via this link: [www.deped.gov.ph/REGSAandCSA/Confirmation](http://www.deped.gov.ph/REGSAandCSA/Confirmation) on or before September 13, 2024.
6. Meals, accommodation, and training materials shall be charged to Child Protection Program (CPP) Current Fund for CY 2024, whereas, travel and other incidental expenses of the participants relative to the conduct of this Activity shall be charged against Local Funds/Division MOOE/School MOOE other fund sources subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**GILBERT T. SADSAD**  
Regional Director

Encls: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
LRPO/TRAINING

ESSD-SPPS/dsr  
08/05/24



### TRAINING MATRIX

Day/Time	Activities/Topics Covered	Method
<b>Day 1</b>		
7:00 AM – 9:00 AM	Arrival and Registration Breakfast	
9:00 AM – 10:00 AM	<b>Preliminaries</b> A. National Anthem B. Prayer C. Welcome Remarks D. Acknowledgement of Participants E. Ice Breaker	AVR  Plenary
10:00 AM – 10:30 AM	<b>BREAK</b>	
10:30 AM – 11:30 AM	House Rules and Levelling of Expectations	Group Activity
11:30 AM – 12:00 PM	Objective Setting and Overview of the Program	Plenary
12:00 PM – 1:00 PM	<b>LUNCH</b>	
1:00 PM – 2:30 PM	Guidelines on the Protocols for the Handling of Children in Situations of Armed Conflict (CSAC) Learners in the Department of Education	Plenary lecture-discussion  Group Discussion
2:30 PM – 3:00 PM	<b>BREAK</b>	
3:00 PM – 5:00 PM	RA 11313: Safe Spaces Act	Plenary lecture-discussion
<b>Day 2</b>		
8:00 AM – 8:30 AM	Management of Learning A. Nationalistic Song B. Prayer C. Energizer D. Recap	AVR  Interactive Activity
8:30 AM – 10:30 AM	Guidelines on the Implementation of the Safe Spaces Act in Basic Education	Plenary lecture-discussion
10:30 AM – 10:45 AM	<b>BREAK</b>	
10:45 AM – 11:30 AM	Division/ School Code of Conduct	Plenary lecture-discussion  Group Discussion
11:30 AM – 12:00 NN	Question and Answer	Open Forum
12:00 NN – 1:00 PM	<b>LUNCH</b>	
1:00 PM – 3:00 PM	Workshop: Code of Conduct	
3:00 PM – 3:30 PM	Question and Answer	Open Forum
3:30 PM – 3:45 PM	<b>BREAK</b>	
3:45 PM – 5:00 PM	Workshop: Code of Conduct	Group Work
<b>Day 3</b>		
8:00 – 8:30 AM	Management of Learning A. Nationalistic Song B. Prayer C. Energizer D. Recap	AVR  Interactive Activity
8:30 AM – 10:00 AM	Presentation of Output	Per Division
10:00 AM – 10:15 AM	<b>BREAK</b> Evaluation	
10:15 AM – 11:30 AM	Workshop: Code of Conduct	Group Work
11:30 AM – 12:00 NN	<b>CLOSING CEREMONY</b> A. Awarding of Certificates B. Response from the Participants C. Closing Remarks D. Closing Prayer	

**PROGRAM MANAGEMENT TEAM**

Ronald C. Asis	Chief ES	Training Oversight
Maria Cristina G. Baroso	PDO IV	Overall Program Coordinator/ Resource Person
Atty. Kimberly Israel	Attorney III	Resource Person
Atty. Melody Vargas	PSDS	Resource Person
Israel F. Parra	Medical Officer IV	Medical Support
Maria Rosalia Vivien Maninang	Dentist III	Medical Support
Marites C. Basilla	Guidance Counselor III	Technical Support
Joseph Sarza	Administrative Assistant I	Logistics
Ar. Deo R. Moreno	PDO III	Logistics
Dianne S. Rubios	Technical Assistant II	Technical Support
Jhon Robert Dado	Technical Assistant I	Technical Support
Jonah M. Torres	ESSD Support Staff	Technical Support
Sheila Lyn Lopera	ESSD Support Staff	Technical Support

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