



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
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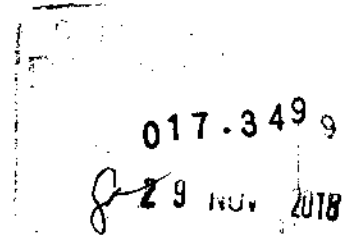
November 28, 2018

**TRAVEL ORDER**  
NO. 1637 s. 2018

**TO :** **MS. ELENITA KADUSALE**  
Manjuyod SPED Center CPS

**MS. MARICHYLE LAJATO**  
Guidance Councilor NOHS

**MS. EVELYN C. TAMPARONG**  
Senior High, Santiago Delmo, Zamboanguita



**OFFICE :** Manjuyod, NOHS, and Zamboanguita

**PURPOSE :** To attend the Capacity Building On Child Protection on the Fundamentals of Child Protection and Positive Discipline in Everyday Teaching

**DATE OF TRAVEL :** December 3-5, 2018

**VENUE/PLACE :** One Central Hotel, Sanciango Street corner Leon Kilat Street, Cebu City

**ALLOWED/ CHARGED TO:** (Division MOOE/Local funds subject to the usual accounting and auditing rules and regulations)

\_\_\_\_\_ : Registration/Transportation and other incidental expenses  
\_\_\_\_\_ : Transportation  
\_\_\_\_\_ : Per Diems  
  X   : Transportation & other incidental expenses

for:   
**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



NOV 28 2018

REGIONAL MEMORANDUM

No. 0919 s. 2018

CAPACITY BUILDING ON CHILD PROTECTION

To: Schools Division Superintendents

1. In line with the strategic directions of the Department, this Office will be conducting a capacity building on the **Fundamentals of Child Protection and Positive Discipline in Everyday Teaching** on December 3-5, 2018 at One Central Hotel, Sanciango Street corner Leon Kilat Street, Cebu City.
2. Each SDO shall be allotted four (4) slots and shall be composed of the following:
  - a. Legal Officer or Any officer performing equivalent functions for small divisions;
  - b. Guidance Counselors or Any office performing equivalent functions
  - c. School Head
  - d. Values Education Teacher
3. Food, venue and accommodation shall be chargeable against SARO No. OSEC-7-18-16463 lodged in the Regional Office while transportation and incidental expenses of school and division participants shall be chargeable against their respective local funds subject to the usual accounting and auditing rules and regulations. DepEd Ecotech Center shall prepare for the food, venue and accommodation for this activity.
4. Details of this activity is attached as Annex "A" which shall form an integral part of this Memorandum.
5. This Memorandum serves as Travel Order.
5. For strict compliance and immediate dissemination.

*Juliet A. Jeruta*  
JULIET A. JERUTA, Ph.D, CESO IV  
Director IV

Assistant Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
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Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

**Annex A**  
**Activity Outline**

<b>Capacity Building On Child Protection</b>	
<i>Source of Funds</i>	SARO No. OSEC-7-18-16463
<i>Date of Activity</i>	December 3-5, 2018
<i>Functional Division</i>	ORDir - Legal Unit
<i>PMIS WFP Status</i>	ATC as provided by Central Office

**I. Objectives**

1. To strengthen the capacity of teachers, guidance counselors and advocates, school heads, and other education stakeholders on the Fundamentals of Child Protection and Positive Discipline in Everyday Teaching.
2. To come up with a plan of action on the crafting of Code of Conduct for Students.

**II. Legal Basis**

1. ATC as provided by Central Office
2. DepEd Order No. 15, s. 2017 as amended by DepEd Order No. 2, s. 2018 otherwise known as the "Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education."
3. DepEd Order No. 40, s. 2012 otherwise known as the "DepEd Child Protection Policy."

**III. Matrix of Activities**

**Day 0 - Monday - December 03, 2018**

Time	Activity	Locus of Control
2:00 PM to 5:00 PM	Check-in	Secretariat and Hotel Staff
6:00 PM onwards	Dinner	Secretariat and Hotel Staff

**Day 1 - Tuesday - December 04, 2018**

Time	Activity	Locus of Control
7:00 AM to 8:00 AM	Registration	Secretariat
8:05 AM to 8:15 AM	Preliminaries	Secretariat
8:16 AM to 10:00 AM	Positive Discipline in Everyday Teaching	Dr. Benjamin Tiongzon

10:01 AM to 12:00 NN	Policy Framework or Guidelines on the Crafting of the Code of Conduct for Students	Dr. Benjamin Tiongzon
12:01 PM to 1:00 PM	LUNCH BREAK	
1:01 PM to 3:00 PM	Continuation of Policy Framework or Guidelines on the Crafting of the Code of Conduct for Students	Dr. Benjamin Tiongzon
3:00 PM TO 5:00 PM	Fundamentals of Child Protection	Atty. Orville dela Cerna

**Day 2 - Wednesday - December 05, 2018**

Time	Activity	Locus of Control
7:00 AM to 8:00 AM	Attendance	Secretariat
8:01 AM to 8:15 AM	Preliminaries	Secretariat
8:16 AM to 12:00 NN	Workshop: Policy Framework or Guidelines on the Crafting of the Code of Conduct for Students	Dr. Benjamin Tiongzon
12:01 PM to 1:00 PM	Check-out and Lunch	Secretariat
1:01 PM to 2:00 PM	Closing Ceremonies	Secretariat

**IV. Food, Accommodation and Venue Requirements**

Item	Day 0	Day 1	Day 2
Food	80 pax (Dinner only)	80 pax (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)	80 pax (Breakfast, AM Snacks and Lunch only)
Venue	N/A	1 Plenary	1 Plenary
Accommodation	80 pax at Triple Sharing	80 pax at Triple Sharing	N/A

**V. Regional Secretariat**

Atty. Leslie Joie E. Babatuan Ms. Cleofe Jane Montenegro	Ms. Joan Mosquera Mr. Mark Adrian Glipa
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