

TS/P - Tandang



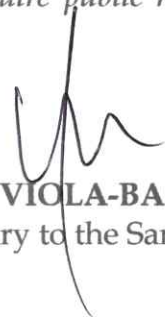
Republic of the Philippines
MUNICIPALITY OF HINATUAN
Surigao del Sur

TANGGAPAN NG KALIHIM NG SANGGUNIAN

1st Indorsement
5th May 2025



Respectfully submitted to the Office of the Sangguniang Panlalawigan, this province the herein **S.B. Ordinance No. TC-020**, Series of 2025 in re: "ESTABLISHING THE LOCAL GOVERNMENT UNIT OF HINATUAN CHILD PROTECTION POLICY", for the body's review and appropriate action, *with information that the same needs no posting in conspicuous places as required the ordinance having no penal provisions further informing that the ordinance does not require public hearing pursuant to DILG Opinion No. 54, Series of 2007 (copy attached).*


IVY ZEA VIOLA-BAGARA, DM
Secretary to the Sanggunian

Refer To: Committee on Women, Children and
Family Relations/Laws and Justice
and Human Rights

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Republic of the Philippines
OFFICE OF THE SANGGUNIANG BAYAN
Hinatuan, Surigao del Sur

noted

EXCERPTS FROM THE MINUTES OF THE 122nd REGULAR SESSION OF THE 11th SANGGUNIANG BAYAN HELD ON MARCH 4, 2025 AT THE LEGISLATIVE SESSION HALL, HINATUAN, SURIGAO, DEL SUR.

PRESENT:

Hon. Nerito P. Malinao
Municipal Vice Mayor
(Presiding Chair)

Sangguniang Bayan Members

Hon. Aloha A. Telewik
Hon. Joan M. Garay
Hon. Neizyl D. Hermosa
Hon. Edilberto M. Barrios
Hon. Noel D. Ortiz
Hon. Lourdes S. Villaluz
Hon. Monalisa Cañedo-Su
Hon. Danilo A. Cacho

(Ex-Officio Member/s)

Hon. Aistanderjan P. Barrios
President, Pederasyon ng Sangguniang Kabataan



ABSENT:

Hon. Filmore M. Viola, Jr.
President, Liga ng mga Barangay

S.B. ORDINANCE NO. TC-020
Series of 2025

"ESTABLISHING THE LOCAL GOVERNMENT UNIT OF HINATUAN CHILD PROTECTION POLICY"

AUTHORED BY : HON. JOAN M. GARAY

EXPLANATORY NOTE

WHEREAS, the United Nations Convention on the Rights of the Child (CRC) seeks to safeguard children and youth from all forms of physical and mental violence, injury, abuse, neglect, maltreatment, and exploitation, including sexual abuse;

WHEREAS, Republic Act No. 7610, also known as *An Act Providing Stronger Deterrence and Special Protection for Children Against Abuse, Exploitation, and Discrimination*, declares it the policy of the State to protect and rehabilitate children who



are gravely threatened or endangered by circumstances beyond their control, which may affect their survival and normal development;

WHEREAS, the Local Government Unit of Hinatuan is dedicated to upholding and promoting the rights, safety, and well-being of all individuals, particularly children, within its jurisdiction;

WHEREAS, it is essential for the local government to establish clear and comprehensive guidelines to prevent, address, and respond effectively to cases of child abuse, exploitation, and neglect;

WHEREAS, institutionalizing a Child Protection Policy within the local government will foster a safe, supportive, and nurturing environment for children, ensuring their protection and overall well-being;

NOW THEREFORE;

BE IT ENACTED by the Sangguniang Bayan of Hinatuan, Surigao del Sur in session assembled:

Section 1. Establishment of the Local Government Unit of Hinatuan (LGUH) Child Protection Policy

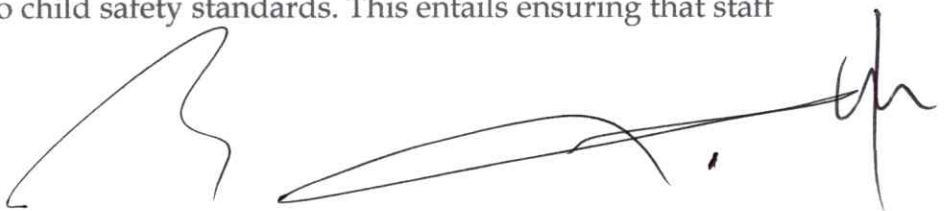
1.1 The Local Government Unit of Hinatuan hereby establish the Local Government Unit of Hinatuan (LGUH) Child Protection Policy to ensure the protection and promotion of children's rights within the LGUH Child Protection Policy.

