



PHILIPPINES 2000



April 15, 2002

DEPT. OF SOCIAL WELFARE & DEVT.
IBP ROAD, CONSTITUTION HILLS, Q.C.

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LEGAL SERVICE
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Administrative Order No. 84
Series of 2002

**SUBJECT: PROCEDURES IN THE HANDLING AND TREATMENT
OF CHILDREN INVOLVED IN ARMED CONFLICT**

A. INTRODUCTION

Recent development indicates a growing number of children directly involved in armed conflict in several capacity either as combatants, spies, couriers, guides or in supportive roles such as cooks, medical aids, etc. This phenomenon stirred strong reactions from the public and child rights advocates especially on the manner they are handled when rescued or surrendered. In response to this, a Memorandum of Agreement was signed on March 21, 2000 involving concerned government agencies such as the Department Social Welfare and Development, Department of National Defense, Armed Forces of the Philippines, Department of the Interior and Local Government, Philippine National Police, Department of Health, Commission on Human Rights, Office of the Presidential Adviser on the Peace Process, National Program on the Unification and Development (Attachment A). Under the MOA, each agency shall issue their respective Memorandum circular to operationalize their respective commitments.

Thus, the Department cognizant of its roles in the handling and treatment of children in armed conflict issued a Memorandum Circular dated April 17, 2000 indicating role delineation of the different units/offices in the Department (Attachment B). In support of this Memorandum Circular, this Administrative Order shall further provide direction in terms of procedures from rescue to recovery and social reintegration of the children involved in armed conflict. Such effort is likewise in fulfillment of our mandate embodied in Republic Act 7610, known as the "Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act", the Convention on the Rights of Children and the ILO Convention 182 concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labor. Further, said order is in fulfillment of Executive Order No. 56, Series of 2001: Adopting the Comprehensive Program Framework for Children in Armed Conflict and Directing National Government Agencies and Local Government Units to Implement the same (Attachment C).

These procedures also supplements existing Department Order No. 44, Series of 1994: "Guidelines for Implementation of Services to Children in Situation of Armed Conflict."

B. GENERAL POLICIES

1. Children as zones of peace shall be continuously advocated to ensure their protection from harm and access to essential services that ensure their survival and well-being.
2. In all actions concerning rescued and surrendered children in situations of armed conflict, their welfare and best interests shall be the paramount consideration. These children must be the object of respect and their rights must be protected at all times without discrimination.
3. The children who were rescued or surrendered to government forces, LGUs, NGOs or individuals shall be treated as victims not as offenders irrespective of their involvement or membership in armed groups.
4. Family care either by child's biological parents or alternative parental care through foster and kinship care shall be considered as the first placement option. Residential care shall be considered as the last resort.

C. TARGET CLIENTELE

These procedures shall apply to all persons below eighteen (18) years of age involved in armed conflict either as courier, guide, spy, combatant, or in any similar capacity who were rescued or surrendered to government forces or any other agencies or individuals.

D. PROCEDURES

The DSWD Field Offices shall be guided by the following:

1. On the Transfer of the Child for Protective Custody
 - 1.1 Within 24 hours upon receipt of information of the rescue or surrender of a child who has been involved in armed conflict, coordination shall be made with the rescuing party in the locality to effect the immediate turn over of the child to the protective custody of the Department. The DSWD shall furnish the Commission on Human Rights Regional Office a copy of the report within 2 days from receipt of the report from the MSWDO for document and monitoring purposes (Appendix D). Protective custody shall not be limited to actual physical custody but constructive custody as well wherein the Department exercises parental authority over the child for proper case disposition whether the child is with the LGUs, NGOs or foster/kinship families.
 - 1.2 Coordination shall likewise include arrangement to meet with the child before the actual turnover to socially and psychologically prepare the former for his/her eventual transfer to the protective custody of the Department.
 - 1.3 The transfer of the physical custody of the child from the referring party, rescuing agency or individual to the DSWD (Appendix E) shall be supported by a written report and properly acknowledged using CIAC Forms 1, 2 & 3.

- 2.3 Based on the assessment, formulate a treatment plan in agreement with the child and or his/her families/relatives, indicating treatment goals; objectives and activities or helping strategies to achieve such; person responsible; time frame; and expected output.
- 2.4 Using the treatment plan as reference, the social worker shall undertake the various strategies indicated in coordination with other disciplines and determine progress of child's behavior. This may be modified in the course of implementation, if indicated.
- 2.5 Coordinate with the City/Municipal Social Welfare and Development Office (C/MSWDO) to conduct an assessment of the capabilities of child's parents, relatives and the community and other support system within one month (1) from date of receipt of referral for the eventual discharge of the child. Assessment shall also take into consideration the peace and order situation of the community where the family lives.
- 2.6 The family assessment shall cover the following:
 - roles and functions of family members
 - behavior control/problem-solving patterns for handling conflict situation/social interaction
 - communication patterns among family members
 - responsiveness and involvement of the members to provide and sustain emotional support to one another especially to the child victim
- 2.7 If the result of the above assessment is favorable, the DSWD shall facilitate the immediate return of the child to the parents or relatives. Meeting with parents/prospective custodian, concerned C/MSWDO / NGO prior to actual discharge of the child shall be conducted to discuss after care support services that may be needed.
- 2.8 However, if findings prove to be contrary to the best interest of the child, the child shall remain in the protective custody of the DSWD. Relative to this, parents/prospective custodian shall be informed citing the reasons for this. Further, continuous visitation by parents and immediate relatives shall be encouraged.
- 2.9 Where appropriate, the DSWD shall explore other forms of alternative parental care such as foster/kinship care, legal guardianship, and other services provided by GOs and NGOs duly licensed and accredited by DSWD which can also be tapped for protective custody of the child.
- 2.10 Periodic evaluation shall be conducted through a case conference to determine progress of the case and readiness of the child for reintegration in the community. This shall be done with the presence of the social worker of the LGU/NGO concerned and professionals from the other disciplines.
- 2.11 Whether reintegrated into his/her family and community or provided with alternative parental care, the DSWD shall provide technical assistance to the C/MSWDO or NGO to ensure the child's readjustment and provision of after care support services.

