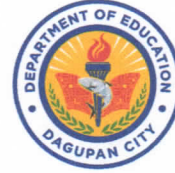
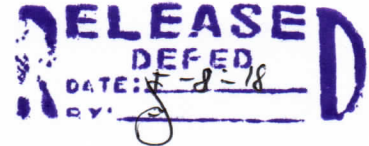




Republic of the Philippines
Region I
DIVISION OF CITY SCHOOLS
DAGUPAN CITY



MEMORANDUM NO. 102 Series of 2018



TO: Assistant Schools Division Superintendent
Chief Education Program Supervisors (CID and SGOD)
Public Schools District Supervisors
School Heads (Elementary and Secondary)
Faculty Presidents of All Schools (Elementary and Secondary)
Guidance Counselors/Designates (Elementary and Secondary)

FROM: *Lorna G. Bugayong*
DR. LORNA G. BUGAYONG, CESO VI
SCHOOLS DIVISION SUPERINTENDENT *aty*

SUBJECT: DIVISION TRAINING ON ALTERNATIVE DISPUTE RESOLUTION (ADR),
ADMINISTRATIVE PROCEDURE and CHILD PROTECTION POLICY in SDO
DAGUPAN CITY

DATE: May 7, 2018

DepEd Dagupan City will conduct a training on Alternative Dispute Resolution (ADR), Mediation, Grievance Procedure, Administrative Procedure and Child Protection on **May 23-24, 2018 (Wednesday and Thursday), 8:00AM to 5:00PM at DCNHS Alumni Building (Abong ya Alumni), Tapuac District, Dagupan City.**

The participants in this training are as follows:

- Schools Division Superintendent
- Assistant Schools Division Superintendent
- Chief Education Program Supervisors (SGOD and CID)
- All Public Schools District Supervisors (PSDS)
- All School Heads (Elementary and Secondary)
- All Faculty Presidents of All Schools (Elementary and Secondary) **for Day One (1)**
- All Guidance Counselors/Designates (Elementary and Secondary) **for Day Two (2)**

The First day of training aims to equip the participants with knowledge, skills and understanding towards indentifying the grievance issues and administrative cases addressed to them. They will be taught to appreciate the differences between a Grievance issue, a Mediatable case and an Administrative case. They will learn how to handle those cases and understand where to refer the same. **Thus, the School Heads shall be with their Faculty Presidents on the First day of Training.**



For the Second Day of the Training the participants will be trained to handle Child Protection Cases in the schools; and upon completion of the training, it is expected that they will be able to efficiently comply with all the requirements laid by DepEd orders/issuances and other laws related to Child Protection. **Thus, the School Heads shall be with their Guidance Counselor/Designate on the Second day of Training.**

The participants for the **First day** of training are expected to have read the following:

1. **Grievance Proceedings - D.O. No. 35 s. 2004**
2. **Mediation Proceedings - D.O. No. 15 s. 2012**
3. **Revised Rules in Administrative Cases in DepEd – D.O. No. 49 s. 2006**

Participants for the **Second day** are expected to have read the following:

- a. **Deped Order No. 40, s.2012-** DepEd Child Protection Policy
- b. **Deped Order No. 55, s.2013 -** Implementing Rules and Regulations of the Anti-Bullying Act of 2013

The Participants are likewise expected to bring a copy of their LATEST School's Child Protection Policy and Student Code of Conduct and/or Student Handbook for School Year 2018-2019.

Attached herewith is the training matrix for the seminar.

Immediate dissemination of this memorandum is desired.

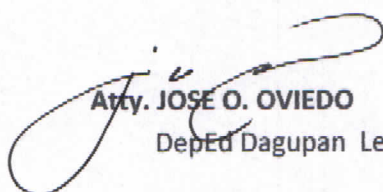
**DIVISION TRAINING ON ALTERNATIVE DISPUTE RESOLUTION (ADR), ADMINISTRATIVE
PROCEDURE and CHILD PROTECTION POLICY in SDO DAGUPAN CITY**
May 23-24, 2018

TRAINING MATRIX

TIME	Day 1	Facilitator/s
7:30-8:00	Registration	
8:00-8:30	Opening Program: Prayer National Anthem Presentation of Participants Words of Welcome Inspirational Message	AVP AVP Mdm. Maria Linda R. Ventenilla, Chief ES-SGOD Dr. Lourdes D. Servito, CESE, Assistant Schools Division Superintendent Dr. Lorna G. Bugayong, CESO VI, Schools Division Superintendent
8:30-9:00	Training Objectives and Schedule of Activities	Atty. JOSE O. OVIEDO, SDO DAGUPAN CITY LEGAL OFFICER (Attorney III)
9:00-10:15	Grievance Proceedings (D.O. No. 35 S. 2004) -Open Forum after the Lecture	Atty. ARIZ DELSON CAWILAN, Regional Lawyer (National Capital Region) (Attorney IV)
10:15-10:30	Health Break	
10:30-12:00	Mediation Proceedings (D.O. No. 15 S. 2012) -Open Forum after the Lecture	Atty. ARIZ DELSON CAWILAN, Regional Lawyer (National Capital Region) (Attorney IV)
12:00-1:00	LUNCH BREAK	
1:00-2:15	DepEd Order No. 49 s. 2006 (Revised Rules in Administrative Cases in DepEd) -Open Forum after the Lecture	Atty. ARIZ DELSON CAWILAN, Regional Lawyer (National Capital Region) (Attorney IV)
2:15-3:00	Grievable Issue vs. Administrative Issue (Application/Activity)	Atty. JOSE O. OVIEDO, SDO DAGUPAN CITY LEGAL OFFICER (Attorney III)
3:00-3:30	Health Break	
3:30-5:00	Counseling/Open Forum	Atty. JOSE O. OVIEDO, SDO DAGUPAN CITY LEGAL OFFICER (Attorney III)

TIME	Day 2	Facilitator/s
7:30-8:00	Registration	
8:00-8:30	Opening Program: Prayer National Anthem	AVP AVP
8:30-9:00	Training Objectives and Schedule of Activities Functions of a Child Protection Specialist	Janeth Abrigo , Child Protection Specialist
9:00-10:00	Duties and Functions of the Child Protection Committee	Chona Clores , Child protection Specialist
10:00-10:15	Health Break	
10:15-12:00	Child Protection Policy Legal Framework: Laws and Issuances on Child Protection	Atty. Jose O. Oviedo , DepEd Dagupan Legal Officer (Child Protection Specialist)
12:00-1:00	LUNCH BREAK	
1:00-2:00	Case Management/ Procedure In Child Abuse and Bullying Incidents	Atty. Jose O. Oviedo , DepEd Dagupan Legal Officer (Child Protection Specialist)
2:00-3:30	Group work on child protection cases Culminating Group Reporting on the Cases	Generosa Festejo , Child protection Specialist
3:30-3:45	Health Break	
3:45-5:00	Closing Program Distribution of Certificates	

Prepared by:



Atty. JOSE O. OVIEDO

DepEd Dagupan Legal Officer (Attorney III)