
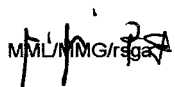


| <b>Department of Social Welfare and Development</b><br><b>National Capital Region</b><br>389 San Rafael corner Legarda Street, Sampaloc, Manila   |   |                |
|---|---|----------------|
| MEMORANDUM  | File/ Ref. No.  |                |
|   | Date:   | April 23, 2020 |
| TO  | <b>ALL RMANCOM MEMBERS</b><br><b>ALL CENTER/RESIDENTIAL CARE FACILITY HEADS</b><br><b>ALL SOCIAL WELFARE SPECIALISTS</b><br><b>ALL UNIT/SECTION HEADS</b><br><b>RPMOs</b> |                |
| FROM  | <b>THE REGIONAL DIRECTOR</b>  |                |
| SUBJECT   | <b><u>Sharing of RMO No. 5 Series of 2020: Pantawid Pamilya Child Protection Policy</u></b>   |                |
| <p>This is to share with you the copy of the Regional Memorandum Order No. 00_ series of 2020 known as Pantawid Pamilya Child Protection Policy approved and issued dated April <u>27</u>, 2020.</p> <p>Ensure implementation of this policy guideline to monitor the compliance in your respective D/U/S/C/RCFs.</p> <p>For your information, ready reference and guidance.</p> <p style="text-align: center;"> <br/> <b>VICENTE GREGORIO B. TOMAS</b> </p> <p style="text-align: center;"> <br/>           MML/MMG/rsga         </p> |   |                |

DSWD-NCR  
 RECORDS MANAGEMENT SECTION  
 Received by: M 4/23/20  
 Date/Time: 4/23/20 PDPS

REGIONAL MEMORANDUM ORDER NO. 005  
Series of 2020

**PANTAWID PAMILYA CHILD PROTECTION POLICY IN THE WORKPLACE**

**I. Rationale**

The Pantawid Pamilyang Pilipino Program is a rights based program invested for human capital, education and health. It aimed to break the intergenerational cycle of poverty. Specifically to improve the health of children and mothers by promoting preventive health care; to increase the attendance rate of children in Day Care, Kindergarten, elementary, and secondary schools; to contribute to the reduction of incidence of child labor; to raise the average consumption rate in food expenditure of poor households; to encourage parents to invest in their children's health, nutrition and education; to enhance the performance of parenting roles of beneficiaries and their participation in community development activities. In this case, the families under the Program are required to comply the conditions of the program. The staffs conduct monitoring to the facilities (health and school) to ensure that every child is not left behind. And, in order to attain the program goal, activities for children were initiated and implemented where in the staff has direct contact with the children. Likewise, as a result during the meeting with NPMO- FDD and Stairway Foundation sometime in 2017, is the recommendation for Pantawid Pamilya NCR to formulate Program Child Protection Policy as an initiative of the Region and, in adherence to the United Nation Convention on the Rights of a Child (UN-CRC) and Administrative Order No. 07 series of 2015, also known as DSWD Child Protection Policy in the Workplace its mandate by creation and implementation of Pantawid Pamilya Child Protection Policy in the Workplace. The aforementioned is needed to in still its importance for the Program in order to achieve the full protection, prevention, and provision of necessary intervention related to cases of children members among the seventeen (17) Local Government Units (LGUs) in National Capital Region.

Pantawid Pamilya National Capital Region has a total of 731 staff from the Regional to Operations Offices which comprises field workers in the different LGUs. There were no cases recorded committed by any Pantawid Pamilya staff against Pantawid Pamilya beneficiaries however, based on the Pantawid Pamilya Case Inventory report on the 1st quarter of 2019, there are cases that fall under the special cases as follows that were managed by the Pantawid Pamilya Staff:

| <b>Category</b>    | <b>Total Number</b> | <b>Percentage</b> |
|--------------------|---------------------|-------------------|
| Sexual abuse       | 24                  | .14%              |
| Drug related cases | 17                  | .10%              |
| Neglect            | 14                  | .08%              |
| Abandoned          | 9                   | .05%              |

|                                |        |        |
|--------------------------------|--------|--------|
| Child in Conflict with the Law | 9      | .05%   |
| Systems related cases          |        |        |
| Not attending school           | 17,212 | 99.58% |
| Total                          | 17,285 | 100%   |