- 1.4 Notify the child's parents or nearest relatives of the latter's situation and provide opportunity for them to visit the child. For security consideration, another venue for visitation may be arranged with the family.
- 1.5 Protect child's identity and observe confidentiality of information about the child. He/she shall not be presented to the media or press conference except when such is justified by compelling national security interest as determined by the Secretary of National Defense, or AFP Chief of Staff or Chief of the Philippine National Police. This shall, however, be conducted not more than once and in consultation with the Secretary of the Department of Social Welfare and Development.
- 1.6 Should there be a press conference, the DSWD Field Office concerned shall ensure that this is conducted in accordance with the Media Guidelines for Media Practitioner issued by the Department of Justice. (Attachment D)
- 1.7 The presence of military personnel shall not be allowed inside the DSWD premises to avoid further trauma not only of the child but other residents as well. Police assistance shall only be sought when there is grave threat on the life of the child and/or DSWD Staff.
- 1.8 Where appropriate, coordinate with lawyers for the necessary legal action such as to file petition for involuntary commitment of the child to DSWD and other legal remedies deemed appropriate.
- 1.9 Submit a report to the Office of the Secretary within 24 hours upon receipt of the child copy furnished the Operations Group on the protective custody of a child involved in armed conflict indicating information stipulated in CIAC Form 1.

2. Case Management

- 2.1 Designate a trained staff to conduct a social case study. The assessment of the psychosocial well-being of the child as basis in the formulation of treatment plan shall be formulated in consultation with other professionals, the child and his/her family.
- 2.2 The child assessment shall focus on the following:
 - Child's physical, social and psychological condition; his/her strengths and capabilities
 - Perception of the child on his/her present situation/problem and other significant events in his/her life affecting him/her
 - Child's feelings about the problem/situation, and his/her preferred custodian. In case his/her immediate discharge is not possible, child remains under DSWD custody.
 - What has been or could be done about the situation of the child
 - Support system particularly his/her family and kins/relatives as well as other external resources and how these can be mobilized to effect change in his/her situation

- 2.12 The City/Municipal Social Welfare Development Office or NGO shall be requested to submit quarterly reports to the DSWD Field Office concerned on the progress of the child within the time the child is under their protective custody and of after care support services provided, within a period of one (1) year.

E. MONITORING AND EVALUATION



The Field Offices shall submit a summary of all cases of children to the Operations Group using CIAC Form 4 on a semi-annual basis supported by a masterlist with corresponding update using Form 5.

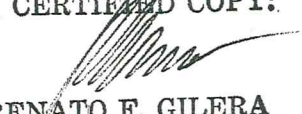
The Operations Group shall maintain a masterlist of CIAC cases with corresponding updates. It shall conduct regular field monitoring visits for consultation and technical assistance with the Field Offices/Local Government Units and other concerned agencies to identify issues concerning CIAC and determine areas for further program development/enrichment and policy formulation.

F. FUNDING SOURCE

Funds to be incurred in operationalizing this set of guidelines shall be charged against the budget of Protective Services for Children. Additional funds shall be sourced out from the Office of the Presidential Adviser on the Peace Process (OPAPP) stipulated in Executive Order 56 and the National Program for Unification and Development Council (NPUDC), as provided for in the Memorandum of Agreement on the Handling of Children involved in Armed Conflict signed on March 21, 2000.

This order shall take effect immediately and revokes all others previous orders inconsistent with it.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development


A CERTIFIED COPY:

RENATO F. GILERA
Records Officer III

MEMORANDUM OF AGREEMENT

DEPT. OF SOCIAL WELFARE & DEV.
Constitution Hills Quezon City
TEL. (81-01) Loc. 108, 109 & 110

IN THE HANDLING AND TREATMENT OF CHILDREN INVOLVED
IN ARMED CONFLICT

APR 2, 1991

The Department of National Defense (DND) represented by the Secretary of National Defense

OFFICIAL OF THE SECRETARY

The Armed Forces of the Philippines (AFP) represented by the Chief of Staff

The Department of the Interior and Local Government (DILG) represented by the Secretary of the Interior and Local Government

The Philippine National Police (PNP) represented by the Police Deputy Director General

The Department of Social Welfare and Development (DSWD) represented by the Secretary of Social Welfare and Development

The Department of Health (DOH) represented by the Secretary of Health

The Commission on Human Rights (CHR) represented by the Chairperson of the Commission

The Office of Presidential Adviser on the Peace Process represented by the Presidential Adviser

The National Program for Unification and Development Council represented by the Senior Deputy Executive Secretary.

Recognizing the alarming situation of children's involvement in armed conflict either as combatants, couriers, guides, medic, spy or any similar capacity which need immediate attention from all sectors of our society;

Taking into account the UN Convention on the Rights of the Child, the UN Guiding Principles on Internal Displacement and Republic Act 7610 which provide a legal mandate to protect and promote the child's best interest.

Giving substance to the provisions of Article X, Section 22 of Republic Act 7610 which state that children as Zones of Peace shall not be recruited to become members of any military unit or any other armed group nor be allowed to take part in the fighting nor be involved in hostilities either directly or indirectly;

Affirming the responsibility of the State that in all actions concerning the rescued and surrendered children in situation of armed conflict, their best interests shall be the paramount consideration, they shall be treated as victims rather than as offenders irrespective of their being members of an armed group;

We have reached the following agreements:

1. The Department of National Defense shall:

- a. Provide guidance to the AFP in handling rescued and /or surrendered children who are involved in armed conflict and resolve any policy questions regarding such matters.