1.2 The LGUH Child Protection Policy shall serve as a guiding framework for all government agencies, departments, offices, and personnel involved in programs and services concerning children.

1.3 This Child Protection Policy is developed to ensure the highest standards of professional behavior and personal practice to ensure no harm occurs in any situation to children during their involvement in LGUH activities, projects, and programs. It therefore includes measures regarding recruitment procedures, review of management structures, creation of space for children to speak out, staff training, and development of transparent protocols.

1.4 For LGUH, the implementation of child protection policy is imperative due to the following reasons:

- a. Safeguarding Staff: In accordance with the United Nations Convention on the Rights of the Child (UNCRC), all children are entitled to be free from any form of violence, abuse, or exploitation. Consequently, LGUH bears responsibility of guaranteeing that its operations, policies, projects, and initiatives adhere to child safety standards. This entails ensuring that staff

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members pose no threat to children and that the organization's programs, policies, and practices are structured to prioritize child protection.

b. Children are protected, some children are vulnerable to abuse, exploitation, and ill-treatment at the hands of caregivers, workers, and those with access to their personal information. Many children growing up in vulnerable circumstances have already experienced broken friendship in the form of physical, psychological, or sexual abuse.

c. The organization and its reputation are protected: Organizations working with vulnerable children have been, are and will continue to be vulnerable children have been, are and will continue to be vulnerable to abuse until the issues are brought into the open. Organizations without protection policies, guidelines and systems are more vulnerable to abuse until the issues are brought into the open. Organizations without protection policies, guidelines and systems are more vulnerable to false or malicious accusations of abuse.

d. Without a proper child protection policy and child protection standards in place, allegations of abuse, whether founded or unfounded, can destroy an organization's reputation.

e. The Local Government Unit of Hinatuan (LGUH) directly and indirectly works with and for children such as through its residential/center/health care facilities-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 child.

Section 2. COVERAGE/SCOPE. The scope of a child protection policy. LGUH child protection policy applies to:

- a. All LGUH permanent employees, casuals, job orders, contract of service, interns and volunteers.
- b. All those acting on behalf of LGUH, such as members, consultants or trainers
- c. All those adults accompanying children to events and activities organized by LGUH
- d. All those who participate in LGUH events and meetings involving children, including partner agencies, sponsors, donors, policy makers, etc.

All the parties cited above will be required to read the LGUH Child Protection Policy and sign a commitment to adhere to its principles and procedures (see Annex 3).



Section 3. DEFINITION OF TERMS. The following terms are defined for the purpose of this policy:

a. **Child** - refers to a person below eighteen (18) years old of age, or one who is 18 or over but 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.

b. **Child Abuse** - refers to the maltreatment of a child, whether habitual or not, which includes any of the following:

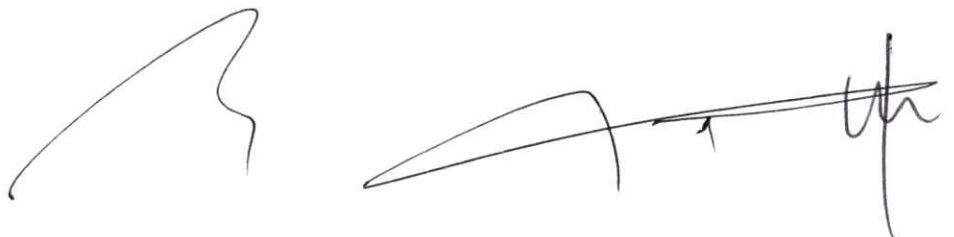
- 1) Psychological or physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- 2) Any act by deeds or words which debases, degrades or demeans the intrinsic worth of dignity of a child as a human being;
- 3) Unreasonable deprivation of the child's basic needs for survival, such as food and shelter; or
- 4) 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).

c. **Child Exploitation** - 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 development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

d. **Child Pornography** - 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.

e. **Bullying** - may be defined as deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

f. **Commercial Sexual Exploitation of Children** - comprises sexual abuse by the adult and remuneration in cash or kind to the child or a third person or persons. The child is treated as sexual object and as commercial object. The commercial sexual exploitation of children constitutes a form

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of coercion and violence against children, and amount to forced labor and a contemporary form of slavery.

