



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPED DIVISION OF CATANDUANES
RECORDS SECTION

RELEASED

BY: *[Signature]*
DATE: 20 NOV 2023
TIME: 4:21

UNNUMBERED MEMORANDUM:
OSDS-SGOD-YFD-UM-11-24-2023/RBV

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Public Schools District Supervisor
Elementary & Secondary School heads
All Others Concerned

FROM: *[Signature]*
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

**SUBJECT: TRAINING OF TRAINERS ON CHILD PROTECTION TOOL KIT
AND CHILD RIGHTS AND WELLBEING TOOL**

DATE: November 24, 2023

1. This is relevant to the letter invitation of Educo Philippines in the implementation of **Project ChildGov: Social Innovation for Mainstreaming Child Rights in Governance** which aims to empower children to organize themselves and exercise their agency to promote human rights and accountability and **Project STEPS: Systematic Approach to Engage Children in their Protection and Safe and Protective Environment** which aims to demonstrate active participation in child children and adolescent anent to this **Educo Philippines will conduct Training of Trainers** on the effective use of Child Protection Manual and Toolkits on November 26-29, 2023, and on Child Rights and Wellbeing Manual and Toolkits on November 28 - December 1, 2023, in Legazpi City with venue to be announce latter.

2. This training is designed to train selected Supreme Elementary and Secondary Learner Government Teacher Advisers of Caramoran North and South District and Division Child Protection Focal Person to participate in this Training of Trainers. Selected participants are expected to cascade to other teaching and non-teaching employee within the district and division level.

2. Attached is the selected schools to participate in the Training of Trainers.

3. Travel accommodation and meals will be covered by Educo Philippines through reimbursement. however, reimburse of the travel expenses will only be done



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with complete documentary attachment i.e., receipts, tickets, or acknowledgement receipts.

4. Target participants are requested to confirm their participation by filling out the form in the link below on or November 24, 2023.
 - Participants for ToT on Child Protection Toolkit:
<https://forms.office.com/e/BH1tdWmuHz>
 - Participants for ToT Child Rights and Wellbeing Toolkit:
<https://forms.office.com/e/nLNsaeSJM>
5. Furthermore, Teaching and non-teaching participants in this activity shall be granted service credits for their service on November 27, which was declared official non-working holiday and November 26, as their travel time pursuant to paragraph 3 5.3 letter K on Join Circular of the Civil Service Commission (CSC) and the Department of Budget and Management dated October 4, 2004.
6. For information and immediate dissemination of this memorandum is desired.



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BREAKDOWN OF THE TARGET PARTICIPANTS
Training of Trainers on the Use of Child Protection Manual and Toolkit
 November 26 – 29, 2023

Registration: <https://forms.office.com/e/BH1tdWmuHz>

Office/School	No. of Participants	Name	Designation
SDO Catanduanes SGOD	1	Rosario Vegim	Child Protection Focal Program Development Officer
Caramoran School of Fisheries	1	Gerald Tuno	School SSLG Adviser
Tubli National High School	1	Alma Bruce	School SSLG Adviser
Palumbanes Integrated School	1	Edison Asanza	School SSLG Adviser
TOTAL	4		

TRAINING SCHEDULE FOR CHILD PROTECTION MANUAL AND TOOLKITS

Time	November 26, 2023	November 27, 2023 (Actual activity)	November 28, 2023 (Actual Activity)	November 29, 2023
8:00 – 8:30 AM	TRAVEL TIME of Team/Delegates of Catanduanes	Registration and Attendance	Registration and Attendance	
8:30 – 9:15 AM		Preliminaries -Prayer -PNA -Opening message -Overview of the activity objectives -Pre-Test	Preliminaries -recap -energizer	
9:15 – 12:00 NN		Training Proper (Training design will be facilitated by the Consultants)	Training Proper (Training design will be facilitated by the Consultants)	
12:00 – 1:00 PM	LUNCH	LUNCH BREAK	LUNCH BREAK	Check-out of Pax
1:00 – 2:00 PM	Check-in for Accommodation			TRAVEL BACK TO CARAMORAN
2:00 – 4:00 PM		Continuation of the training (Training design will be facilitated by the Consultants)	Continuation of the training (Training design will be facilitated by the Consultants)	
4:00 – 5:00 PM		Closing for Day 1 -Sharing of knowledge -Feedbacking	Closing for Day 2 -Sharing of knowledge -Feedbacking	
5:00 – 6:00 PM	DINNER	DINNER	DINNER	

BREAKDOWN OF THE TARGET PARTICIPANTS
Training of Trainers on the Use of Child Rights and Wellbeing Toolkit
November 28 – December 1, 2023

Registration: <https://forms.office.com/e/nLNsae5JMG>

DepEd District	No. of Participants	Designation	Name of School
Caramoran	1	Public School District Supervisor	Delfin I. De Leon
Caramoran North District	10	SELG Advisers (Educo partner schools)	<ol style="list-style-type: none"> 1. Buenavista ES 2. Camburo ES 3. Caramoran Central School 4. Palumbanes IS 5. Darioo ES 6. Tucao Maysuram ES 7. Tubli ES 8. Panique ES 9. San Jose ES 10. Mabini ES
Caramoran South District	12	SELG Advisers (Educo partner schools)	<ol style="list-style-type: none"> 1. Maui ES 2. Datag Central School 3. Supang ES 4. Sabloyon ES 5. Bocon ES 6. Milaviga IS 7. Guiamlong ES 8. Inalmasinan ES 9. Hitoma Bulalacao ES 10. Salvacion ES 11. Iyao ES 12. Obi ES
TOTAL	23	Participants	

TRAINING SCHEDULE FOR CHILD RIGHTS AND WELLBEING TOOLKIT

Time	November 28, 2023	November 29, 2023 (Actual activity)	November 30, 2023 (Actual Activity)	December 1, 2023
8:00 – 8:30 AM		Registration and Attendance	Registration and Attendance	
8:30 – 9:15 AM		Preliminaries -Prayer -PNA -Opening message -Overview of the activity objectives -Pre-Test	Preliminaries -recap -energizer	
9:15 -12:00 NN	TRAVEL TIME of Team/Delegates of Catanduanes	Training Proper (Training design will be facilitated by the Consultants)	Training Proper (Training design will be facilitated by the Consultants)	
12:00 – 1:00 PM	LUNCH	LUNCH BREAK	LUNCH BREAK	Check-out of Pax
1:00 – 2:00 PM	Check-in for Accommodation			
2:00 – 4:00 PM		Continuation of the training (Training design will be facilitated by the Consultants)	Continuation of the training (Training design will be facilitated by the Consultants)	TRAVEL BACK TO CARAMORAN
4:00 – 5:00 PM		Closing for Day 1 -Sharing of knowledge -Feedbacking	Closing for Day 2 -Sharing of knowledge -Feedbacking	
5:00 -6:00 PM	DINNER	DINNER	DINNER	