The table above represents the needs to fully implement the Child Protection Policy in the Workplace as guide for prevention and protection measures for children. It is important to prioritize and implement the policy in the Program for the protection and prevention of child related cases against staff and or to prevent neglect of staff of his/her duties resulting to harm or threat to the children. It is the responsibility of the Pantawid Pamilya staff specifically the City Link to look for the utmost protection of children of beneficiaries whenever possible guided by the policy that everyone must abide for the safety of children in the community. The cases such of abandonment, abuse, violence, exploitation, neglect and discrimination are prevented/ monitored and addressed through referral to Local Social Welfare Development Office (LSWDO) and social work interventions.

To fully implement the policy, it is important to equip the implementers to give the utmost protection of children of Pantawid Pamilya beneficiaries to prevent child-related cases that some of them encountered nowadays. This policy ensures the safety and protection of the children and to avoid any form of abuse/ abandonment, violence, exploitation, neglect and discrimination, for them to live life to the fullest in a better and safe community.

## II. Legal Bases

This Policy modified child protection policy for Pantawid Pamilyang Pilipino Program based on international laws, national and regional issuances primarily the following:

### **International**

**Article II on the United Nations Convention on the Rights of the Child (September 2, 1990)** – provides that "the States Parties shall take all appropriate measures to ensure that the child is protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians or family members".

### **National**

**Administrative Order No. 07 Series of 2015 or the Department of Social Welfare and Development Child Protection Policy in the Workplace-** the DSWD directly and indirectly works with and for children such as through its residential- based and community based programs. This necessitates the institution of clear course of actions for its officials and personnel for them to avoid committing harm to a child. Likewise the DSWD as the Chair of the Council for the Child Pornography should set an example to other agencies in ensuring the protection of children by issuing a Child Protection Policy.

**Section 2 on the Republic Act No. 10821- Children's Emergency Relief and Protection Act" (May 18, 2016)-** the State shall establish and implement a comprehensive and strategic program of action to provide the children and pregnant and lactating mothers affected by disasters and other emergency situations with utmost support and assistance necessary for their immediate recovery and protection against all forms of violence, cruelty, discrimination, neglect, abuse, exploitation and other acts prejudicial to their interest, survival, development and well-being.

**Section 2a and 2b on the Republic Act No. 10533- Enhanced Basic Education Act of 2013-** provided that "give every student an opportunity to receive quality education that is globally competitive based on a pedagogically sound curriculum that is at par with international standards; make education learner-oriented and responsive to the needs, cognitive and cultural capacity, the circumstances and diversity of learners, schools and communities through the appropriate languages of teaching and learning, including mother tongue as a learning resource".

**RA 9344 as amended by RA 10630- An Act Establishing a Comprehensive Juvenile Justice and Welfare System, Creating the Juvenile Justice and Welfare Council under the Department of Social Welfare and Development, Appropriating Funds Therefore, and for Other Purposes, 2013-** provided that "if the child has been found by the Local Social Welfare and Development Officer (LSWDO) to be dependent, abandoned, neglected or abused by his/ her parents and the best interest of the child requires that he/she be placed in a youth care facility or "Bahay Pag-asa" the child's parents or guardians shall execute a written authorization for the voluntary commitment of the child; provided that if the child has no parents or guardians or if they refuse or fail to execute the written authorization for voluntary commitment, the proper petition for involuntary commitment shall be immediately filed by the DSWD or LSWDO.

**Section 2b on the Republic Act No. 10354 "The Responsible Parenthood and Reproductive Health Act of 2012"** – provided "the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development.

**Section 2a and 2b on the Republic Act No. 9775 – The Anti-Child Pornography Act of 2009-** provided that "the State shall guarantee the fundamental rights of every child from all forms of neglect, cruelty and conditions prejudicial to their development; and protect the child from all forms of exploitation and abuse".

