



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

July 19, 2024

**MEMORANDUM**  
**DM-OSGOD-LFD 372, s. 2024**

**TO :** Asst. Schools Division Superintendent  
SGOD and CID Chiefs  
Public Schools District Supervisors  
Public and Private Elementary/Secondary School Heads  
District Child Protection Coordinators  
All Others Concerned

**ADDENDUM TO DM No.020, s. 2024 RE: ORIENTATION ON CHILD PROTECTION POLICY AND ROLL-OUT ON THE ENHANCEMENT OF THE FUNCTIONALITY OF THE CHILD PROTECTION COMMITTEES (CPC)**

1. Travelling expenses of the participants in the Orientation on Child Protection Policy and Roll-Out on the Enhancement of the Functionality of the Child Protection Committees on **August 14-16, 2024** will be chargeable to the school MOOE/local funds/other funds subject to the audit rules and regulations.
2. The teacher-participants shall accomplish the **Subject Displacement form** in their respective schools while the learner-participants shall submit the **Parent/Guardian Consent form** (see attachments).
3. The rest of the provisions stipulated in the previous memorandum remain in effect.
4. Immediate dissemination of and compliance with this memorandum are earnestly desired.

**MARGARITO A. CADAYONA JR., PhD. CESO VI**  
OIC-Office of the Schools Division Superintendent

For the Schools Division Superintendent:



**GRACE S. PAGUNSAN**  
Administrative Officer V  
Office In-Charge



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Attachment I

**SUBJECT DISPLACEMENT FORM**

Name of Teacher : \_\_\_\_\_ School Year : \_\_\_\_\_  
Subject/s Taught : \_\_\_\_\_ Date of Leave : \_\_\_\_\_  
Leave Duration : \_\_\_\_\_  
Reason/Purpose of Leave/Absence: \_\_\_\_\_

**Directions:**

To be complied before the leave or absence of the concerned teacher. For the teachers who are on leave or absent for a certain purpose, ask the assistance of the Department Head/School Head in filling out the needed information.

TIME & SCHEDULE (DAYS)	GRADE & SECTION	SUBJECT/S	TEMPORARY TEACHER TO HANDLE THE SUBJECT	HAND OVER OF EXISTING INSTRUCTIONAL MATERIAL/S	SIGNATURE	REMARKS
Morning Session						
Afternoon Session						

Note: Furnish 3 copies duly signed by the respective signatory/ies.

Prepared by:

\_\_\_\_\_

(Position)

Approved:

\_\_\_\_\_

(School Head)



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Attachment 2

### PARENT'S / GUARDIAN CONSENT FORM

Name of Learner : \_\_\_\_\_  
School : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Sex : \_\_\_\_\_  
Parent's/Guardian's Name: \_\_\_\_\_  
Relationship to the Learner: \_\_\_\_\_  
Home Address : \_\_\_\_\_  
Contact Number/s : \_\_\_\_\_  
Title of the Activity : **Orientation on Child Protection Policy and Roll-out on the Enhancement of the Functionality of the Child Protection Committees**  
Venue : **Division Office Conference Hall, SDO Calbayog**  
Date of Activity : **August 14-16, 2024**

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the activity and freely elect to participate and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them. I will also remind my child to follow the proper health and safety protocols set forth by the IATF, DOH, and DepEd in case of his/her participation in a limited face-to-face activity.

I hereby allow the organizers to have the photos, videos, and/or any testimonials of my child as part of the documentation of the said activity.

I further certify that I am informed of the purpose of the activity and willingly and expressly give my consent thereto and that the same shall be processed in accordance with the Data Privacy Act of 2012 (Republic Act 10173) and the Learners Rights Protection Policy of the Department.

Having understood all the, I hereby consent my child or children to participate, acknowledging all of the foregoing.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

**Notes:** (other information you may wish to inform the teacher, such as medical condition, etc.)