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- b. Coordinate with concerned agencies in developing the capability of AFP units in the handling and treatment of children involved in armed conflict.
- c. Involve, as may be necessary, any other agencies under the Department.

2. *The Armed Forces of the Philippines shall:*

- a. Rescue and/or facilitate surrender of children involved in armed conflict and shall report within twenty four (24) hours of such rescue or surrender to the DSWD Field Office and/or Local Chief Executive of the City or Municipality covering the area.
- b. Provide immediate physical and medical treatment to children wounded during engagement, including psychological/psychiatric treatment when necessary, or transport them to the nearest medical facility for treatment in case of emergency.
- c. Transfer the rescued or surrendered child for protective custody to the DSWD Field Office or Local Chief Executive of the City or Municipality covering the area within twenty-four (24) hours upon receipt of the child, under normal conditions, and within seventy-two (72) hours when the situation does not warrant the turnover of the child within the prescribed period.
- d. Protect the child from exposure to the media, except when such is justified by compelling national security interest as determined by the Secretary of National Defense or AFP Chief of Staff. This exposure to media shall, however, be conducted not more than once and in consultation with the Secretary of DSWD.
- e. Inform and ensure the protection of child's rights as embodied in Section 15, Implementing Rules and Regulations of Republic Act 7610.
- f. Protect the child from further exploitation and trauma (no tactical interrogation or any similar forms of investigation or use in military operations).
- g. Provide the child with subsistence and other basic needs while in custody.

3. *The Department of the Interior and Local Government shall:*

- a. Disseminate to Local Government Units the inter-agency Guidelines in Handling Rescued and Surrendered Children Involved in Armed Conflict.
- b. Issue Guidelines to Municipality/City Mayors, Vice-Mayors, Punong Barangays and others concerned, in handling rescued and surrendered children involved in armed conflict.
- c. Assist the DSWD in organizing and facilitating capability building activities for local government units in handling and treatment of children involved in armed conflict.

4. *Philippine National Police shall:*

- a. Rescue and/or facilitate surrender of children involved in armed conflict and shall report within twenty four (24) hours of such rescue or surrender to the DSWD Field Office and or Local Chief Executive of the City or Municipality covering the area.

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- b. Provide immediate physical and medical treatment to children wounded during engagement, including psychological/psychiatric treatment when necessary or transport them to the nearest medical facility for treatment in case of emergency.
- c. Transfer the rescued or surrendered child for protective custody to the DSWD Field Office or the Local Chief Executive of the City or Municipality covering the area within twenty-four (24) hours upon receipt of such child, under normal conditions, and within seventy-two (72) hours when the situation does not warrant the turn-over of the child within the prescribed period.
- d. Protect the child from exposure to the media, except when such is justified by compelling national security interest as determined by the Chief of the Philippine National Police. This exposure to media shall, however, be conducted not more than once and in consultation with the Secretary of DSWD.
- e. Inform and ensure the protection of child's rights as embodied in Section 15, Implementing Rules and Regulations of Republic Act 7610.
- f. Protect the child from further exploitation and trauma (no custodial interrogation or any similar forms of investigation used in police operations).
- g. Provide the child with subsistence and other basic needs while in custody.
- h. When possible, conduct Critical Incidence Stress Debriefing (CISD) by a trained personnel.

5. *The Department of Social Welfare and Development shall:*

- a. Manage cases of children in situations of armed conflict in coordination with the local government units and other intermediaries.
- b. Monitor and provide technical assistance to the Social Services Department of the local government units in the provision of support services to the families of children in situations of armed conflict.
- c. Develop/enrich programs for CSAC along prevention, rescue and protection, healing, recovery and reintegration.
- d. Advocate for policy changes related to handling of CSAC cases.
- e. Strengthen networking with the LGUs, NGOs and other intermediaries in responding to the needs of children involved in armed conflict.

6. *Department of Health*

- a. Ensure that the child is provided with medical care in DOH Hospitals.
- b. Assist the DND, AFP, PNP and DSWD in ensuring that the child is provided with medical treatment, hospitalization and medicines in accordance with existing programs and policies.

7. *Commission on Human Rights*

- a. Monitor/document cases of children involved in armed conflict who were rescued or surrendered to government forces and conduct an independent investigation on

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reported cases. In the documentation of cases, the Commission may collaborate with the DSWD

- b. Monitor compliance of concerned agencies with respect to the UN Convention on the Rights of the Child and other related human rights treaties.

8. *Office of the Presidential Adviser on the Peace Process*

- a. Provide guidance to concerned agencies to ensure that the implementation of this program on children involved in armed conflict is within the government's framework of the comprehensive peace process.
- b. Assist in the provision of fund augmentation to agencies concerned for the healing, recovery and reintegration of rescued and surrendered children involved in armed conflict.

9. *National Program for the Unification and Development Council*

- a. Provide programs and services for the reconciliation, healing, recovery and reintegration of rescued/surrendered children involved in armed conflict in coordination with concerned agencies.

Concerned agencies shall issue their respective guidelines within thirty (30) days upon signing this Agreement.


Concerned agencies shall, likewise, maintain a data bank on children involved in armed conflict for policy enrichment, program development and information exchange.

Signed this 21st day of March year 2000.

