

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

February 22, 2024

**REGIONAL MEMORANDUM**  
 ORD No. 141, s. 2024

**To:** Schools Division Superintendents  
 All Others Concerned

**GUIDELINES ON THE PROTOCOLS ON THE HANDLING OF CHILDREN IN  
 SITUATIONS OF ARMED CONFLICT (CSAC) LEARNERTS IN THE  
 DEPARTMENT OF EDUCATION**

1. This is in reference to the attached **Memorandum No. OM-OUOPS-2024-05-01167** dated February 13, 2024, from **Atty. Revsee A. Escobedo**, Undersecretary for Operations, Department of Education, DepEd Complex, Meralco Avenue, Pasig City, contents of which are self-explanatory.
2. Particular attention is invited to paragraphs 1 and 2 of the said Memorandum for reference.
3. Should there be queries, clarifications and concerns regarding this matter, please contact the Learner Rights and Protection Office through [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph) or at (02) 8638-1872.
4. Immediate dissemination of this Memorandum is desired.

  
**JOCELYN DR ANDAYA**  
 Director IV

Encl.: As stated  
 Reference:  
 To be indicated in the Perpetual Index



Misamis St., Bago Bantay, Quezon City

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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2024-05-0167**

FOR/TO : **Undersecretaries**  
**Assistant Secretaries**  
**Regional Directors**  
**Schools Division Superintendents**  
**Public and Private Elementary and Secondary Schools**  
**Learner Rights and Protection Focal Personnel**  
**All Others Concerned**

FROM :   
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

SUBJECT : **Guidelines on the Protocols on the Handling of Children in Situations of Armed Conflict (CSAC) Learners in the Department of Education**

DATE : February 13, 2024

The Department of Education, as a member of the Inter-Agency Committee on Children in Situations of Armed Conflict (IAC-CSAC) along with other agencies, is tasked with creating its own protocol for handling children in situations of armed conflict (CSAC). This is in accordance with Republic Act (RA) No. 11188, or "An Act Providing for the Special Protection of Children in Situations of Armed Conflict and Providing Penalties for Violations Thereof,"<sup>1</sup> and its implementing rules and regulations (IRR).

The Learner Rights and Protection Office, through the Office of the Undersecretary for Operations and the Office of the Assistant Secretary for Operations, issues the enclosed guidelines on the **Protocols for Handling Children in Situations of Armed Conflict (CSAC) Learners in the Department of Education**. This draft policy was reviewed by various DepEd Offices, and comments were integrated to enhance its effectiveness.

These guidelines ensure that CSAC learners receive necessary interventions, including but not limited to psychosocial support and precautionary measures during and after armed conflict. In this regard, the enclosed guidelines shall guide all DepEd personnel and its stakeholders on the appropriate handling and treatment of CSAC Learners, ensuring their rights and protection in times of armed conflict. Likewise, the protocol is in line with the DepEd MATATAG Agenda - to

<sup>1</sup> Republic Act No. 11188 (Special Protection of Children in Situations of Armed Conflict Act), and its implementing rules and regulations

take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment.

Should you have any clarifications and concerns, please contact the Learner Rights and Protection Office, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph) or at telephone number (02) 8638-1782.

Immediate dissemination of and strict compliance with these guidelines is directed.

LRPO/MDA

# **PROTOCOLS ON THE HANDLING OF CHILDREN IN SITUATIONS OF ARMED CONFLICT (CSAC) LEARNERS IN THE DEPARTMENT OF EDUCATION**

## **I. Rationale**

The Department of Education (DepEd) is a member of the Inter-Agency Committee on Children in Situations of Armed Conflict (IAC-CSAC) which includes other agencies such as the Council for the Welfare of Children (CWC), Department of Justice, Department of National Defense, Office of Civil Defense, Department of Health, Department of Social Welfare and Development (DSWD), Department of the Interior and Local Government, Philippine National Police (PNP), National Commission on Muslim Filipinos, Office of the Presidential Adviser on the Peace Process, Armed Forces of the Philippines (AFP), National Commission on Indigenous Peoples, Commission on Human Rights, and Philippine Commission on Women.

With the enactment of Republic Act (RA) No. 11188 “An Act Providing for the Special Protection of Children in Situations of Armed Conflict and Providing Penalties for Violations Thereof” on January 10, 2019 and its implementing rules and regulations (IRR) on June 4, 2019, the DepEd is tasked to come up with its own protocol in handling children in situations of armed conflict (CSAC).

In order to address the concerns regarding the lack of clear guidelines on the handling of CSAC learners, this protocol ensures that all concerned stakeholders are provided with the proper knowledge for the provision of needed interventions such as but not limited to: psychosocial interventions and precautionary measures during/after armed conflict for CSAC learners.

## **II. Scope**

This policy shall be the DepEd’s standing policy in providing guidance on the handling of CSAC learners, and shall be applicable to all public basic education institutions. Private schools are hereby enjoined to adopt this Department Order to ensure the protection of all learners in armed conflict situations, pursuant to RA 11188.