**Section 2 on the Republic Act No. 9262- Anti-Violence Against Women and Their Children Act of 2004"** provided that the "State shall exert efforts to address violence committed against women and children in keeping with the fundamental freedoms guaranteed under the Constitution and the Provisions of the Universal Declaration of Human Rights, the convention on the Elimination of all forms of discrimination Against Women, Convention on the Rights of the Child and other international human rights instruments of which the Philippines is a party.

**Section 2 of RA 7610 as amended by Republic Act No. 9231- Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act" (December 19,**

**2003)**—provided that “the State to provide special protection to children from all forms of abuse, neglect, cruelty, exploitation and discrimination, and other conditions prejudicial to their development including child labor and its worst forms; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination”.

**RA 9208 of 2003“ An Act to Institute Policies to Eliminate Trafficking in Persons Especially Women and Children, Establishing the Necessary Institutional Mechanisms for the Protection and Support of Trafficked Persons, Providing Penalties for Its Violations and for other”** states that the dignity of every human person and guarantees the respect of individual rights.

**Republic Act No. 9165- Comprehensive Dangerous Drugs Act of 2002-** provided the State to safeguard the integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation.

**Republic Act No. 8552 Domestic Adoption Act of 1998-** It is hereby declared the policy of the State to ensure that every child remains under the care and custody of his/her parent(s) and be provided with love, care, understanding and security towards the full and harmonious development of his/her personality.

**Republic Act No. 8371- The Indigenous Peoples Rights Act of 1997-** provided the State to recognize, protect and promote the Rights of Indigenous Cultural Communities/Indigenous people.

**Republic Act No. 7610- “An Act Providing for Stronger Deterrence and Special Protection against Child Abuse, Exploitation and Discrimination and for other Purposes” (June 17, 1992)-** the state to provide special protection to children from all forms of abuse, neglect, cruelty exploitation, and discrimination and other conditions, prejudicial their development, provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination. The state shall intervene on behalf of the child when the parent, guardian, teacher or person having care or custody of the child fails or is unable to protect the child against abuse, exploitation and discrimination or when such acts against the child are committed by the said parent, guardian, teacher or person is having care and custody of the same.

**Republic Act No. 6317 of 1989- An act establishing a code of conduct and ethical standards for public officials and employees, to uphold the time- honoured principle of public office being a public trust, granting incentives and rewards for exemplary service, enumerating prohibited acts and transactions and providing penalties for violations thereof and for other purposes-** provided the state to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

**Article II, Section 13 on the 1987 Philippine Constitution** – provides that “the State recognizes the vital role of youth in nation building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs”.

**Article 220 on the Republic Act No. 8533- The Family Code of the Philippines, July 6, 1987-** provided the rights and duties of parents.

**Article III on the Presidential Decree No. 603- The Child and Youth Welfare Code” (December 10, 1974)** – states that “every child has the right to protection against exploitation, improper influences, hazards and other conditions or circumstances prejudicial to his/her physical, mental, emotional, social and moral development.”

### III. Objectives

This policy primarily aims to:

1. Guide the workforce to abide consistently for the safety and protection of children of Pantawid Familya beneficiaries, and;
2. Ensure implementation of appropriate intervention for children through establishment of monitoring mechanisms.

### IV. Definition of Terms

For the purpose of this policy, the following relevant terms are hereby defined:

**Child**<sup>1</sup>- refers to a person below eighteen (18) years of age, or one who is 18 or over but is unable to take care of or protect himself/herself from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition.

**Child Abuse**<sup>1</sup>- refers to the maltreated of a child, whether habitual or not, which includes any of the following:

- psychological or physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
- unreasonable deprivation of the child's basic needs for survival, such as food and shelter; or
- failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child's permanent incapacity or death (Sec. 3 [b], RA 7610).