Signed for:

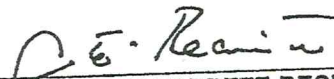
Department of Social Welfare and Development

by


GLORIA MACAPAGAL-ARROYO
Vice President / Secretary


Commission on Human Rights

by


AURORA P. NAVARRETE-RECIÑA
Chairperson

Department of National Defense

by


ORLANDO S. MERCADO
Secretary

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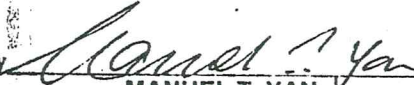
Department of Health

by 
ALBERTO G. ROMUALDEZ, JR., M.D.
Secretary


Department of the Interior and Local Government

by 
ALFREDO S. LIM
Secretary

Office of the Presidential Adviser on the Peace Process

by 
MANUEL T. YAN
Presidential Adviser

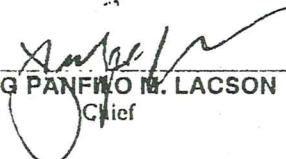
National Program for Unification and Development Council

by 
RAMON B. CARDENAS
Senior Deputy Executive Secretary

Armed Forces of the Philippines

by 
GEN. ANGELO T. REYES
Chief of Staff

Philippine National Police

by 
P/DDG PANFILO M. LACSON
Chief

Witness



PHILIPPINES 2000



DEPT. OF SOCIAL WELFARE & DEV.
 Constitution Hills Quezon City
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APR 1998 REPUBLIC OF THE PHILIPPINES

OFFICE OF THE SECRETARY

17 April, 2000

T O : All DSWD Bureau/Service and Field Directors,
 Directors of Attached Agencies

SUBJECT: **Joint Memorandum re: Role Delineation on the
 Implementation of Services to Children in
 Situations of Armed Conflict**

Introduction:

Recognizing the alarming situation of children's involvement in armed conflict either as combatants, couriers, guides, medic, spy or any similar capacity which need immediate attention from all sectors of our society, the DSWD entered into a Memorandum of Agreement with other government agencies in handling and treatment of children involved in armed conflict.

As the lead agency in the management of CSAC cases, there is a need for the DSWD to come up with role delineation among the offices within the Department in the implementation of services to children in situation of armed conflict.

The Office of the Undersecretary for Programs will coordinate the management of CSAC cases.

A. Central Office

The following are the roles and functions of the DSWD-Central Office.

1. Office of the Undersecretary for Policy, Program and Standards
 - 1.1. Program and Projects Bureau
 - a. Represent the Department in the Inter-Agency Committee/Technical Working Group on concerns related to children in situation of armed conflict;
 - b. Provide technical assistance to the DSWD Field Offices, GOs and NGOs at the national level in the management of cases of children in situations of armed conflict;
 - c. Develop/Enrich programs for CSAC along prevention, rescue and protection, healing, recovery and reintegration;

- d. Conduct research activities in coordination with the Field Office to further enhance programs, policies and procedures in the implementation of services to children in situation of armed conflict;
 - e. Maintain customized data bank on CSAC cases as basis for policy and program development/enrichment;
 - f. Strengthen networking with the LGUs, NGOs and other intermediaries at the national level in responding to the needs of children in situations of armed conflict;
- 1.2. Policy, Plans and Information Systems
- a. Recommend national policy changes related to CSAC;
 - b. Monitor and consolidate regional performance on CSAC.
- 1.3. Standards Bureau
- a. Develop/enrich standards on programs and services of CSAC;
 - b. Monitor compliance of standards in the implementation of services for CSAC.
- 1.4. Social Welfare and Development Institute
- a. Conduct orientation/training of social workers and other stakeholders on handling cases of CSAC in collaboration with Programs and Projects Bureau/Child Protection Division.
2. Office of the Undersecretary for Management
- 2.1. Public Affairs, Legal and Liaisons Office
- a. Undertake activities to increase awareness of the public on CSAC.
 - b. Manage media relations
- 2.2. Legal Service
- a. Provide legal services/advise to Bureaus/Field Offices on CSAC cases.
 - b. Collaborate with Bureau/DOJ and others concerned in the management of cases.

3. Office of the Undersecretary for Field Operations

Monitor the cases of CSAC in coordination with the Field Offices including regular submission of reports on the status of cases and consolidated statistics/data for processing and consolidation by Programs and Projects Bureau.

B. Field Offices

The roles and functions of the Field Offices in every phase of the management of CSAC cases are as follows:

1. Preliminary Phase

- 1.1. Advocacy and mobilization to protect children from armed conflict and prevent their recruitment by armed groups.
- 1.2. Ensure the protection of the child from media exposure in accordance with the existing approved guidelines.
- 1.3. Consolidate data on reported cases reflecting the profile of children, services, provided, summary on the status of cases, etc.
- 1.4. Coordinate with LGUs, NGOs and other GOs for the conduct of activities before the occurrence of armed conflict which include but not limited to the following:
 - a. Organization and strengthening of the local councils including the Council for the Protection of Children;
 - b. Identification of barangays vulnerable to armed conflict including possible evacuation centers;
 - c. Needs assessment, stock-piling and other support services;
 - d. Training of volunteers;
- 1.5. Where appropriate, explore the other forms of alternative parental care such as foster family care/kinship care, legal guardianship or adoption, and other support services provided by the LGUs, NGOs and other intermediaries.

2. Implementation Phase

- 2.1. Coordinate with the AFP, PNP in the locality for the immediate transfer of the children rescued from armed conflict within twenty-four (24) to seventy-two (72) hours upon rescue.

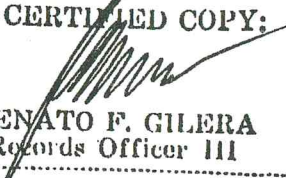
- 2.2. In case of transfer of the child by the rescuing agency, to facilitate issue and of certificate of transfer of physical custody.
 - 2.3. Visit the child immediately upon being informed of the custody of a child by government forces for appropriate intervention and inform the Central Office as well as the Regional Office of the Commission on Human Rights of such incidence to ensure the protection of the child's rights.
 - 2.4. Notify parents/guardians on the situation of the child.
 - 2.5. Monitor and provide technical assistance to the Social Services Department of the LGUs/NGOs in the provision of support services to the families of children in situation of armed conflict.
 - 2.6. Assess the capability of parents/guardian to provide custody to the child.
 - 2.7. Manage cases of children in situation of armed conflict in coordination with the local government units and other intermediaries.
3. **Reintegration Phase**
- 3.1. Coordinate with the LGUs in the reintegration of the child to his/her family and community.
 - 3.2. Provide appropriate after care/support services to ensure the smooth reintegration of the child to his/her family and community.