This protocol shall apply to all:

- A. Officials and employees of the DepEd;
- B. Children in Situations of Armed Conflict Learners (CSAC Learners)

## **III. Policy Statement**

In compliance with RA 11188, the DepEd CSAC protocol aims to provide guidelines to school personnel in handling CSAC learners to ensure their rights and protection in times of armed conflict. Likewise, the protocol is in line with the DepEd MATATAG Agenda - to take good care of learners by promoting learner well-being, inclusive education and positive learning environment.

## **IV. Definition of Terms**

- A. **Alternative Learning System (ALS)** refers to a parallel learning system that provides a viable alternative to the existing formal education instruction. It encompasses both non-formal and informal sources of knowledge and skills.
- B. **Armed conflict** refers to armed confrontations occurring between government forces and one or more armed groups, or between such groups arising in the

Philippine territory. These shall include activities which may lead to, or are undertaken in preparation of armed confrontation or armed violence that put children's lives at risk and their rights violated.

- C. **Armed group** refers to an armed non-State actor or non-State entity engaged in armed violence against the State or its government forces or against other non-State armed groups, actors or non-State entities.
- D. **Barangay Council for the Protection of Children (BCPC)** refers to the representative from the community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC).
- E. **Best interest of the child** refers to the totality of circumstances and conditions that are most beneficial for the survival, protection and feelings of security of the child, and most likely to promote the child's physical, psychological and emotional development. It also means the least detrimental available alternative for safeguarding the growth and development of the child as defined under RA 9344 otherwise known as the "Juvenile Justice and Welfare Act", as amended.
- F. **Child** refers to: (1) A person below eighteen (18) years of age; or (2) A person eighteen (18) years of age or older but who is unable to fully take care of one's self; or protect one's self from abuse, neglect, cruelty, exploitation or discrimination; and unable to act with discernment because of physical or mental disability or condition.
- G. **Child protection** refers to measures, structures and activities that ensure the prevention and response to abuse, neglect, exploitation and violence affecting children. It shall include the promotion of their growth, development and psychosocial well-being.
- H. **Children in Situations of Armed Conflict Learners (CSAC Learners)** of public and private elementary, junior, and senior high schools, community learning centers, DepEd specialized secondary schools for specific purposes, and even beyond the age of 18.
  - a. **Children Affected by Armed Conflict (CAAC)** refers to a child who experienced armed conflict but did not participate directly or indirectly in it.
  - b. **Children Involved in Armed Conflict (CIAC)** refers to a child who participated directly in armed hostilities as combatants or fighters or indirectly in armed hostilities through support roles such but not limited to as scouts, spies, saboteurs, decoys, checkpoint assistants, couriers, messengers, porters, cooks or as sexual objects.
  - c. **Internally Displaced Child (IDC)** refers to a child who is forced or obliged to flee or leave the home or place of habitual residence as result of or in order to avoid the effect of armed conflict and situations of generalized violence.
- I. **Community Learning Center (CLC)** refers to a physical space to house learning resources and facilities of a learning program for out-of-school children in special cases, out-of-school youth, and adults. It is a venue for face-to-face learning activities and other learning opportunities for community development and improvement of the people's quality of life.
- J. **Grave Child Rights Violations (GCRV)** refer to the crimes committed against children that constitute flagrant violations of their human rights and have severe consequences on their lives. These crimes include those enumerated in Section 9 of RA 11188 (list attached as Annex A of this Protocol) such as killing or maiming of children, recruitment or use of CIAC, rape and other forms of sexual violence against children, abduction of children, attacks against schools or hospitals, or denial of humanitarian access to children.

