Division Memorandum
No. 270 s. 2019

SEMINAR ON DRAFTING THE SDO-MARIKINA MINIMUM CHILD SAFEGUARDING BEHAVIORAL STANDARDS

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Public Schools Only

1. The field is hereby informed of the Seminar on Drafting the SDO-Markinia Minimum Child Safeguarding Behavioral Standard. Said training will be conducted on December 18-20, 2019 at Gabaldon Building, Marikina Elementary School from 8:00 am to 5:00 pm.

2. This training is intended to capacitate the Child Protection Committee members (2 per school) on the preventive strategies of child safeguarding and in crafting of localized Child Protection Policy using the appropriate parameters.

3. To ensure the smooth implementation of this training program, the following enclosures are herewith attached:
   - Enclosure 1: Training Matrix
   - Enclosure 2: Programme

4. Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent
# TRAINING MATRIX ON SEMINAR ON DRAFTING THE SDO-MARIKINA MINIMUM CHILD SAFEGUARDING BEHAVIORAL STANDARDS

**DEPARTMENT OF EDUCATION**  
**SCHOOLS DIVISION OFFICE MARIKINA CITY**

**TRAINING MATRIX ON SEMINAR ON DRAFTING THE SDO-MARIKINA MINIMUM CHILD SAFEGUARDING BEHAVIORAL STANDARDS**

**DECEMBER 18-20, 2019, 8:00 A.M. – 5:00 P.M. at Gabaldon Building, MES**

## DAY 1 – DECEMBER 18, 2019

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>SPEAKER/FACILITATOR</th>
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</table>
| 8:00 AM – 8:15 AM | Registration                                                             | Mara Vida Codon  
Guidance Teacher, SNES                                      |
| 8:15 AM – 8:45 AM | Opening Program                                                          | Susan Militar  
Guidance Counselor, MNHS                                     |
| 8:45 AM – 9:15 AM | Preliminaries                                                            |                                                          |
|               | -Presentation of Participants                                           |                                                          |
|               | -Rationale                                                               |                                                          |
|               | -Training Objectives                                                     |                                                          |
|               | -House Rules                                                             |                                                          |
| 9:15 AM – 9:30 AM | Snack Time                                                               |                                                          |
| 9:30 AM – 9:45 AM | Levelling of Expectations                                               | Leilani N. Villanueva  
EPS, Guidance                                                    |
| 9:45 AM – 10:45 AM | Review of the Concepts of CPP and its 11 Standards                       | Alberto Villamor  
EPS                                                               |
| 10:45 AM – 12:00 NN | Understanding the Concept of Risk in the Contest of Child Sexual Abuse and Appropriate Approach | Roland Julius Japone  
Instructor II, PLMAR                                              |
| 12:00 NN – 1:00 PM | LUNCH BREAK                                                              |                                                          |
| 1:00 PM – 1:15 PM | Management of Learning                                                   | Mara Vida Codon  
Guidance Teacher, SNES                                      |
| 1:15 PM – 2:15 PM | Child Safeguarding Standards: Tools and Process                           |                                                          |
| 2:15 PM – 3:15 PM | Preventive Measure: General Code of Conduct                              | Anna A. Japone  
PSDS                                                          |
|               | Localization and Contextualization Using 8 Parameters                    |                                                          |
| 3:15 PM – 3:30 PM | Snack Time                                                               |                                                          |
| 3:30 PM – 5:00 PM | Workshop: Draft a General Code of Conduct                                | Leilani N. Villanueva  
EPS, Guidance                                                    |
|               | Officer of the Day: Ms. Susan Militar                                     |                                                          |

