



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 184, s.2025

**DISSEMINATING CITY OF VIGAN EXECUTIVE ORDER NO. 10, S. 2025
(PROTOCOL FOR CASE MANAGEMENT OF CHILD ABUSE, NEGLECT, AND
EXPLOITATION IN THE CITY OF VIGAN)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
Public School Heads
All Teaching and Non-Teaching Personnel

1. The Office of the City Mayor released Executive Order No. 10, s. 2025 titled Protocol for Case Management of Child Abuse, Neglect, and Exploitation in the City of Vigan.
2. In the said EO, the protocol applies to all cases of child abuse, neglect, and exploitation involving children under the age of 18 years within the jurisdiction of Vigan City, and encompasses all relevant agencies, personnel, and community stakeholders involved in child protection.
3. Section 4 provides the Roles and Responsibilities of the Education Sector:
 - a. Teachers and school staff should be trained to identify signs of abuse and neglect and report these to appropriate authorities.
 - b. Provide psychological and educational support to affected children.
4. In line with these, all DepEd personnel are reminded to follow the procedure of reporting established under DepEd Order No. 40, s. 2012 or the DepEd Child Protection Policy. A close review of the said policy is advised.
5. For widest dissemination, information, and compliance.



Vilma D. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent

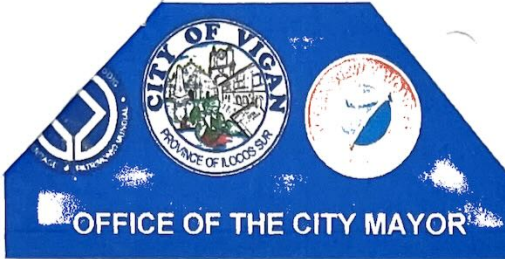


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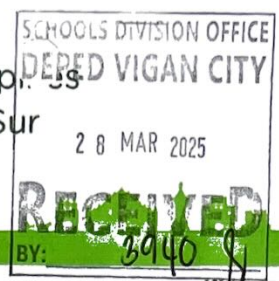


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2023-2202



Republic of the Philippines
Province of Ilocos Sur
City of Vigan



EXECUTIVE ORDER NO. 10
Series of 2025



ESTABLISHING THE PROTOCOL FOR CASE MANAGEMENT OF CHILD ABUSE, NEGLECT, AND EXPLOITATION IN THE CITY OF VIGAN

WHEREAS, the Constitution of the Republic of the Philippines recognizes the protection of children as a fundamental human right, ensuring their survival, development, and protection from harm, abuse, neglect, and exploitation;

WHEREAS, the Philippines is a signatory to the United Nations Convention on the Rights of the Child, which mandates the state to protect children from all forms of abuse, neglect, and exploitation;

WHEREAS, Republic Act No. 7610 (Special Protection of Children Against Abuse, Exploitation and Discrimination Act) and Republic Act No. 9262 (Anti-Violence Against Women and Their Children Act of 2004) provide for the protection of children from all forms of violence, abuse, neglect, and exploitation;

WHEREAS, the City of Vigan, as a local government unit, recognizes its duty and responsibility to protect the welfare of children, prevent and address child abuse, neglect, and exploitation, and ensure effective management of cases of child protection;

NOW, THEREFORE, I, JOSE "BONITO" C. SINGSON, JR., Mayor of the City of Vigan, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. TITLE. This Executive Order shall be known as the "Protocol for Case Management of Child Abuse, Neglect, and Exploitation in the City of Vigan."

SECTION 2. PURPOSE. The primary objectives of this Executive Order are:

1. To establish a clear and comprehensive protocol for managing cases of child abuse, neglect, and exploitation in the City of Vigan.
2. To ensure a coordinated, multidisciplinary approach to addressing child protection concerns.
3. To provide timely and effective intervention for children at risk or victims of abuse, neglect, and exploitation.
4. To promote the safety, well-being, and rights of children in Vigan.

SECTION 3. SCOPE AND COVERAGE. This protocol applies to all cases of child abuse, neglect, and exploitation involving children under the age of 18 years within the jurisdiction of Vigan City, and encompasses all relevant agencies, personnel, and community stakeholders involved in child protection.