- K. **Hospitals or health facilities** refer to any structure including diagnostic clinics or multispecialty clinics recognized and known by the community as a facility recognized and known where the sick and wounded are provided with medical or health care services.
- L. **Learner** refers to an individual, regardless of age, sex, gender, disability, ethnicity, cultures, and religion, enrolled in basic e
- M. ducation to enhance his/her knowledge, skills, and values to improve the quality of his/her life and to develop his/her potential.
- N. **Local Council for the Protection of Children (LCPC)** refers to a council organized at the provincial, city, municipal, and barangay levels that serves as the umbrella organization for all children's concerns. It is a council fully harnessed to be an efficient and effective advocate of child's rights that implements all children's programs at the local levels.
- O. **Parents** refer to any of the following:
1. Biological parents of the child;
  2. Adoptive parents of the child;
  3. Individuals who have custody of the child, which refer to those who are serving as custodians of the children and are providing them care and shelter. This is without prejudice to provisions on parental authority as governed by the Family Code of the Philippines; or
  4. A duly licensed foster parent, pursuant to RA 10165, otherwise known as the "Foster Care Act of 2012".
- P. **Out-of-School Children in Special Cases** shall refer to children in the official school age who are not enrolled in the elementary or secondary school due to special cases such as economic, geographic, political, cultural, or social barriers, including learners with disabilities or conditions, indigenous peoples, children in conflict with the law, learners in emergency situations, and other marginalized sectors.
- Q. **Regional Committees/Subcommittees for the Welfare of Children (RC/SCWC)** is the focal institution on children at the regional level and functions as the regional counterpart of the CWC Board. It was organized in keeping with the mandate of CWC to coordinate the formulation, implementation, and enforcement of all policies, programs, and projects on children. As the regional arm of CWC, the RC/SCWC serves as the vital link between the national government and the local government units. As an enabler of LGUs, it performs such major roles such as advocate, coordinator, provider of technical assistance as well as the monitoring and reporting body for children in the regions. The RC/SCWC is the regional convergence point for the discussion, deliberation, decision making, and resolution of vital issues and concerns in promoting, protecting, and upholding child rights.
- R. **Safe zone** refers to a place or environment in which a person or category of people can feel confident that they will not be exposed to discrimination, criticism, harassment, or any other emotional or physical harm.
- S. As defined in this Order, **school** refers to an educational institution, private or public, undertaking educational operations with an organized group of pupils or students pursuing defined studies at defined levels, receiving instructions from teachers, usually located in a building or group of buildings in a particular physical or cyber site specifically intended for educational purposes.
- T. **School Personnel** refers to both teaching and non-teaching personnel of public schools, learning institutions, and community learning centers.
1. **Teaching personnel** refers to all persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational

instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges, and universities operated by the government or its political subdivisions; but this shall not include school nurses, school physicians, school dentists, and other school employees as defined in RA 4670 entitled, "Magna Carta for Public School Teachers."

2. **Non-Teaching personnel** are categorized as allied services personnel such as accountants, planning officers, human resource management officers (HRMOs), records officers, cashiers, budget officers, engineers, architects, dentists, school physicians, nutritionists, nurses, legal officers, etc. and other support personnel.

## **V. CAAC and IDC**

The school personnel that obtained physical custody of a CAAC or an IDC shall observe the following procedures:

### **A. Notify**

1. Within twenty-four (24) hours<sup>1</sup> from the time that physical custody of the CAAC or the internally displaced child is taken, the school personnel shall notify all the:
  - a. Parents or guardian of the child;
  - b. Local Social Welfare and Development Office (LSWDO) (through the city or municipal social welfare and development office) where the child is first taken into custody;
  - c. LCPC and BCPC (or any of the city or municipal council for the protection of children); and
  - d. Council for the Welfare of Children (CWC, through the Regional Committee/Sub-Committee for the Welfare of Children [RC/SCWC])
2. Notification shall be done through available means, while ensuring the safety and security of the school personnel and learners. A written report shall be made by the relevant school personnel as to the notifications to the above listed individuals/agencies. In the event of delay in the notification, the school personnel shall indicate the reason for the delay in the report.

### **B. Handover of CAAC and/or IDC**

1. Within the same 24-hour period, the school personnel, with the assistance of the LSWDO shall cause the handover of the CAAC or the internally displaced child's physical custody to the parents or guardian of the child.
2. If the parents or guardian cannot be found or if handover of custody to them is not feasible within the time period, the learner's custody will be handed over to:
  - a. the DSWD for immediate care and protection; or
  - b. a DSWD-accredited center in the Local Government Unit (LGU) for temporary shelter.
3. If handover is not feasible within the 24-hour period, a report shall be made by the relevant school personnel indicating the reason for the delay.

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<sup>1</sup> The 24-hour period referred under this section begins from the hour the agency gets physical custody of the child.

4. In case there is no immediately available DSWD facility or DSWD-accredited center in the LGU, the LSWDO, LCPC or the RC/SCWC will coordinate and cause the handover of custody to other child-caring facilities accredited by the DSWD in the same or another LGU or alternative custodial facilities suitable for children where the child can be given temporary shelter, care and protection.

### **C. Requests for Data Assistance**

DepEd may provide support to facilitate (e.g. age verification, basic profile for family tracing) upon written request by the relevant agency, subject to Data Privacy rules and regulations.

### **D. Rehabilitation Interventions**

Rehabilitation interventions and services shall be given to a CAAC or the internally displaced child based on the LSWDO's assessment of the child. These interventions shall be tailored to fit the specific needs of the child. DepEd shall coordinate and provide support in the formulation of any rehabilitation program for the CAAC or internally displaced child focusing on the education component of the rehabilitation program.

### **E. Replacement of Documents**

DepEd shall facilitate the replacement of school records of CAAC and IDC. DepEd units shall coordinate with each other to ensure the efficient and quick replacement of school documents.