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<sup>1</sup> RA No. 7610 "An act providing for stronger deterrence and special protection against child exploitation and discrimination, and for other purposes"

**Child-at-risk<sup>2</sup>**- refers to a child who is vulnerable to and at the risk of committing criminal offenses because of personal, family and social circumstances, such as, but not limited to, the following:

- (1) being abused by any person through sexual, physical, psychological, mental, economic or any other means and the parents or guardian refuse, are unwilling, or unable to provide protection for the child;
- (2) being exploited including sexually or economically;
- (3) being abandoned or neglected, and after diligent search and inquiry, the parent or guardian cannot be found;
- (4) coming from a dysfunctional or broken family or without a parent or guardian;
- (5) being out of school;
- (6) being a street child;
- (7) being a member of a gang;
- (8) living in a community with a high level of criminality or drug abuse; and
- (9) Living in situations of armed conflict.

**Child exploitation<sup>3</sup>**- refers to the use of children for someone else's advantage, gratification, or profit often resulting in an unjust, cruel and harmful treatment of the child. These activities disrupt the child's normal physical or mental health, education, moral or social emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

**Child Labor**- refers to any work or economic activity performed by a child that subjects him/her to any form of exploitation or is harmful to his/her health, safety, mental and/or psychosocial development (DOLE Order No. 65-04).

**Children Members<sup>4</sup>**- is defined as monitored children who need to achieve at least 85% attendance rate every month as part of the program conditions. It refers to the son, daughter, grandson, granddaughter of the household head.

**Child Pornography<sup>3</sup>** – refers to any representation, whether visual, audio, or written communication thereof, by electronic, mechanical, digital, optical, magnetic or any other means, of a child engaged or involved in real or simulated explicated sexual activities.

**Child Protection Committee<sup>3</sup>** – refers to the group that review, innovate, monitor and ensure proper implementation of existing policies and guidelines as basis for implementation of the Program in the region that composed of Regional Program Coordinator as Chairperson, Regional and Operations Office staff as members and Secretariat.

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2 RA 9344 "An act establishing a comprehensive Juvenile Justice and Welfare System, creating the Juvenile Justice and Welfare Council on the Department of Justice appropriating funds therefor and for other purposes"

3 AO\_2015- 007 "DSWD Child Protection Policy in the Workplace"

4 Pantawid Pamilya Pilipino Program Operations Manual (2007-2011)

**Child with Special Needs** – refers to a child with a developmental or physical disability as defined in Republic Act No. 10165 or the Foster Care Act of 2012.

**Children in need of Special Protection**<sup>7</sup>- refer to all persons below 18 years of age, or those 18 years old and over but are unable to take care of themselves because of physical and mental disability or condition; those who are vulnerable to or victims of abuse, neglect, exploitation, cruelty, discrimination and violence (armed conflict, domestic violence and other analogous conditions prejudicial to their development).

**Child in Conflict with the Law**<sup>2</sup>- refers to a child who is alleged as, accused of, or adjudged as, having committed an offense under Philippine laws.

**Children with disability**<sup>7</sup>- he or she have long term physical, mental, intellectual or sensory impairments, which may hinder their full and effective participation in society on an equal basis with others.

**Child-friendly Spaces**<sup>5</sup> – refers to places designed and operated in a participatory manner, where children affected by natural disasters or armed conflict can be provided with a safe environment, where integrated programming including play, recreation, education, health, and psychosocial support can be delivered and/or information about services/ supports provided.

**Indigenous Children and Youth**<sup>6</sup> – refer to a group of people or homogenous societies identified by self- ascription and ascription by other, who have continuously lived as organized community on communally bounded and defined territory and who have under claims of ownership since time immemorial, occupied, possessed customs, tradition and other distinctive cultural traits, or who have through resistance to political, social and cultural inroads of colonization, non- indigenous religions and culture, became historically differentiated from the majority of Filipinos.

**Pantawid Pamilya Regional Program Management Office**<sup>2</sup>- refers to the team that executes all plans, policies, tasks and activities in the implementation of the Program in the region. This office is responsible for the operation systems and procedures of the program.

**Pantawid Pamilya Workforce**- refers to the officials and employees of the Department under the Regional Program Management Office, Operations Offices and mainstreamed staff of Pantawid Pamilya Pilipino Program including Cost of Service (COS) - Memorandum of Agreement and Contractual Workers, Consultants, on the job trainees and others, regardless of their position, employment status and designation.