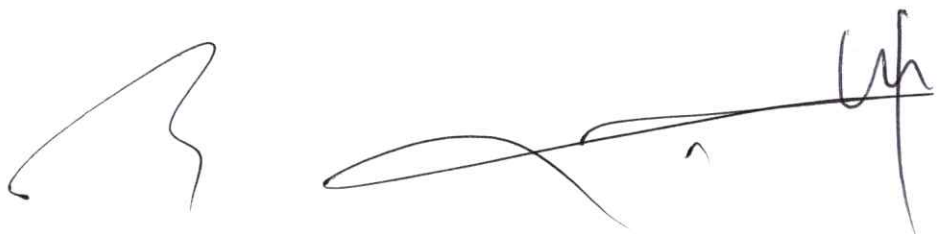
g. **Child Protection Policy** – is an articulation of the commitment of the organization on the promotion and fulfillment of the rights of the child to protection as enshrined in the United Nations Convention on the Rights of the Child (UNCRC). It aims to safeguard the child from all forms of abuse, violence and exploitation that may be perpetuated by adults or persons in authority. It expresses the agency's shared values, principles and beliefs.

h. **Child Protection Committee** – refers to a group that oversees the implementation of this policy.

i. **Corporal Punishment** - refers to an act or acts which involve physical force and humiliating or degrading acts imposed upon a child as punishment for an alleged or actual offense inflicted by an adult or another child, who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading forms of punishment such as:

- 1) Blows including beating, kicking, slapping, lashing on any part of a child's body, with or without the use of an instrument such as cane, broom, whip or belt;
- 2) Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging or throwing a child;
- 3) Forcing a child through the use of power, authority or threats to perform physically painful or damaging acts such as holding a weight or weights for an extended period, kneeling on stones, salt or pebbles.
- 4) Refusal to provide the child's physical needs;
- 5) Use of or exposure to substance that can cause discomfort or threaten the child's health including fire, ice, water, smoke, pepper, alcohol or dangerous chemicals such as bleach or insecticides, excrement or urine;
- 6) Tying up of a child;
- 7) Imprisoning of a child;
- 8) Verbal abuse, or assaults including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
- 9) Making a child look or feel foolish in front of one's peers or the public such as shaving hair and other analogous acts.

j. **Online Sexual Abuse and Exploitation** – refers to any form of sexual harm or exploitation perpetrated against individuals, particularly children, through the use of digital technologies and the internet.



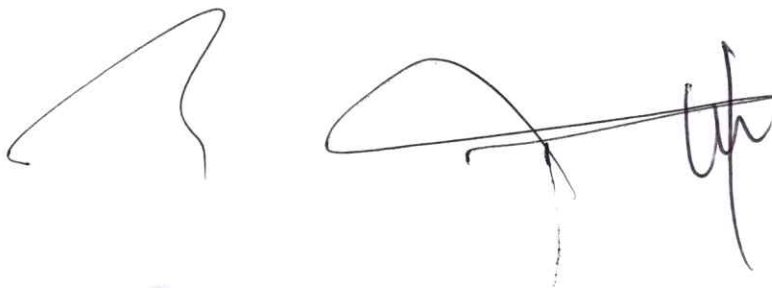
k. **Positive Discipline** – as a non-violent, solution-focused, respectful and based on child development principles approach to enabling children learn to develop appropriate thinking and behavior.

l. **Personnel** – those working with LGUH regardless of status of employment

m. **Public Officials** – includes elective and appointive officials and employees, permanent or temporary, whether or not they receive compensation, regardless of amount.

