



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

November 18, 2025

DIVISION MEMORANDUM
No. 122, s. 2025

WRITESHOP ON THE SDO PAMPANGA DRRM-LEARNER'S WELFARE COUNCIL (LWC) RECOMMENDED SCHOOL-BASED CHILD PROTECTION POLICY WITH STANDARD OPERATING PROTOCOLS (SOPs)

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 40, s. 2012, or the *Child Protection Policy*, all schools shall formulate and adopt a localized Child Protection Policy (CPP). This requirement is also part of the Child Protection Committee (CPC) Functionality Assessment Tool, which evaluates schools on their development and implementation of a localized CPP.
2. To strengthen child protection mechanisms and provide assistance to schools under this Division, this Office, through the **SGOD – Learner Formation and DRRM Unit**, will conduct the **Writeshop on the SDO Pampanga DRRM-Learner's Welfare Council (LWC) Recommended School-Based Child Protection Policy with Standard Operating Protocols (SOPs)**.
3. This activity aims to develop a recommended School-Based Child Protection Policy with Standard Operating Protocols (SOPs) for SDO Pampanga Schools, through the active involvement of selected school heads, guidance counselors and designates, and other key stakeholders.
4. The activity shall be conducted in the following phases:

PHASE	ACTIVITY	DATE	VENUE / MODALITY
Phase I	Online Survey	November 12–17, 2025	Google Form
Phase II	Focused Group Discussion	November 26, 2025	SDO Pampanga Teachers' Training Center (TTC)
Phase III	Writeshop Proper Part 1	November 27–28, 2025	



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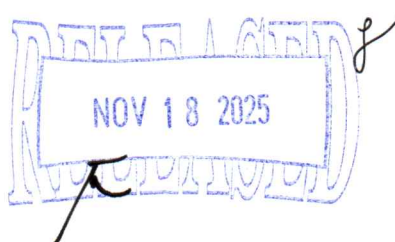
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	Writeshop Proper Part 2	December 3, 4, and 5, 2025	
Phase IV	Initial Validation	TBA	Online
Phase V	Revision Writeshop	TBA	Online
Phase VI	Final Validation	TBA	Online
Phase VII	Final Writeshop and Presentation	TBA	TBA
Phase VIII	Pilot Implementation	TBA	Selected Schools

- Attached is the list of participants for each phase. The participants, along with the date and venue for the remaining phases, will be announced through a separate memorandum.
- This memorandum shall serve as the Travel Authority of the DepEd Personnel for the said activity.
- In the event of work suspension due to natural calamities and the activity proceeds as scheduled, participants shall be entitled to Compensatory Time Off / Vacation Service Credits, subject to the guidelines set forth in Division Memorandum No. 142, s. 2025, "Grant of Vacation Service Credits and Compensatory Time Off for Early Registration SY 2025-2026."
- For more information or any concerns, please contact Chesca Marie M. Soliman, Division Learner Formation Coordinator, via email at chescamarie.soliman@deped.gov.ph or by phone at (045) 961 5262.
- Wide and immediate dissemination of this Memorandum is earnestly desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. ___, s. 2025

LIST OF PARTICIPANTS

Phase II: Focused Group Discussion
November 26, 2025 | SDO Pampanga TTC

NO.	NAME	STATION/SCHOOL	POSITION
1	Paula S. Meneses	SDO Pampanga - SGOD	PDO II
2	Chesca Marie M. Soliman	SDO Pampanga - SGOD	PDO I
3	Shaine M. Reyes	SDO Pampanga - SGOD	PDO I
4	Leen Del Ivy Capulong, PhD	SDO Pampanga - CID	EPSvr, Values Education
5	Kristine Ilonyl D. De Leon	SDO Pampanga - SGOD	Nurse II, School Health (Mental Health)
6	Shello Rose Q. Sunglao	SDO Pampanga - SGOD	Nurse II, School Health (Mental Health)
7	Reynaldo L. Manalo	SDO Pampanga - SGOD	COS
8	Raymond H. Salas	Divisoria Elementary School	Head Teacher III
9	Faye S. Muñoz-Magat	Lanang High School	Head Teacher III / OIC
10	Krisma Joy B. Magtoto	San Isidro National High School-Bacolor	Master Teacher I
11	Kevin Russel D. Batara	Floridablanca National Agricultural School	Guidance Counselor III
12	Kathleen D. Abeto	San Isidro High School-Sta. Ana	Guidance Counselor I
13	Princess P. Gonzales	Camba National High School	Teacher III
14	Esperanza L. Villegas	San Vicente San Francisco High School	Teacher II
15	Carlos O. Posadas	Sto Tomas National High School	Teacher I

Phase III: Writeshop Proper Part 1 and 2
November 27-28 and December 3-5, 2025 | SDO Pampanga TTC

NO.	NAME	STATION/SCHOOL	POSITION
1	Arceli S. Lopez, PhD	SDO Pampanga - SGOD	SGOD Chief
2	Paula S. Meneses	SDO Pampanga - SGOD	PDO II
3	Chesca Marie M. Soliman	SDO Pampanga - SGOD	PDO I
4	Shaine M. Reyes	SDO Pampanga - SGOD	PDO I



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5	Rachel Camille L. Delgado	SDO Pampanga - SGOD	PDO I
6	Leen Del Ivy Capulong, PhD	SDO Pampanga - CID	EPSvr, Values Education
7	Reynaldo L. Manalo	SDO Pampanga - SGOD	COS
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