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5 A Practical Guide for Developing Child Friendly Spaces

6 RA An act to recognize, protect and promote the rights of Indigenous Cultural Communities/ Indigenous People, creating a National Commission of Indigenous People, establishing implementing mechanisms appropriating funds therefor, and for other purposes

7 MC 29 S. 2005 "Guidelines in the Implementation of Support Service for Birth Registration of Children in need of Special Protection and Foundling

8 Health and Wellness Program for Persons with Disabilities <https://www.doh.gov.ph/persons-with-disabilities> retrieved June 21, 2019



**Partners Stakeholders**<sup>10</sup>- refers to any individual or group engaged in the Program.

**Personnel**<sup>12</sup>- means the Permanent, Casual, Contractual officials and employees of the Department including Memorandum of Agreement (MOA) and Contract of Service (COS) workers, consultants, on the job trainees and others.

**Public Officials**<sup>12</sup>- include elective and appointive officials and employees, permanent or temporary, wether in the career or non- career service, including military and police personnel, wether or not they receive compensation, regardless of amount.

**Positive Discipline**<sup>3</sup>- refers to a non-violent, solution-focused, respectful and based on child development, appropriate thinking and behaviour.

**Social Welfare and Development Agencies**<sup>11</sup> (SWDA) – refers to any person whether natural or juridical, private or governmental, profit or non- profit, that engages mainly in program s and services that promote the welfare and development of one or more clientele groups. The clientele groups may be children, youth, women, persons with disabilities, older persons, victims of disasters, disadvantaged families, and communities and individuals, families and communities in crisis.

## V. Scope and Coverage

This policy covers all personnel of Regional Program Management Office under Pantawid Pamilya and its Operations Offices regardless of their employment status.

## VI. General Policies

In adherence to international commitment, Philippine Laws, Regional policies, Memorandums, and Administrative Order, the Pantawid Pamilya Child Protection policy shall be observed the following:

1. All children should be provided with benefits and assistance that is due to them without discrimination, punishment and others.
2. All children should be protected from violence, abuse and neglect.
3. Children should not be allowed to do work that is hazardous which might endangered their health and prevent them from doing productive activities.

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<sup>9</sup> Pantawid Pamilya Pilipino Program <https://wpqr.acb.org/Lotus> <https://www.dswd.gov.ph/organizational-structure/>

<sup>10</sup> Communicating with Partners and Stakeholders [https://www.orau.gov/cdcyneryv/erc/content/activeinformation/essential\\_principles/EP-partners\\_content.htm](https://www.orau.gov/cdcyneryv/erc/content/activeinformation/essential_principles/EP-partners_content.htm) retrieved on June 21, 2019

<sup>11</sup> AO\_2002-140 Omnibus Guidelines on the Registration and Licensing of Social Welfare and Development Agencies and Accreditation of Social Welfare and Development Programs and Services

<sup>12</sup> MC no. 21 s 2012 Enhanced Guidelines on the Code of Conduct for Personnel of the Department of Social Welfare and Development

4. Children have the right to be protected from dangerous drugs either from use, selling or as courier.
5. Children of Pantawid Pamilya families should not be deprived of receiving their cash grants likewise it should not be manipulated.
6. Management of cases for children should be a priority and with confidentiality.
7. Immediate action on the updating of children in the health center and school facilities shall be provided.
8. Provide necessary interventions to children of Pantawid Pamilya beneficiaries without requiring any favors by the staff or stakeholder's personal gain or advantages from the families/ beneficiaries.
9. Collaborate with or implement services that do not have any involvement in child abuse/abandonment, violence, exploitation, neglect and discrimination.
10. Maintain professional relationship with children of Pantawid Pamilya beneficiaries at all times.
11. Take prompt response upon knowing any of or witnessing any form of unacceptable acts or behaviour toward children of Pantawid Pamilya beneficiaries.
12. Deliver equal treatment to all children of Pantawid Pamilya beneficiaries with respect and never allow anything that will result to psychosocial, physical and emotional harm.
13. Be considerate to all children of Pantawid Pamilya beneficiaries for any acceptable reasons that need to get along with their parents/guardian during set activities.