Section 4. POLICY STATEMENT AND COMMITMENT. Pursuant to the United Nations Convention on the Rights of the Child (UNCRC) and the State and Policies to treat children with dignity and in a manner consistent with the promotion of their fundamental right to protection from all forms of neglect, cruelty and other conditions prejudicial to their development, the Local Government Unit of Hinatuan asserts to:

1. Provide paramount consideration to child's best interest in any programs, project and activities that directly in indirectly affect children and in all circumstances, which require their special protection.
2. Provide a safe and enabling environment for children regardless of their religious beliefs and practices, culture, socio-economic status, gender preference and physical and mental condition through the institutionalization of child participation and the use of positive and non-violent discipline in residential care facilities for children.
3. Maintain an exemplary reputation through a hiring and promotion process that favors individuals without any record of child neglect, abandonment, exploitation and violence; by not tolerating any unacceptable acts towards children by its officials and personnel committed during and beyond working hours; and by transacting business only with providers of goods and services that do not violate children's right.
4. Implement services with high degree of consideration to children beneficiaries in order respond to their needs appropriately and promptly.
5. Guarantees that children who are under the LGUH programs and services shall not be used as subjects or responders in research activities unless their participation is the only means to study and understand a phenomenon being researched. Should a child be involved in a research or any form of data gathering, the office shall see it that utmost care is given to him/her.



6. Certifies a reasonable period of deployment of staff members in disaster-stricken areas to guarantee that they do not become emotionally and physically worn out and incapable of dealing appropriately with victim survivors especially children.

Section 5. CODE OF CONDUCT TO ENSURE PROTECTION OF CHILDREN.

This LGUH Code of conduct includes guidance on ethical and proper standards of behavior of adults towards children, and also of children towards other children. It has

been developed with the best interest of the child as the primary consideration and should be interpreted in a spirit of transparency and common sense. LGUH aims for children and adults, to participate in a safe and happy way in work and activities.

A. DO'S

1. Address a child properly by calling their name.
2. Speak calmly and gently to children.
3. Use appropriate touch-ensure that any touch is in a public setting and visible to others.
4. Keep your child close to you and be observant of how your workmate interacts with your child.
5. Treat all children with respect and fairness without favoritism or bias based on race, gender, religion, disability, or socioeconomic status.
6. Supervise your child when accessing computers or mobile phones, and use password protection on computers to prevent unauthorized access by the child.
7. Listen to children's concerns and feedback with empathy and without judgement.
8. Provide proper training and follow safety protocols. Adhere to established safety protocols and guidelines when handling hazardous materials.
9. Equal distribution of feeding to all children
10. Secure storage, store harmful materials securely in designated areas that are accessible to unauthorized individuals, particularly children.
11. Establish clear policies, ensure that there are clear policies and guidelines in place for both staff and clients.
12. Group chats should have at least two or more adults.
13. When participants are invited to stay overnight, room sharing arrangements are agreed upon in advance and with the consent of the parents, guardians, and children.
14. Set limits on personal involvement. While it is important to be empathetic and supportive, maintain professional boundaries with clients.