## **VI. CIAC Taken into Custody**

The school personnel that obtained physical custody of a CIAC shall observe the following procedures:

### **A. Notify**

1. Within twenty-four (24) hours<sup>2</sup> from the time that physical custody of the CIAC is taken, the school personnel shall notify all the:
  - a. LSWDO (through the city or municipal social welfare and development office) where the child is first taken into custody;
  - b. LCPC and BCPC (or any of the city or municipal council for the protection of children); and
  - c. CWC (through the RC/SCWC).
2. If there is no available LSWDO in the LGU, the school personnel shall report the incident to the nearest DSWD office.
3. Notification shall be done through available means, while ensuring the safety and security of the school personnel and learners. A written report shall be made by the relevant school personnel as to the notifications to the above listed individuals/agencies. In the event of delay in the notification, the school personnel shall indicate the reason for the delay in the report.

### **B. Handover of CIAC**

Within the same 24-hour period, the school personnel shall cause the handover of the CIAC's physical custody to the LSWDO. In the absence of the

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<sup>2</sup>The 24-hour period referred under this section begins from the hour the agency gets physical custody of the child.



LSWDO, handover can be made to either BCPC or LCPC.

If handover is not feasible within the 24-hour period, due to valid reasons<sup>3</sup> and without fault of the school personnel having custody of the CIAC, a report shall be made by the relevant school personnel indicating the reason for the delay. Handover shall be done as soon as possible and within seventy-two (72) hours from the time physical custody of the child was taken.

During the handover, shall the security situation require the assistance of the AFP, PNP, or the Barangay Local Government Unit and Municipal or City Local Government Unit, to ensure the safety and well-being of the learners, the school head may coordinate with the AFP or PNP for security support or assistance.

### **C. Safety and Security of CIAC**

School personnel having contact with a CIAC shall ensure the child's safety and security and observe a child, culture and gender-sensitive process in handling the CIAC, particularly by:

1. taking actions that prevent the labeling of a CIAC as a member of an armed group or that in any way may cause the child discrimination;
2. when feasible, keep the CIAC in a space separate from adults (other than authorized school personnel) and persons of opposite sex;
3. protecting the identity and confidentiality of any identifying information on the CIAC;
4. not using the CIAC for any political propaganda; and
5. not unnecessarily exposing the CIAC to media (e.g., use of pictures of children during rescue). Press conferences or media coverage, including social media, if necessary and in the child's best interest, shall be conducted in accordance with existing media guidelines on reporting and coverage of cases.

### **D. Handling of CIAC**

From the time they are taken into custody, the CIAC shall at all times be treated in a child-friendly and sensitive, as well as culture- and gender-sensitive, manner. Guided by the best interests of the child, government representatives handling the CIAC shall:

1. obtain the child's personal circumstances as described and required under the Intake Documentation part of this protocol;
2. talk to the child in a child-friendly area, preferably a separate room, or in any available room that ensures the confidentiality of the process;
3. secure the assistance of an individual who understands and speaks the language of the child if the child does not speak the local language;
4. when necessary and feasible, secure the assistance of a sign language expert, mental health professional, child psychologist, or other appropriate professional with specialized training to assist in the interview of a child with special needs or disabilities, following existing DepEd psycho-social intervention mechanisms;
5. not subject the CIAC to any form of investigation;

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<sup>3</sup> Such as cases where feasibility of handover is affected due to natural or man-made calamities or disasters or any difficult circumstance that justifies delay

6. conduct the process using an approach that is culture, age-appropriate and gender-sensitive;
7. immediately attend to the child's basic needs such as food, rest, sleep and others to stabilize the child's physical and psychological state; and
8. when feasible, immediately refer the child to a psychologist or a counselor for proper intervention if the child appears to be exhibiting trauma, shows extreme emotions, or becomes violent. When feasible, parents shall be immediately informed of the referral to a health professional. A referral can already be made prior to informing the guardian or parents of the learner following the best interest of the child.

#### **E. Intake Documentation**

Upon taking physical custody of the CIAC, the school personnel may, for purposes of documenting the child's intake, only ask the following information:

1. name of CIAC;
2. age;
3. sex;
4. date of birth;
5. address; and
6. names and contact details of parents, guardians or relatives.

During the intake, no question shall be asked relating to the potential commission of any act or offense under the law.

#### **F. Requests for Data Assistance**

DepEd may provide support to facilitate requests for data assistance (e.g. age verification, basic profile for family tracing) upon written request by the relevant agency, subject to Data Privacy rules and regulations.

#### **G. Medical and Physical Assessment**

The school personnel taking custody of the child shall immediately inform the local health office that a CIAC is taken into custody for the purpose of having an assessment of the medical and physical condition of the CIAC. In cases where medical needs are apparent, the local health office shall ensure that medical services or treatment is received by the CIAC. The child may also be referred to the Women and Child Protection Unit for medical examination or treatment.

If the CIAC that is taken into custody have urgent medical needs (e.g., injured, wounded, sick) and the LSWDO after being notified has not yet arrived, said child shall immediately be brought by the school personnel to a medical doctor or to the nearest health office for appropriate treatment and assistance.

In coordination with the LSWDO/BCPC/LCPC, medical assistance may be provided by private-run clinics in the absence of public medical facilities.