For strict compliance.


FELICIDAD L. VILLAREAL
Undersecretary for Programs


BELINDA C. MANAHAN
Undersecretary for
Management


LUWALHATI F. PABLO
Undersecretary for Field
Operation

A CERTIFIED COPY;

RENATO F. GILERA
Records Officer III

MALACAÑANG
Manila

Attachment C

DEPT. OF SOCIAL WELFARE & DEV.
Constitution Hills Quezon City
Tel. 931-80-08, 931-81-01 Loc. 108, 109 & 110

BY THE PRESIDENT OF THE PHILIPPINES

OFFICE OF THE SECRETARY

EXECUTIVE ORDER NO. 56

ADOPTING THE COMPREHENSIVE PROGRAM FRAMEWORK FOR CHILDREN IN ARMED CONFLICT AND DIRECTING NATIONAL GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS TO IMPLEMENT THE SAME.

WHEREAS, the 1987 Philippine Constitution, under Section 3, Article XV, provides that children have a right 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;

WHEREAS, Republic Act No. 7610, also known as the "Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act," declares children as Zones of Peace, and as such, they shall not be recruited to become members of the Armed Forces of the Philippines or its civilian units or other armed groups, nor be allowed to take part in the fighting, or used as guides, couriers or spies;

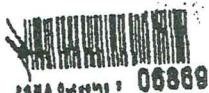
WHEREAS, the 1990 United Nations Convention on the Rights of the Child (UN CRC) to which the Philippines is a State Party likewise prohibits the recruitment of children in armed conflict and calls for the adoption of feasible measures to ensure the protection and care of children who are affected by an armed conflict;

WHEREAS, the use of children in armed conflict in several capacities either as combatants, spies, couriers or guides requires immediate attention and action from all sectors of society;

WHEREAS, Executive Order 310 series of 2000 adopted CHILD 21 which provides the overall framework for plan development of children from 2000-2025 which includes, among others, children in armed conflict as one of the groups of children needing special protection;

WHEREAS, the Framework for a Comprehensive Program for Children in Armed Conflict to effectively address the problems affecting children in armed conflict has been formulated through consultations with concerned sectors.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order and direct the following:



SECTION 1. Program Framework. The Comprehensive Program Framework for Children in Armed Conflict, as approved by the CWC Board, is hereby adopted.

SEC 2. Lead Agency. The Office of the Presidential Adviser on the Peace Process (OPAPP) is hereby directed to serve as lead agency in coordinating and monitoring the implementation of this Program. The formulation of the implementing guidelines shall be done in coordination with involved government agencies.

SEC 3. Other Agencies & Organizations. National government agencies shall develop their respective annual plans, programs and projects consistent with the Comprehensive Program Framework and in accordance with their mandates. The OPAPP shall periodically review these plans for purposes of policy and program synchronization.

Local Government Units of areas affected by armed conflict may also develop and implement complementary programs to carry out the Comprehensive Program Framework in coordination with the OPAPP.

The involvement and participation of the private/business sector, NGOs, civil organizations, church-based organizations and private volunteer organizations with services for children shall also be encouraged.

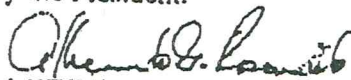
SEC 4. Funding. Funds for the implementation of this Program and its components shall be taken from the existing funds of involved agencies. All agencies involved shall ensure that actual funds, services and/or activities equivalent to at least one percent (1%) of their annual MOOE budget shall be appropriated for the implementation of this program.

The OPAPP shall likewise assist in providing funding assistance for the implementation of specific program components and other related activities consistent with its mandate, and in accordance with existing accounting and auditing regulations.

SEC 5. Effectivity. This Executive Order shall take effect immediately.

Done in the City of Manila, this 26th day of November, in the year of Our Lord, two thousand and one.

By the President:


ALBERTO G. ROMULO
Executive Secretary



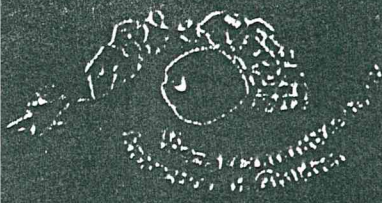

PUNA Cagayan A 06870

DEPARTMENT OF SOCIAL WELFARE & DEPT.
OF CHILDREN, YOUTH & FAMILY SERVICES
120 WATERLOO STREET, TORONTO, ONT. M5H 1B2

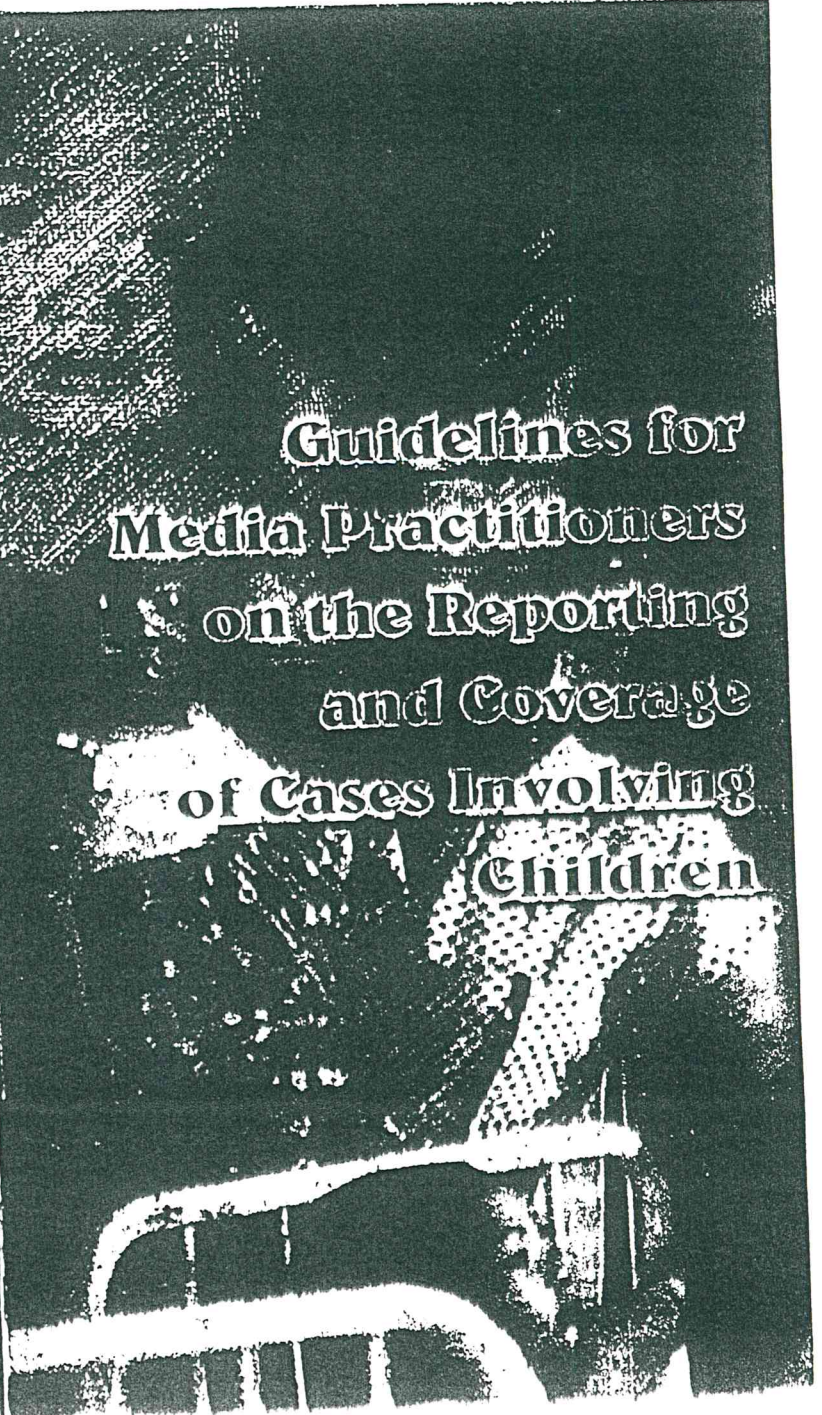
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A project of the
SPECIAL COMMITTEE FOR THE
PROTECTION OF CHILDREN



Guidelines for Media Practitioners on the Reporting and Coverage of Cases Involving Children



Rationale

Children need special safeguards and care, including appropriate legal protection to enable them to grow and develop in an atmosphere of peace, dignity, tolerance, freedom, equality and solidarity. Every effort, therefore, must be exerted to ensure that children are accorded this special protection. In all actions concerning the child, all those who are responsible should take full account of his or her best interests.

There are special groups of children who need protection in order to balance their interest vis a vis the right of the public to be informed about their cases. These are children who are victims of abuse and children who are in conflict with the law. These children must be protected from all forms of abuse and suffering, trauma or social stigma that may arise from inappropriate publicity or approaches to media coverage of cases involving them.

Republic Act No. 7610¹ requires "strict confidentiality" on the identity of child abuse victim and to all records pertaining to the case. Pres. Decree No. 603², on the other hand, does not require a similar rule on confidentiality, but provides for the destruction of the records of the case, such as files of the NBI, any police department and any other

1 Special Protection of Children Against Abuse, Exploitation and Discrimination Act.

2 The Child and Youth Welfare Code.

government agency, after the charges have been dropped.³ The Convention on the Rights of the Child, to which the Philippines is a party⁴, recognizes the right to privacy, honor and reputation⁵ of a child either as a victim or in conflict with the law.

The freedom of the press, however, is a fundamental right which constitutes a cornerstone of a democratic society and is valued by all freedom loving nations. In relation to the exercise of such freedom, the justice and social welfare system and child rights advocates from civil society however, consider it necessary to protect the interests of children. There arises, therefore, a need to balance the role of media in public information and public education with the rights of children to privacy and special protection within the framework of the Philippine justice and social welfare system. This is not to limit the potential of mass media for awareness-raising above issues affecting children which contributed to social mobilization and advocacy efforts intended to promote the rights of all children. These guidelines are designed to achieve the goal of protecting children while maximizing the positive role of mass media in child protection efforts.

3 See Article 200 of Pres. Decree 603

4 The Philippines became the 31st State to ratify the Convention on July 26, 1990 by virtue of Senate Resolution No. 109.

5 See Article 40, Convention on the Rights of Child.

Declaration of Policy

The 1987 Constitution declares that the State recognizes the sanctity of family life and shall protect and strengthen the family as a basic autonomous social institution. The fundamental law further declares that the natural and primary right and duty of parents in the rearing of the youth for civic efficiency and the development of moral character shall receive the support of the Government. It is for this reason that the State, in the exercise of "parents patriae," has the inherent duty to defend and care for citizens who are vulnerable and in need of special care specially the children who are society's youngest members.

The Philippines is a State Party to the Convention on the Rights of the Child, and is committed to observe the principles enshrined in the said Convention.

Reporting and Coverage

Media practitioners shall observe the guidelines stated below in the reporting and coverage of cases involving child-victims of abuse and maltreatment and in conflict with the law.