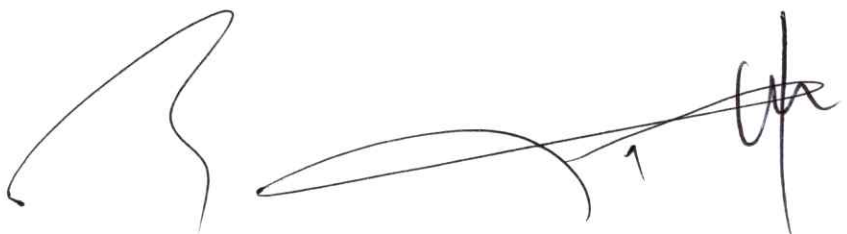
B. DON'Ts

1. Do not label the child (ex. Bungi, opaw, kotohon, libat and taba, etc..)
2. Do not over familiarize yourself with any child in a way that could be misinterpreted or seen as inappropriate.
3. Don't leave alone your children to workmates or who is not trustworthy.
4. Do not show favoritism towards certain children or groups of children, as this can lead to feelings of exclusion and resentment.
5. Avoid any form of bias or discrimination in interactions, decision-making, or the provision of opportunities.
6. Avoid making inappropriate comments or sexual jokes.
7. Don't display any pornographic materials, whether they're in digital form, printed materials, or any other medium, in the presence of a child.
8. Don't overact, stay calm when dealing with misbehavior and avoid over-acting, which can escalate the situation.
9. Don't improvise safety equipment. Avoid using makeshift or improvised safety equipment. Use only certified and approved PPE.
10. Don't neglect ventilation, ensure proper ventilation in areas where harmful materials are handled to minimize exposure.
11. Don't allow unauthorized personnel to access children; refrain from allowing children to be harmful without proper supervision and instruction.
12. The driver and the guardian are not allowed to smoke or drink before or during trips.
13. Avoid touching, especially the private parts of the children.

Report any suspicious observations or alleged abuse as well as any circumstances or situations, which may be subject to misinterpretation to the Child Protection Focal Person.

C. All LGUH employees and staff regardless of status shall observe the following:

1. Never be involved in a romantic relationship with a minor.
2. Be considerate to children of residents in the center, customer/clients who, for various acceptable reasons, need to stay with their parents in the center while availing of services/intervention.
3. Ensure that children beneficiaries receive the necessary support without expecting any personal gain or advantage for the staff and personnel.

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4. Collaborate with, engage, or employ only individuals or businesses that are free from any involvement in child abuse, sexual harassment, exploitation, child pornography, and violence.
5. Respond promptly upon discovering or observing any inappropriate actions or behavior towards children, whether it occurs within the LGUH premises or outside, including centers and residential care facilities.
6. Treat every child, whether they are a beneficiary or the child of a staff member, with dignity and ensure that no actions cause them any physical, sexual, emotional, or psychological harm.
7. Show consideration for the children of center residents and customers who, for a variety of legitimate reasons, must spend a brief or restricted amount of time in the office with their parents.
8. Do not participate in any acts involving child abuse, discrimination against children, child exploitation, violence against children, corporal punishment and any analogous or similar acts.

D. Employees/personnel and staff engaged in frontline services shall observe the following decorum:

Residential/Center/Health Care Facilities

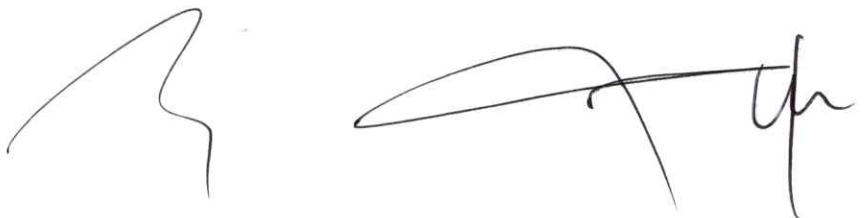
1. Ensure a safe and secure environment for children by following safety protocols and emergency procedures.
2. Plan and implement recreational activities to promote social interaction and engagement among children.
3. Employ positive discipline approach and never use corporal punishment.
4. Encourage children to participate in activities or perform acts which are against their religious beliefs and practices.
5. Avoid sexually-provocative performance or presentations.
6. Keep children away from violent video games and shows pornographic materials either in printed or electronic form or introduce them to obscene websites.



7. Do not allow visitors, service providers, interns, volunteers, and visiting researchers to treat children inappropriately or in a manner that may be damaging to children.
8. Ensure that media guidelines in the conduct of interviews with children victims of abuse and exploitation and whose cases are being managed by the Department are complied with.
9. Conduct appropriate action on any incident of bullying. The staff shall make an incident report to the Head Social Worker/Center Head, inform the parents of the child, and call for a case conference if necessary to determine critical actions to take. If the case falls under the coverage of Republic Act 9344 as amended, the Social Worker in charge shall ensure that procedure applicable to cases of children in conflict with the law is followed.
10. Always include children in decisions that impact them, taking into account their evolving abilities.
11. Avoid asking a child to do tasks that are beyond their age or physical capabilities.
12. Great care should be taken to avoid using language or terms that could offend or harm a child during interviews.