### **VII. Initial Report**

The school personnel handling the CIAC shall prepare an initial report that bears the following information to the extent that they are available:

- A. name of CIAC;

- B. age;
- C. birth date;
- D. address;
- E. sex;
- F. educational attainment;
- G. parents, guardians, or relatives;
- H. initial assessment of physical and mental condition;
- I. indigenous cultural community affiliation (if applicable); and
- J. other circumstances relative to the rescue, surrender or the mode of obtaining custody of CIAC.

A copy of the initial report shall be given to the office acquiring custody over the child through the LSWDO who is handling the case of the CIAC.

### **VIII. Rehabilitation and Reintegration for CIAC**

The DepEd shall provide inputs to the basic education component of the CIAC rehabilitation program, as well as possible psycho-social support for CIAC. Similar support may be extended to the learner's parents, relatives or guardians. The rehabilitation program is intended to facilitate the CIAC's community reintegration.

### **IX. Replacement of Documents**

The DepEd, through the school where the learner was previously enrolled, currently enrolled, or will enroll, shall cooperate with LSWDO and LCPC in assisting the CIAC in obtaining lost/damaged school records for.

### **X. Monitoring and Reporting of GCRV**

The Learner Rights and Protection Office (LRPO) shall submit an update report (See Annex B) of GCRV cases as reported by the regional offices on a quarterly basis. The submission dates are as follows:

- A. 1st Quarter (2nd week of April);
- B. 2nd Quarter (2nd week of July);
- C. 3rd Quarter (2nd week of October); and
- D. 4th Quarter (2nd week of January of the following year).

The relevant school personnel who have information on incidents of GCRVs are mandated to report to the CWC MRRS. The following contact details are provided:

Monitoring, Reporting and Referral System

Council for the Welfare of Children

**Address:** No. 10, Apo Street, Sta. Mesa Heights, Quezon City

**Landline:** (02)781-1035 to 39 local 2003/2004

**Mobile:** 0927-436-1436 or 0915- 722-5993

All reports shall be submitted within twenty-four (24) hours from the time the incident occurred and copy furnished the Schools Division Office, Regional Office and the LRPO.

### **A. Reporting Form**

The report shall indicate the following information:

**1. Source of Data**

- a. Name of reporting party
- b. Agency/Organization
- c. Contact details

**2. Event Information**

- a. Source of information
- b. Date and time of incident
- c. Location
- d. Number of children affected (indicate number of boys and of girls)
- e. Name/s and age of affected children
- f. Name of armed group or forces involved
- g. Short description of the incident

**XI. Funding**

Expenses related to the operations and activities for Children in Situations of Armed Conflict (CSAC) Learners at all Governance levels shall be charged against the Child Protection Program Fund, as well as the Gender and Development Funds of the Regional, Division Office, and School, subject to the usual accounting and auditing rules and regulations.

**XII. Monitoring and Evaluation**

The DepEd LRPO shall lead and oversee in the implementation of monitoring, evaluation, and reporting in the Central Office. The Learner Rights and Protection Focal persons from the Education Support Service Division (ESSD) in the Regional Office and School Governance Operations Division (SGOD) in the Schools Division Office, respectively, shall lead in the monitoring of schools' compliance with these guidelines.

At the school level, the School Head shall monitor and evaluate preparedness and capabilities of both DepEd Personnel and learners during the situations of armed conflict. The SH shall prepare an annual report and submit it to the LRP Focal of the SDO for collation and analysis. Subsequently, the SDOs will then prepare a consolidated report analysis for submission to the RO.

**XIII. References**

The following references are used in the development of this policy:

- A. Republic Act No. 4670 (Magna Carta for Public School Teachers)
- B. Republic Act No. 11188 (Special Protection of Children in Situations of Armed Conflict Act), and its implementing rules and regulations
- C. DepEd Order No. 57, s. 2017 (Policy on the Protection of Children in Armed Conflict)
- D. DepEd Order No. 32, s. 2019 (National Policy Framework on Learners and Schools as Zones of Peace)

**XIV. Separability Clause**

Any part or provision of this Department Order, which may be held invalid or unconstitutional, shall not affect the validity and effectivity of the other provisions.

**XV. Repealing Clause**

All Orders, rules and regulations, and other related issuances, and/or provisions therein, which are inconsistent with this Order and its provisions, are repealed, rescinded, or amended accordingly.

**XVI. Effectivity**

This Order and its subsequent amendments, if any, shall take effect 15 calendar days upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the University of the Philippines Law Center-Office of the National Administrative Register (UP LC-ONAR), UP Diliman, Quezon City and the Official Gazette of the Republic of the Philippines.