## DAY 2 – DECEMBER 19, 2019

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<th>TIME</th>
<th>ACTIVITY</th>
<th>SPEAKER/FACILITATOR</th>
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| 8:00 AM – 8:15 AM | Registration                                                             | Nancy Rogado  
Guidance Counselor, PES                                          |
| 8:15 AM – 8:25 AM | Management of Learning                                                   | Group In-Charge                                          |
|               | Highlight of Day 1 Seminar                                               |                                                          |
| 8:25 AM – 9:25 AM | The Basic Risk Analysis                                                  | Ms. Anna A. Japone  
PSDS                                                   |
| 9:25 AM – 9:35 AM | Snack Time                                                               |                                                          |
| 9:35 AM – 10:35 AM | Identifying Areas for Child Safeguarding Standards                      | Ms. Anna A. Japone  
PSDS                                                   |
| 10:35 AM – 12:00 AM | Activity Workshop                                                        | Leilani N. Villanueva  
EPS, Guidance                                                  |
| 12:00 NN – 1:00 PM | LUNCH BREAK                                                              |                                                          |
| 1:00 PM – 3:00 PM | Risk Analysis Exercise                                                   | Atty. Cesar Augustos E.  
Cebujano, Attorney III                                           |
<p>|               | -Identifying In-School and Related Out of School Activities              |                                                          |
| 3:00 PM – 3:15 PM | Snack Time                                                               |                                                          |</p>
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<tr>
<td>8:00 AM – 8:15 AM</td>
<td>Registration</td>
<td>Eunice Songcayauon Guidance Counselor, MHS</td>
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<td>8:15 AM – 8:30 AM</td>
<td>Management of Learning Highlight of Day 2 Activities/ Learnings</td>
<td>Group In-charge</td>
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<td>8:30 AM – 9:30 AM</td>
<td>Preventive Strategy: Social Media Policy</td>
<td>Ms. Anna A. Japone, PSDS</td>
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<td>9:30 AM – 9:45 AM</td>
<td>Snack Time</td>
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<tr>
<td>9:45 AM – 10:45 AM</td>
<td>Preventive Strategy: Special Activity Guidelines</td>
<td>Ms. Anna A. Japone, PSDS</td>
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<td>10:45 AM – 12:00 NN</td>
<td>Activity: Identifying Official In-School and Out of School Activities involving Students and School Employees</td>
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<td>12:00 NN – 1:00 PM</td>
<td>LUNCH BREAK</td>
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<tr>
<td>1:00 PM – 1:15 PM</td>
<td>Management of Learning</td>
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<tr>
<td>1:15 PM – 3:15 PM</td>
<td>Risk Factors and Basic Risk Analysis (What Might Go Wrong)</td>
<td>Ms. Anna A. Japone, PSDS</td>
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<td>3:15 PM – 3:30 PM</td>
<td>Snack Time</td>
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<td>3:30 PM – 4:00 PM</td>
<td>Ways Forward</td>
<td>Leilani N. Villanueva EPS, Guidance</td>
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<td>4:00 PM – 5:00 PM</td>
<td>Closing Program Reflection</td>
<td>Eunice Songcayauon Guidance Counselor, MHS</td>
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<td>Challenge</td>
<td>Dr. Elisa O. Cerveza, CID-Chief, OIC-ASDS</td>
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<td>Commitment</td>
<td>Ma. Theresa de Guzman Guidance Counselor, PHS</td>
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<td>Closing Remarks</td>
<td>Dr. Elizalde Q. Cena, SGOD Chief</td>
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<td>Awarding of Certificates</td>
<td>Dr. Elisa O. Cerveza, CID-Chief, OIC-ASDS</td>
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<td>Dr. Elizalde Q. Cena, SGOD Chief</td>
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Officer of the Day: Ms. Eunice Songcayauon

Prepared by: ANNA A. JAPONE
Public Schools District Supervisor

Recommending Approval:
ELISA O. CERVEZA
Chief Education Program, CID
OIC, Office of the Asst. Schools Division Superintendent

Approved by: SHERRY L. CAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent
PROGRAMME

PART I: Opening Program

- Doxology
- Philippine National Anthem
- Presentation of Participants

MS. ANNA A. JAPONE
Public Schools District Supervisor

MS. MARIBETH C. ROSARIO
Principal, Nagkak ES

DR. ALBERTO B. MUTIA
Principal, Malanday National HS

- Welcome Remarks

DR. ELISA O. CERVEZA
Chief Education Supervisor, CID
OIC, Office of the Asst. Schools Division Superintendent

- Inspirational Message

MS. SHERYLL T. GAYOLA
Officer-In-Charge
Office of the Schools Division Superintendent

PART II: Seminar Proper

PART III: Closing Program

- Reflection

MS. EUNICE SONGCAYAUON
Guidance Counselor/ Head Teacher,
Marikina High School

- Challenges

DR. ELISA O. CERVEZA
Chief Education Supervisor, CID
OIC, Office of the Asst. Schools Division Superintendent

- Commitment

MS. MA. THERESA DE GUZMAN
Guidance Counselor, Parang High School

- Closing Remarks

DR. ELIZALDE Q. CENA
Chief Education Supervisor, SGOD

- Awarding of Certificates

DR. ELIZALDE Q. CENA
Chief Education Supervisor, SGOD