Evacuation Center/Camps

1. Prioritize the needs of children during disasters or in any situations in which resources are scarce.
2. Ensure that children are safe, engaged in appropriate activities, and have access to educational resources.
3. Implementing and maintaining health and hygiene protocols to prevent the spread of diseases.
4. Managing the flow of people and resources, and ensuring the safety and security of all individuals.
5. Make sure that no photos of children in degrading or distressing situations are taken or used for fundraising by individual volunteers and donors.
6. Provide emotional and psychological support to individuals who may be traumatized by the events that led to the evacuation.

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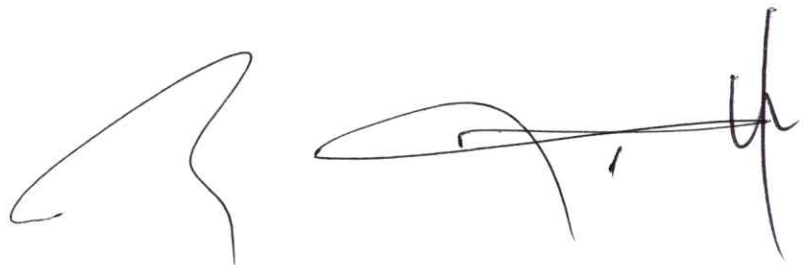
7. Make sure that volunteers, media representatives, and service providers from other organizations adhere to the principle of prioritizing the child's best interest.

Child Development Centers operated by LGUH serving children of employees and families in the community

1. Ecumenical activities with the consent of their parents or guardians are encouraged.
2. Do not involve children in any sexually suggestive performances or presentations at the center.
3. Promote inclusive practices to ensure all children, regardless of their background or abilities, feel welcome and supported.
4. Children should not be exposed to violent video games, shows, or pornographic materials, whether in print, electronic form, or on obscene websites.
5. Comparing children based on their social and cognitive skills is not allowed.
6. Proper supervision protocols must be in place to ensure that children are never left unattended. This includes maintaining appropriate staff-to-child ratios and implementing systems to monitor interactions.
7. Avoid using harsh words or actions with children who exhibit challenging behavior.
8. Never allow parents, guardians or any person accompanying a child to deal inappropriately with other beneficiaries or to institute fights between and among children in the center.

Special events such as Festival and etc.

1. Oversight: Guarantee sufficient monitoring of children at all times, particularly in locations with potential hazards (such as playgrounds or water features).
2. Identification: Issue identification badges or wristbands to children for easy recognition and to ensure that are under the supervision or authorized adults.

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3. Limited entry: Control entry to specific area, allowing access only to authorized individuals, and implement security protocols to deter unauthorized entry. Curfew hours for minors shall implemented.

4. Emergency protocols: Develop explicit guidelines for addressing emergencies, including medical crises, locating missing children, and managing instances of abuse or misconduct.

Section 6. IMPLEMENTING MECHANISMS

a. All necessary guidelines to ensure adherence to this organizational child protection policy shall be developed or integrated into existing guidelines by concerned offices.

b. The Child Protection Policy shall be disseminated to all residential care facilities. A printed copy of Child Protection Policy Statements shall also be posted on conspicuous areas in all LGUH facilities.

c. Include CPP in the orientation of newly-hired employees and require all officials and personnel (newly-hired or otherwise) to sign Statement of Commitment (CP Form 1) which shall form part of their personnel file.

d. The Child Protection Committee is expected to:

- Ensure that all necessary implementing guidelines are developed.
- Make an initial assessment and recommendation on alleged abuse and exploitation of children by any staff and personnel. It shall come up with an incident report (CP Form2) and forward it to appropriate office for further investigation and appropriate action.
- Institute a system for monitoring of staff and personnel in adherence to the code of conduct.

e. CPC in Residential facilities/centers/health care facilities shall:

- Ensure compliance to guidelines in relation to child protection and to institute a system of monitoring of staff and personnel in adherence to the code of conduct on child protection.
- Ensure that all employees are oriented on the Child Protection Policy.
- Make an initial assessment and recommendation on alleged child abuse and exploitation by any staff and personnel based in the residential care facility and community and forward its report to appropriate committee for further investigation and appropriate action.