#### **VII. BEHAVIOURAL PROTOCOLS:**

Behavioral Protocols are designed to protect the children members and are also intended to protect staff from false accusation of inappropriate behavior or mistreatment

Staff shall at any time:

1. Never behave in a manner which is inappropriate or towards the children of Pantawid Pamilya beneficiaries;
2. Never do things for children of Pantawid Pamilya beneficiaries of a personal nature that they can do for themselves;
3. Never condone or participate in behavior of children of Pantawid Pamilya beneficiaries which is illegal, unsafe or abusive;
4. Never act in ways intended to shame, humiliate or degrade the children of Pantawid Pamilya beneficiaries;
5. Never hit or otherwise physically assault or physically abuse children of Pantawid Pamilya beneficiaries;

6. No discrimination and show of favoritism to children of Pantawid Pamilya beneficiaries;
7. Avoid at all times relationships with children of Pantawid Pamilya beneficiaries beyond limitation;
8. Spending along with the child in activities such as counseling, a one-on-one activity which can be considered. However, the venue should be appropriate and/or conducive for counseling and/or validation of the raised concerns/ issues;
9. Observe and respect cultural beliefs and practices towards IP Children
10. Do not involved in fondling, holding, kissing, hugging or touching the private part of the children of Pantawid Pamilya beneficiaries;
11. Avoid use of offensive and obscene language;
12. Staff should observed proper dress code at all times;
13. Staff should allow breastfeeding parent member to join Family Development Sessions (FDS) and provide a seat that is safe for the baby's health, and;
14. Never threaten or say demeaning words to children beneficiaries in case they throw tantrum or became noisy during FDS.

The staffs are expected to adhere in the Norms and Behavior and Fidelity to Duty under MC 21 s. 2012 "Enhanced Guidelines on the Code of Conduct for Personnel of the Department of Social Welfare and Development".

## **VII. Implementing Mechanism**

In case of violation committed by the concerned staff on the behavioral protocol, the following shall be undertaken:

1. The parent, parent leader or any adult family member of Pantawid Pamilya beneficiaries shall submit report in writing to the head of the Agency thru Grievance Officer within 24 hours from the time the incident occurred;
2. The Pantawid Pamilya Office/ child victim shall submit written statement/ sworn statement and be notarized; and
3. In case the child victim needing medico-legal examination, he/she must be submitted within 24 hours depending on the readiness of the victim. The child shall be referred to the Local Government Unit for case management.
4. The Child Protection Policy shall be integrated in the Program implementation.
5. The Child Protection Policy shall be disseminated to all Operations Offices and units. A printed copy of the Child Protection Policy Statements and Commitments and Code of Conduct shall be posted on conspicuous areas in all work stations website and official social media of the Program.

The Pantawid Pamilya Regional Policy Review Committee (PPRC) shall oversee the implementation of this policy and below is the composition;

| <i>Composition</i>                          | <i>Position/ Designation</i>   |
|---|--|
| Chairperson                                 | Regional Director/ Regional Program Manager  |
| Vice- Chairperson                           | ARDO/Deputy Program Manager  |
| Permanent Alternate of the Vice-Chairperson | PDO V/ Regional Program Coordinator  |
| Members                                     | Social Welfare Specialist<br>PDO III/ MCCT<br>SWO III<br>PDO III/ FDS Focal<br>PDO II/ Regional Grievance Officer<br>PDO II/ Regional Beneficiary Data Management Officer<br>PDO II/ Institutional Partnership Development Focal<br>PDO II/ Indigenous People Officer<br>PDO II/ Regional Gender and Development Officer |
| Secretariat                                 | PDO II/ Regional Monitoring and Evaluation Officer   |

The Pantawid Pamilya Regional Policy Review Committee is expected to:

- a. Review the existing policies and guidelines of the Program of Pantawid Pamilya;
- b. Innovate guidelines and policies specified to all areas of Program for implementation based on existing guidelines;
- c. Ensure the proper implementation of the policies and guidelines in all areas of Program; and
- d. Monitor the implementation of the policy and provide follow through action among implementers of the Program.