The term "media practitioners" refers to editors, publishers, reporters, columnists in case of printed materials, announcers, program hosts, producers in case of television and radio broadcasting, producers and directors of the film in case of the movie industry.⁶

⁶ See Section 29, RA 7610

1. Guiding Principles

- 1.1 Media practitioners have the duty to maintain the highest ethical and professional standards in reporting and covering cases of children and should observe that in all publicity concerning children, the best interests of the child shall be the primordial and paramount concern.
- 1.2 Media practitioners should realize and understand that any undue and inappropriate, harmful and sensationalized publicity of any case involving children who are victims of abuse and maltreatment and in conflict with the law is a violation of their rights.
- 1.3 There should be conscious effort to respect and prevent violation of the confidentiality provision under existing laws, especially when the intended publicity shall result in the moral degradation or suffering of the child who is a victim of abuse or in conflict with the law. It is important that media practitioners themselves do not inadvertently abuse these children.
- 1.4 On media coverage of specific cases, the present, as well as the long-term implications for the child's recovery and rehabilitation shall be taken into consideration by all those involved in deciding on and implementing the said approaches to media coverage.
- 1.5 While the graphic description of details of individual cases may be considered "good copy" and more interesting for the public, media practitioners are urged to carefully consider the inclusion of details that are sufficient only to help the public understand that such evidence of

child abuse has occurred or an offense allegedly involves a child youth. It would also serve the interests of the public to focus more on the cases and the possible solutions to these problems in order to raise public awareness and understanding about these issues.

Focusing on the details of individual cases makes good and sensationalized journalism. It may not however be as helpful in providing only relevant information that helps to explain the problem and the cause and provide the possible solutions. Detailed coverage of individual cases that dwell upon the circumstances of the child's abuse or the details of the child's participation in a particular case are not valuable contributions or effective approaches to raising awareness about the problems, the causes and the means of resolving them.

1.6 Crimes of violence by or against children must be reported factually and seriously. Words that tend to pass judgement on the child victim or child in conflict with the law must be avoided. At all times the dignity of the child must be respected.

1.7 Bearing in mind the freedom of expression of a child, media practitioners shall always consider the opinions expressed in any matter or procedure affecting such child.

2. Procedures on Access to Child's Records and Case Files

Those who are responsible for the care of the child and for handling the child's case are open to collaborating with media practitioners in a way that serves the child's best interests. Media practitioners

are encouraged to initiate contact with them; to consult them and seek their assistance for their reports. Such partnerships will ultimately contribute to improving public awareness on and understanding of issues affecting children.

2.1 Government agencies responsible for the care of children who are victims of abuse or who are in conflict with the law such as the Department of Social Welfare and Development and private organizations or institutions have developed their own internal guidelines for their staff in relating to media practitioners. It will be necessary for media practitioners to acquaint themselves with these procedures.

2.2 Media practitioners are encouraged to seek referrals from government agencies or private institutions responsible for children such as qualified professionals who can contribute additional information in the form of analysis of the particular situation involving children who are victims of abuse or who are in conflict with the law.

2.3 In cases of sexual abuse, all records pertaining to the case shall be strictly confidential and no information relating to the case shall be disclosed except in connection with any court or official proceeding based thereon.

2.4 The right to privacy of the child abuse victim or in conflict with the law shall be respected at all stages of the proceedings in order to avoid harm being caused to him or her by undue publicity or by the process of labelling. Permanent identification as a delinquent or criminal or abused has detrimental effects on the child.

2.5 The authority of lawyers, social workers, psychologists and other professionals responsible for the child's care and case files should at all times be respected. Unless necessary for the prosecution and progress of the case, only supervised and authorized interviews shall be allowed. This is to protect children who are victims of abuse from suffering further emotional distress or trauma resulting from the interview process and resulting media coverage.

Supervised interview is also intended to protect children who are in conflict with the law from undue pressure that could result in their admission of involvement in the crime outside of the court or humiliation and social stigma due to the exposure and which in turn could hinder their successful rehabilitation in the future.

The presence and guidance of a knowledgeable and experienced professional who is responsible for the child or the child's case is recommended for authorized interviews.

2.6 In cases wherein the agency who has custody of the child deems it inadvisable to authorize an interview with the child at a particular time, alternative approaches to secure information about the case for purposes of public information are recommended, such as interviews with the professionals responsible for the child, and interviews with family members without disclosing their identity. Information from case files may be disclosed by responsible

professionals upon their discretion, without disclosing the child's identity, in order to facilitate access to information by media practitioners.

2.7 When the child in conflict with the law is apprehended and detained in police precincts or during the trial, care must be taken that the interviews do not take place without advice of counsel.

2.8 When interviews with children are conducted, utmost care should be taken to respect the child, to be sensitive to the child's cues (i.e. of the child level of comfort and desire to disclose details or information).

Every effort should be made to communicate with the child in the language that he or she is most comfortable in so as to avoid possible misinterpretation of the child's statements.

2.9 The child's permission and that of the responsible agency must be sought, when photos or footage of children in conflict with the law are to be taken. In the process, steps must be taken to ensure that the child's identity is protected.

2.10 Publication of photos (past or present) of children who are victims of abuse is strongly discouraged to keep the child's identity confidential.

1.11 The release of the child's identity to elicit financial support or aid for the child's medical care is discouraged. There should be conscious effort to avoid any potential exploitative situation.

1.12 Any information that reveals a child's identity, directly or indirectly including but not limited to, the child's parents, relatives, friends, school, community, residence or any detail of his or her case must be observed. For example, use only parent's first names or initials instead of discussing the surnames which also reveals child's identity.

1.13 The right to dignity of a child victims or in conflict with the law must be recognized by not printing degrading photographs or video.