## ANNEX A

### List of Grave Child Rights Violations (GCRV) based on Sec. 9 of RA 11188

1. Killing of children;
2. Torture committed against children including those enumerated in Section 4 of Republic Act No. 9745, otherwise known as the “Anti-Torture Act of 2009”;
3. Intentional maiming of children;
4. Rape of children and other forms of sexual violence;
5. Cruel, inhuman and degrading treatment or punishment committed against children including acts enumerated in Section 5 of Republic Act No. 9745 or the “Anti-Torture Act of 2009”;
6. Abduction of children;
7. Causal maiming of children;
8. Taking children as hostages or using them as human shield;
9. Recruitment, conscription or enlistment of children into government forces and other armed groups;
10. Acts of gender-based violence against children;
11. Refusal or denial of humanitarian access or assistance to children;
12. Use or involvement of children involved in armed conflict in any capacity (i.e., when children are either forcibly, compulsorily recruited, or voluntarily joined a government force or any armed group in any capacity and are made to participate directly in armed hostilities as combatants or fighters; or indirectly through support roles such as scouts, spies, saboteurs, decoys, checkpoint assistants, couriers, messengers, porters, cooks, or as sexual objects);
13. Attacks on schools, hospitals, places of worship, child development centers, evacuation centers, places of indigenous cultural importance, madaris, tooril, and other public places such as recreation parks, playgrounds, multi-purpose halls and malls.



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Republic of the Philippines  
**Department of Education**

**ANNEX B**

**GRAVE CHILD RIGHTS VIOLATION (GCRV) REPORT FORM\***

The relevant school personnel who have information on incidents of GCRVs are mandated to report to the Council for the Welfare of Children - Monitoring, Reporting and Referral System (CWC-MRRS). The following contact details are provided:

<p><b>Monitoring, Reporting and Referral System</b> Council for the Welfare of Children <b>Address:</b> No. 10, Apo Street, Sta. Mesa Heights, Quezon City <b>Landline:</b> (02)781-1035 to 39 local 2003/2004 <b>Mobile:</b> 0927-436-1436 or 0915- 722-5993</p>
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**I. SCHOOL PERSONNEL PROFILE INFORMATION**

<b>Name of school personnel making the report:</b> (Last Name, First Name, Middle Initial)	
<b>Position/Designation:</b>	
<b>School:</b>	
<b>Mobile No.:</b>	
<b>Email:</b>	

**II. EVENT INFORMATION**

<b>Source of Information:</b> (Last Name, First Name, Middle Initial)			
<b>Date and Time of Incident:</b>			
<b>Location:</b>			
<b>Name/s of Affected Learners</b> <i>(Use additional sheet if necessary):</i>			
<b>LRN</b>	<b>Name</b>	<b>Age</b>	<b>Sex</b>





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**IV. INTERVENTION(S)/ACTION(S) TAKEN**

<ul style="list-style-type: none"> <li>• <b>First-aid</b></li> </ul>	<b>Narrative Description and Other Actions Taken:</b>
<ul style="list-style-type: none"> <li>• <b>Psychosocial First Aid (PFA)</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Provision of Basic Needs</b></li> </ul>	
<b>Referral to Authorities</b> <b>PNP</b> <b>AFP</b> <b>Barangay Local Government</b> <b>Municipal or City Local Government</b> <b>Others _____</b>	
<ul style="list-style-type: none"> <li>• <b>Reported the Incident</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Notification of Parents</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Others</b> <i>(please specify)</i>            _____</li> </ul>	

*\*All reports must be submitted within twenty-four (24) hours from the time the incident occurred, and copy furnished the Schools Division Office, Regional Office and the Learner Rights and Protection Office.*

*This is to certify that the information above is true and correct.*

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**Name of School Personnel**  
*Signature over Printed Name*

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**Date**

*Noted by:*

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**Name of School Head**  
*Signature over Printed Name*

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**Date**



**Confidential**

Republic of the Philippines  
**Department of Education**

**ANNEX C**

**INTAKE DOCUMENTATION/INITIAL REPORT FORM\***

Upon taking physical custody of the CIAC, the school personnel shall fill out this intake documentation form:

**I. LEARNER'S BASIC PROFILE**

<b>Name of CIAC:</b> (Last Name, First Name, Middle Initial)					
<b>Sex:</b>		<b>Age:</b>		<b>Date of Birth:</b>	___/___/___
<b>Address:</b>					
<b>School:</b>		<b>School ID:</b>			
<b>Year/Grade Level:</b>					
<b>Learner Reference Number (LRN):</b>					
<b>Indigenous Cultural Community Affiliation</b> (if applicable):					

**II. PARENT'S/GUARDIAN'S BASIC PROFILE**

<b>Father's Name:</b> (Last Name, First Name, Middle Initial)					
<b>Age:</b>		<b>Date of Birth:</b>	___/___/___		
<b>Mother's Name:</b> (Maiden Name, First Name, Middle Initial)					
<b>Age:</b>		<b>Date of Birth:</b>	___/___/___		
<b>Guardians Name:</b> (Last Name, First Name, Middle Initial)					
<b>Sex:</b>		<b>Age:</b>		<b>Date of Birth:</b>	___/___/___
<b>Relationship:</b>					
<b>Address:</b>					
<b>Mobile No.:</b>		<b>Email:</b>			

**III. INITIAL OBSERVATION OF PHYSICAL AND MENTAL HEALTH CONDITION**

Place a check mark if the CIAC has experienced or currently experiencing any of the following.