The PPRC shall submit written report to the Fact Finding Team with recommendation to conduct investigation if case is valid based on the initial validation to the complainant.

### **VIII. Institutional Arrangements**

The following subsections set out the bases of official principles and regulatory role in the implementation of Pantawid Pamilya Child Protection Policy.

Pantawid Pamilya Regional Program Management Office (RPMO) is expected to:

1. A Pantawid Pamilya Regional Policy Review Committee shall be established to propose and/ to review existing policies and guidelines as basis for the implementation of the Program.
2. Ensure proper implementation of the Child Protection policy and guidelines;
3. Monitor the proper implementation of Child Protection Policy under the program in their respective areas of monitoring, develop mechanisms and prepare advocacy campaign.

4. The Grievance Officer to submit written report and indicating recommendation to conduct Fact-finding Investigation on the incident to the Regional Office and Regional Grievance Committee.
5. The RPMO shall follow the Standard Program Protocols on handling Staff Performance. If case is found valid, the case shall be forwarded to the HRPPMS-WS with recommendation to conduct Fact Finding Investigation.
6. The HRPPMS-WS shall follow the HR protocols in handling this type of case.

The Human Resource Planning and Performance Management Office is expected to:

- a. Provide orientation to the newly hired employees on the Child Protection Policy or otherwise to forge a statement of commitment (CP Form 1).
- b. Provide immediate and proper action to staff that violates this policy.
- c. Ensure that the commitment form of staff should be filed in the form 201 file.

## **IX. Penalties and Sanction**

For contractual employees shall be based on the 2017 Rules on Administrative Cases in Civil Service, if the employee has the following offense:

1. Grave offenses punishable to dismissal from the service shall include but not limited to:
  - a. Unwanted touching of private parts of the body (inner thighs, genitalia, buttocks and breast);
  - b. Sexual assault;
  - c. Malicious touching;
  - d. Requesting sexual favour in exchange for employment, promotion, local or foreign travels, favourable working conditions or assignments, a passing grade, the granting of honours or scholarship, or the grant of benefits or payment of a stipend or allowance; and
  - e. Other analogous cases.
2. Less grave offenses shall include, but not limited to:
  - a. unwanted touching or brushing against a victim's body;
  - b. pinching;
  - c. derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person;
  - d. verbal abuse with sexual overtones; and
  - e. Other analogous cases.
3. Light offenses shall include but not limited to:
  - a. Surreptitiously looking at a person's private part or worn undergarments;

- b. Making sexist statements and uttering smutty jokes or sending these through text, electronic mail including but not limited to social media platform, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
- c. Malicious leering or ogling;
- d. Display of sexually offensive pictures, materials or graffiti;
- e. Unwelcome inquiries or comments about a person's sex life;
- f. Making offensive hand or body gestures;
- g. Persistent unwanted attention with sexual overtones;
- h. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and
- i. Other analogous cases.

For cost of service workers/ job order employees shall be based in accordance with Rule XIV of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Services Laws.

**X. Effectivity**

This guideline shall take effect immediately upon its approval. Issued in Manila this 27th day of April, 2020.

  
**VICENTE GREGORIO B. TOMAS**  
Regional Director

**ANNEX:**

**PANTAWID PAMILYA CHILD PROTECTION POLICY COMMITMENT FORM**

The Pantawid Pamilya Child Protection Policy is an internal policy of Field Office in National Capital Region which provides guidance and protocols for the staff, members, and partner stakeholders to strictly follow.

Staff or partner stakeholders are not allowed to inflict any form of mistreatment to the children members under the program. All complaints on erring of staff shall be reported in writing to the Grievance Officer who shall take immediate appropriate action in accordance with the existing Administrative Order, Guidelines, Rules, and procedures. *(See attached child protection policy guidelines)*

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**Printed Name and Signature**

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**Date**