SECTION 4. ROLES AND RESPONSIBILITIES. The following agencies and personnel shall take on specific roles and responsibilities as part of the child abuse, neglect, and exploitation case management system:

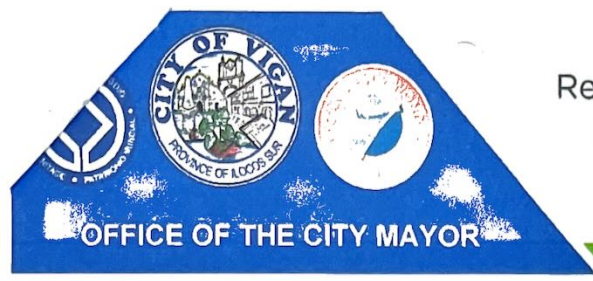
1. **City Social Welfare and Development Office (CSWDO):**

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EO An Order Establishing the Protocol for Case Management of Child Abuse, Neglect, and Exploitation in the City of Vigan, Ilocos Sur

"Our obligation to the past is to ensure a better future."



- a. Lead agency in case management, investigation, and coordination of services for children in need of protection.
- b. Facilitate immediate intervention, such as the provision of temporary shelter and other basic needs.
- c. Monitor and evaluate cases to ensure appropriate actions are taken.

2. Barangay Officials

- a. Served as the first point of contact for reporting child abuse cases.
- b. Ensure the safety of the child, initiate referrals to appropriate services, and assist in coordinating with other agencies.

3. Local Law Enforcement (Vigan City PNP)

- a. Investigate and handle legal proceedings for reported cases of child abuse and exploitation
- b. Ensure that children and families are supported throughout the legal process.

4. Health Workers and Medical Professionals

- a. Conduct health assessments and provide medical care to victims of abuse and exploitation
- b. Document evidence of abuse as needed for legal purposes.

5. Education Sector

- a. Teachers and school staff should be trained to identify signs of abuse and neglect and report these to appropriate authorities
- b. Provide psychological and educational support to affected children.

6. Non-Governmental Organizations (NGOs)

- a. Assist in providing services such as counseling, rehabilitation, and reintegration of affected children and families.
- b. Advocate for children's rights and assist in raising public awareness.

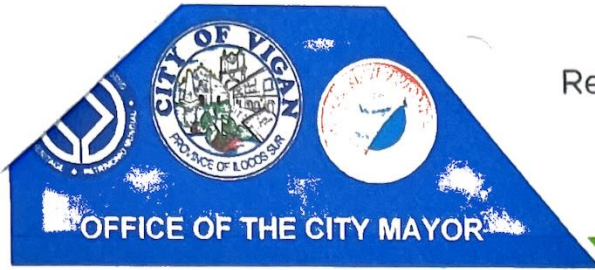
SECTION 5. CASE MANAGEMENT PROTOCOL. The following steps shall serve as the protocol for case management of child abuse, neglect, and exploitation cases:

1. Identification and Reporting.

- a. All suspected cases of child abuse, neglect, and exploitation must be immediately reported to the CSWDO, the local police, or the nearest barangay.
- b. A case shall be reported within 24 hours of identification.

2. Assessment and Investigation.

- a. Upon receipt of the report, the CSWDO shall immediately assess the situation and ensure the child's safety.
- b. The local police shall conduct an investigation and work with other agencies to gather evidence.



3. Intervention and Support.

- a. The child shall be placed under protective custody, if necessary, and provided with immediate services such as shelter, medical care, and counseling.
- b. The CSWDO shall ensure that the child's welfare is prioritized throughout the case management process.

4. Referral System.

- a. If necessary, the case shall be referred to legal aid, child psychologist, or other specialized services

5. Monitoring and Follow-up.

- a. The CSWDO shall ensure that all cases are continuously monitored and followed up to assess the well-being of the child and the effectiveness of interventions.

SECTION 6. TRAINING AND CAPACITY-BUILDING. The City of Vigan shall ensure that all personnel involved in child protection, (barangay officials, law enforcement, health workers, teachers, CSWDO staff and other relevant organizations, shall receive regular training and capacity-building on child protection laws, ethical case management, and best practices in handling cases of child abuse, neglect, and exploitation.

SECTION 7. CONFIDENTIALITY AND DATA PROTECTION. All involved agencies and individuals shall observe the highest standards of confidentiality, maintaining the privacy of the child and family involved, and ensuring that all actions taken are in the best interest of the child.

SECTION 8. FUNDING AND RESOURCES. The local government shall allocate necessary funds for the implementation of this protocol, including but not limited to training, service provisions, and case management operations.

SECTION 9. SEPARABILITY CLAUSE. If any provision of this Executive Order is invalid or unconstitutional, the other provision not affected shall remain.

SECTION 10. REPEALING CLAUSE. Any provisions of existing orders, resolutions, or ordinances inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 10. EFFECTIVITY. This Executive Order shall take effect immediately upon approval and with copies furnished to all concerned for their information and guidance.

Done in the City of Vigan, Ilocos Sur, Philippines, this ___ day of 12 MAR 2025, 2025.


JOSE "BONITO" C. SINGSON, JR.
City Mayor