<b>PHYSICAL HEALTH CONDITION</b>	<b>MENTAL HEALTH CONDITION</b>
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<ul style="list-style-type: none"> <li>● Unkempt Appearance</li> <li>● Dry lips</li> <li>● Wounded</li> <li>● Fainted</li> <li>● Nauseous</li> <li>● Cough</li> <li>● Colds</li> <li>● Injured</li> <li>● Sweating, trembling, and shaking</li> <li>● Exhausted</li> <li>● Feverish</li> <li>● Hungry</li> <li>● None of the above</li> </ul>	<ul style="list-style-type: none"> <li>● Anxious</li> <li>● Hyperventilating/Panicking</li> <li>● Fearful</li> <li>● Irritable</li> <li>● Stressed</li> <li>● Restless</li> <li>● Aggressive</li> <li>● Social Withdrawal</li> <li>● Poor judgment</li> <li>● Difficulty concentrating</li> <li>● Disorganized speech</li> <li>● None of the above</li> </ul>
<p><b>Other Observations and Narrative Description:</b></p> <hr/> <hr/> <hr/> <hr/>	

**IV. CIRCUMSTANCES RELATIVE TO THE CUSTODY OF CIAC**

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**IV. INTERVENTION(S)/ACTION(S) TAKEN**

<ul style="list-style-type: none"> <li>● <b>First-aid</b></li> </ul>	<p><b>Narrative Description and Other Actions Taken:</b></p>
<ul style="list-style-type: none"> <li>● <b>Psychosocial First Aid (PFA)</b></li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Provision of Basic Needs</b></li> </ul>	
<p><b>Coordinated with Authorities</b>  <b>PNP</b>  <b>AFP</b>  <b>Barangay Local Government</b>  <b>Municipal or City Local Government</b>  <b>Others _____</b></p>	

<ul style="list-style-type: none"> <li>• <b>Reported the Incident</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Handed over to</b> _____ <ul style="list-style-type: none"> <li>• LCPC/BCPC</li> <li>• LSWDO</li> <li>• DSWD</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Others</b> <i>(please specify)</i></li> </ul> _____	

*\*This form shall also serve as the initial report form that may be shared with LSWDO who is handling the case of the CIAC.*

*This is to certify that the information above is true and correct.*

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**Name of School Personnel**  
*Signature over Printed Name*

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**Date**

*Noted by:*

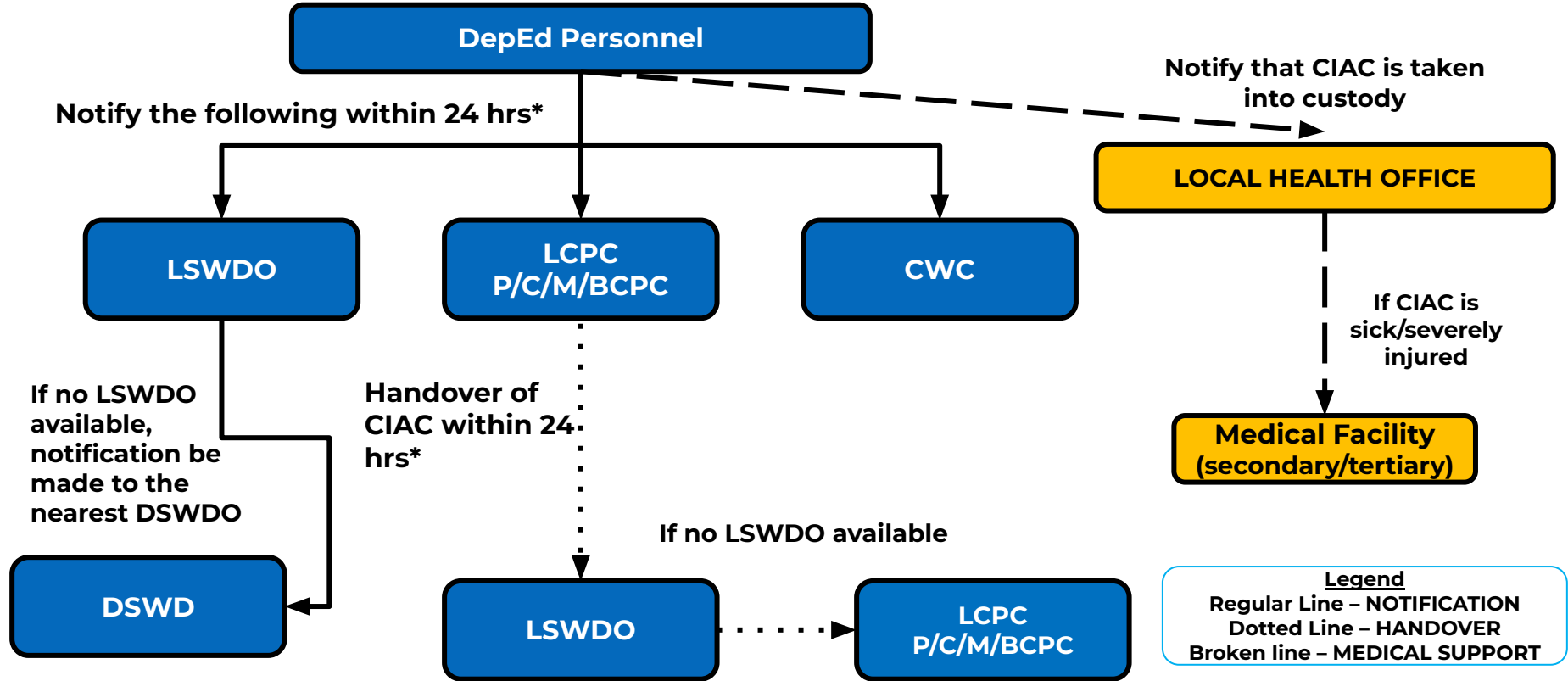
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**Name of School Head**  
*Signature over Printed Name*

