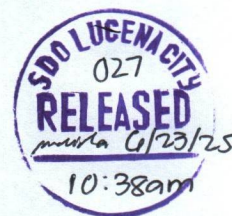




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



19 Jun 2025

DIVISION MEMORANDUM

No. 231, s. 2025

REVIEW AND FINALIZATION OF THE UNIFIED CHILD PROTECTION MANUAL

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
All Others Concerned

1. To ensure that the launched Unified Child Protection Manual adheres to relevant criteria, this Office, through the Child Protection and Child Rights Focal, announces the review and finalization of the Unified Child Protection Manual on the specific dates stated in the table below:

Date	Venue	What to Review	Reviewer
June 26, 2025, (Thursday)	2 nd floor OSDS Conference Room, SDO Lucena	Content	Ana Karmela S. Amante-Vergara Rosebelle F. Castrillo
1:30 PM- 3:30 PM		Language	Leonora Fe Malabonga
3:30 PM- 5:00 PM		Illustration, Lay- out, Format, Design	Anicia J. Villaruel Sayre M. Dialola Noel Rey T. Estuita Jezza Avy Tierra
Date	Venue	Activity	Participants
July 1, 2025 (Tuesday)	2 nd floor OSDS Conference Room, SDO Lucena	FINAL REVIEW	Ana Karmela S. Amante-Vergara Rosebelle F. Castrillo Leonora Fe Malabonga Anicia J. Villaruel Sayre M. Dialola Noel Rey T. Estuita Jezza Avy Tierra
10:00 AM- 12:00 NN			
2:00 PM- 4:00 PM		PRESENTATION TO TOP MANAGEMENT	Ana Karmela S. Amante-Vergara Rosebelle F. Castrillo Anicia J. Villaruel Sayre M. Dialola Noel Rey T. Estuita

2. This activity aims to ensure adherence to specific guidelines for drafting and creating a manual.
3. For clarification and further inquiries, you may contact Ms. Rosebelle F. Castrillo, Division Youth Formation Coordinator at (042) 421-41-61 local 234 or Legal Unit at (042) 421-4161 loc.244.
4. Immediate dissemination of this Memorandum is desired.

For Schools Division Superintendent

Edenia O. Libranda Date: 2025.06.23
09:50:45 +08'00'
EDENIA O. LIBRANDA
Assistant Schools Division Superintendent

SUSAN DL. ORIBIANA
Schools Division Superintendent

[Signature]