



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

22 March 2024

DIVISION MEMORANDUM

No. 108, s. 2024

**STRICT IMPLEMENTATION OF THE "GUIDELINES IN THE IMPLEMENTATION
OF THE SAFE SPACES ACT IN BASIC EDUCATION INSTITUTIONS" IN ALL
PUBLIC AND PRIVATE SCHOOLS**

To: Assistant Schools Division Superintendent
Curriculum and Implementation Division
Schools Governance and Operations Division
Public and Private School Heads/Administrators
All Others Concerned

1. Pursuant to **Memorandum OM-OUOPS-2024-05-01115** (copy hereto attached) dated January 12, 2024, providing Guidelines on the Implementation of the Safe Spaces Act in Basic Education Institutions, all schools are hereby directed to observe strict compliance to the said Guidelines.
2. This office emphasizes the duties and responsibilities of the schools as provided in the abovementioned guidelines, as follows:
 - a. Disseminate or post a copy of the *Guidelines* in a conspicuous place in the educational institution;
 - i. sending copies
 - ii. posting a copy online
 - iii. Conduct orientation to teachers and students
 - b. Provide measures to prevent GBSH
 - i. information campaign
 - ii. express inclusion in the student handbook
 - iii. orientation of student organizations
 - iv. training of teaching and non-teaching staff, students, security officers, and other members of the school community
 - c. Create a Committee on Decorum and investigation (CODI)
 - d. Provide and disseminate, in consultation with all persons in the educational or training institution, a code of conduct or school policy which shall:
 - i. expressly reiterate the prohibition on GBSH

- ii. prescribe procedures of the internal mechanism
- iii. set administrative penalties
- e. Designate an office or person to receive complaints of sexual harassment

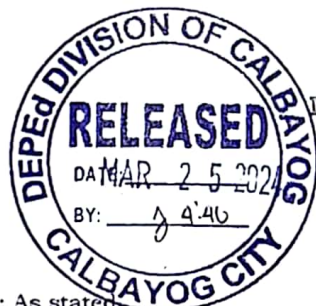
3. Section 20, Rule VI of the *Guidelines* requires that a Committee on Decorum and Investigation (CODI) be created in schools, and that for its implementation, the existing Child Protection Committee (CPC) established in DepEd Order 40, s. 2012 shall also be the Committee that will handle GBSH cases in the public and private schools. The committee shall be composed of the following:

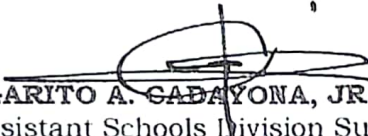
- a. School Head/Administrator: Chairperson
- b. Guidance Counselor/Guidance Designate: Vice-Chairperson
- c. Representative of the Teachers as designated by the Faculty Club
- d. Representative of the Parents as designated by the Parents-Teachers Association
- e. Representative of the Students as designated by the Supreme Elementary and Supreme Secondary Learner Government (SELG/SSLG)
- f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for Protection of Children (BCPC). For private schools, a representative from the community provided in the preceding number shall be optional.

4. For the updated list of the CODI/CPC members, all schools are directed to submit the directory of their CODI/CPC composition thru the following link:

<https://www.deped.gov.ph>

5. Immediate dissemination and compliance of this memorandum is desired.




MARGARITO A. CADAYONA, JR., PhD., CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl.: As stated.

Reference: None

To indicated in the Perpetual Index

Under the following subjects:

COMMITTEES COMPLAINTS RULES AND REGULATIONS
 BASIC EDUCATION REPORTS

OSDS-008/March 22, 2024



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph

Page 2 of 2

Website: <https://calbayogcity.deped.gov.ph/>