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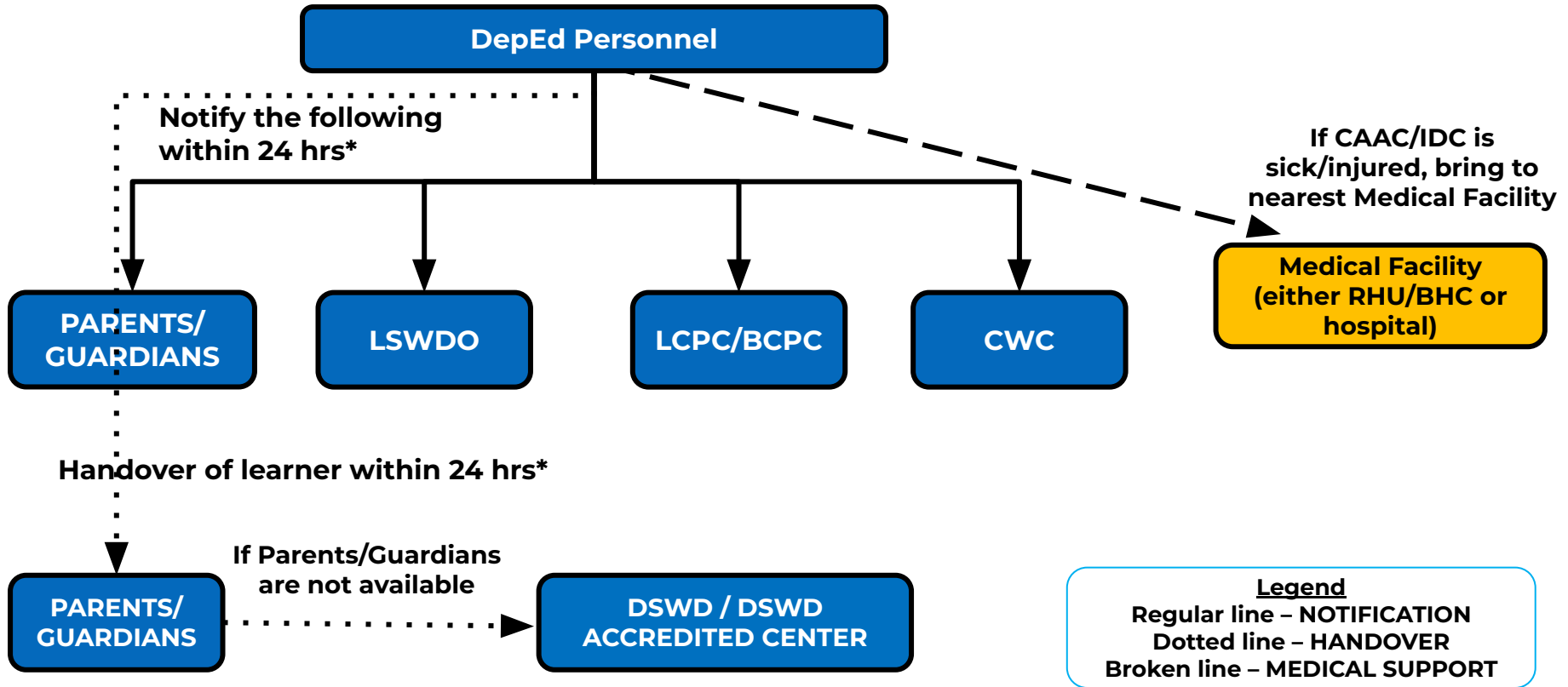
**Date**

# Annex D: Children Involved in Armed Conflict (CIAC)



\*Justification for any delay in notification or handover should be indicated in the report of the health personnel.  
\*Necessary reports and intake documents should be accomplished by the health personnel please refer to DOH protocol for guidance.

# Annex E: Children Affected by Armed Conflict (CAAC)/ Internally Displaced Child (IDC)



\*Justification for any delay in notification or handover should be indicated in the report of the school personnel