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- Conduct a quarterly monitoring to residential care facilities being manage and focused on ensuring that child participation is exercised in residential care facilities/centers/health care facilities, incident of child abuse and exploitation perpetuated by staff or personnel of residential care facilities are acted upon and necessary assistance to staff needing help along anger management will be provided.

Section 7. RULES AND PROCEDURES IN HANDLING CHILD ABUSE, EXPLOITATION, VIOLATIONS AND DISCRIMINATION CASES

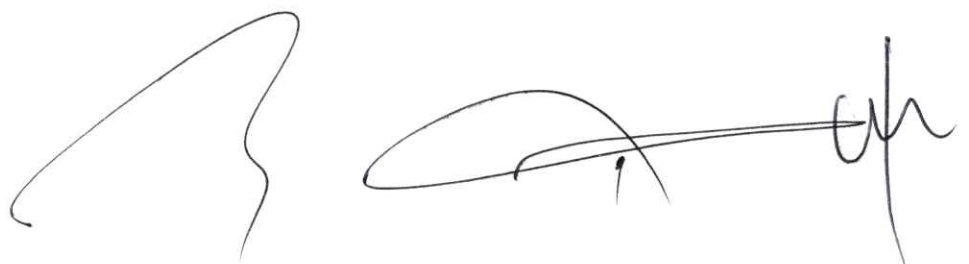
A. REPORTING ABUSES.

The management and office are in charge of informing the appropriate authorities about any suspected abuse. While there is always the option to report directly, it is usually acceptable to submit suspicions to the Child Protection Focal Person or the immediate supervisor. Report any shady observations, suspected abuse, and any conditions or scenarios that might be interpreted incorrectly.

B. CHILD PROTECTION COMMITTEE. In order that these policies and procedures are implemented, LGUH shall create a Child Protection Committee (CPC). CPC shall have the following roles and responsibilities:

- Ensure that all relevant laws, the UNCRC, LGUH policies and procedures, other advocacies that relate to children shall be made known to all employees
- Ensure that all programs of LGUH are aimed at protecting children;
- Ensure that children who participate in the programs of LGUH are protected from all kinds of abuse;
- Ensure that advocacies for the protection of children are properly communicated and imbibed by officials of the barangays and other stakeholders.
- Ensure proper coordination with government agencies and civil society organizations that also aim to protect children from all forms of abuses;
- Within LGUH, the CPC is the primary to receive reports on child abuse; and
- Takes the lead in finding solutions to problems that impact on the rights of children.

C. REFERRAL SYSTEM. To ensure that abuse is reported and acted upon and to ensure that victim's needs are addressed, a Referral System is to be developed by Local Council for the Protection of Children (LCPC), taking into considerations situations on the ground.



D. MONITORING AND CONTINUAL IMPROVEMENT. LCPC shall continue to monitor the implementation of this CPP and shall continue learning as it aims to improve its performance in protecting children.

Section 8. ADDITIONAL PROVISION. All employees and others who work with children or with youth shall be fully informed of the Child Protection Policy of the organization. They shall be given copy of CPP and they must agree to abide by its provisions. Failure to do so shall disqualify the employee or others from any form of work with children and youth. Violations of any provisions contained in this CPP shall lead to administrative complaints or worse termination of service for the person concerned.

SECTION 9. SEPARABILITY CLAUSE. If any provision or part of this Ordinance is declared unconstitutional or invalid, such declaration shall not affect the validity of the remaining parts or provisions.

SECTION 10. REPEALING CLAUSE. All ordinances, resolutions, and regulations or parts thereof which are inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly campaign to educate the public about the provisions of this Ordinance.

SECTION 11. EFFECTIVITY. That this ordinance shall take effect immediately upon approval by the Local Chief Executive (Sec. 54, RA 7160) and posting of the same.

ENACTED this 4th day of March, 2025.

I HEREBY CERTIFY to the correctness of the foregoing.


IVY ZEA VIOLA-BAGARA, DM
Secretary to the Sanggunian

**ATTESTED AND CERTIFIED
TO BE DULY ENACTED:**


HON. NERITO P. MALINAO
Municipal Vice Mayor
(Presiding Officer)

APPROVED:


APT. TITO A. CAÑEDO III
Municipal Mayor