



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Zamboanga Peninsula, Region IX  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100

**DIVISION MEMORANDUM**

No. 009 s. 2017

To: Public Schools District Supervisors  
Elementary/Secondary School Heads  
Guidance Counselors/Coordinators  
School Guidance Designates  
Secondary/Elementary School Teachers  
Others Concerned

From: **NATIVIDAD P. BAYUBAY, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

Subject: **THREE-DAY DIVISION SEMINAR WORKSHOP ON CHILD PROTECTION: ROLES AND RESPONSIBILITIES OF SCHOOL HEADS, GUIDANCE COUNSELORS AND TEACHERS**

Date: January 5, 2017

1. To ensure supportive, safe and conducive learning environments through the proper implementation of the Child Protection Program of the Department of Education, the Schools Division of Zamboanga del Norte announces the conduct of the **THREE-DAY DIVISION SEMINAR WORKSHOP ON CHILD PROTECTION: ROLES AND RESPONSIBILITIES OF SCHOOL HEADS, GUIDANCE COUNSELORS AND TEACHERS on January 21-23, 2017** in two (2) venues at Mibang Hotel and Boulevard Commercial Complex, Dipolog City.
2. The objectives of this seminar workshop are the following:
  - a. To raise one's awareness on child protection issues and equipping teachers and school staff with the skills and knowledge needed;
  - b. To enhance one's skills in maintaining professional standards of conduct in working with children;
  - c. To define clear procedures in identifying and reporting cases or suspected cases of abuse;
  - d. To acquire needed skills in managing cases and following proper referral systems in handling disclosures and abuses among children.
3. All secondary schools are expected to send **three (3) participants from every school** which include the School Head/SOIC, Guidance Counselor/Designates and SSG Adviser. For the elementary, **three (3) schools from each district, central school and two (2) non-central schools** which will send **three (3) participants from each school** which also include the School Head, Guidance Designates and SPG Adviser.
4. Arrival and registration of participants shall be done on January 21, 2017, however, participants from Baliguian, Siocon, Sirawai and Sibuco will be accommodated on January 20, 2017. The first meal to be served is breakfast on the first day and check-out time is expected at exactly 12:00 noon on the last day. All secondary participants shall register at Mibang Hotel, Dipolog City while the elementary shall register at Boulevard Commercial Complex, Dipolog City on the first day and shall be accommodated at Top Plaza Hotel, Dipolog City.
5. Board and lodging of the participants, training supplies, materials and other relevant expenses shall be chargeable against the Division INSET Funds while travel expenses incurred by the participants relative to their attendance to this activity shall be chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
6. Service credits shall be granted to all participants in lieu of the Saturday and Sunday sessions.
7. Immediate dissemination of this memorandum is desired.