Summary of Guidelines for Media Practitioners on the Reporting and Coverage of Cases Involving Children

Consistent with existing laws, rules and regulations and international conventions, media practitioners, in the reporting and coverage of cases involving child abuse victims and children in conflict with the law shall:

1. Recognize that freedom of expression and the public's right to information should go hand in hand with other fundamental human rights, including freedom from exploitation and intimidation;

2. Observe that in all media coverage involving children their best interests shall be the primary and paramount concern and that they should take into consideration the present, as well as the long-term implications of any publicity on the child's recovery and rehabilitation.

a) Respect the child's right to privacy at all stages of the proceedings or documentation of cases involving children.

b) Seek and consider the child's opinion in any matter or procedure affecting him or her such as the content of reports and stories, publication of photos or broadcast of video.

c) Consider the inclusion of details that are sufficient only to help the public understand that child abuse has occurred or an offense involves a child so as not to undermine the safety and integrity of child victims or children in conflict with the law or adversely affect criminal proceedings against their offenders.

d) Keep all records of sexual abuse cases strictly confidential except in connection with any court or official proceedings.

e) Keep the child's identity confidential and respect the child's dignity by not publishing photos (past or present) especially those that are degrading.

f) Withhold additional information that may inadvertently lead to disclosure of the child's identity e.g. parents' full names, child's address and school.

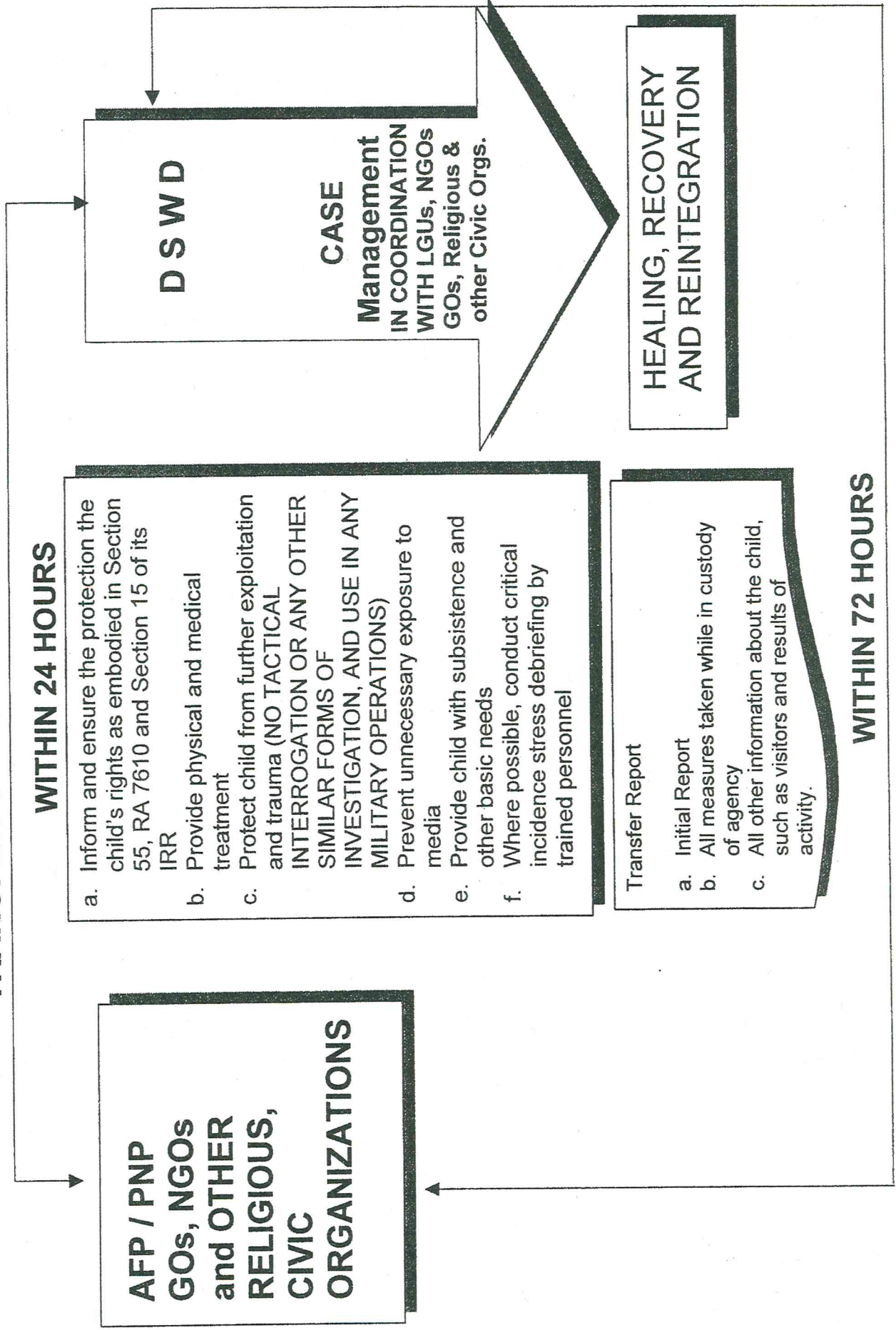
3. Adhere to the highest ethical and professional standards in reporting and covering cases involving children.
 - a) Report crimes of violence against children or crimes involving children factually and seriously.
 - b) Explore innovative alternatives to protect the children's identity while reporting on their stories in a compelling and newsworthy manner.
 - c) Adhere to codes of conduct and guidelines developed by their respective professional associations such as the Kapisanan ng mga Broadcaster ng Pilipinas, Philippine Press Institute.
 - d) Acquaint themselves with procedures of government agencies responsible for the care of the child.
 - e) Respect the authority of lawyers, social workers, psychologists and other professionals responsible for the child's case and files.
 - f) Conduct interviews in police precincts or during trial with the advice of counsel and supervision of responsible social workers.
 - g) Refrain from exploring individual children's cases for fund-raising purposes.

For any information or assistance, call

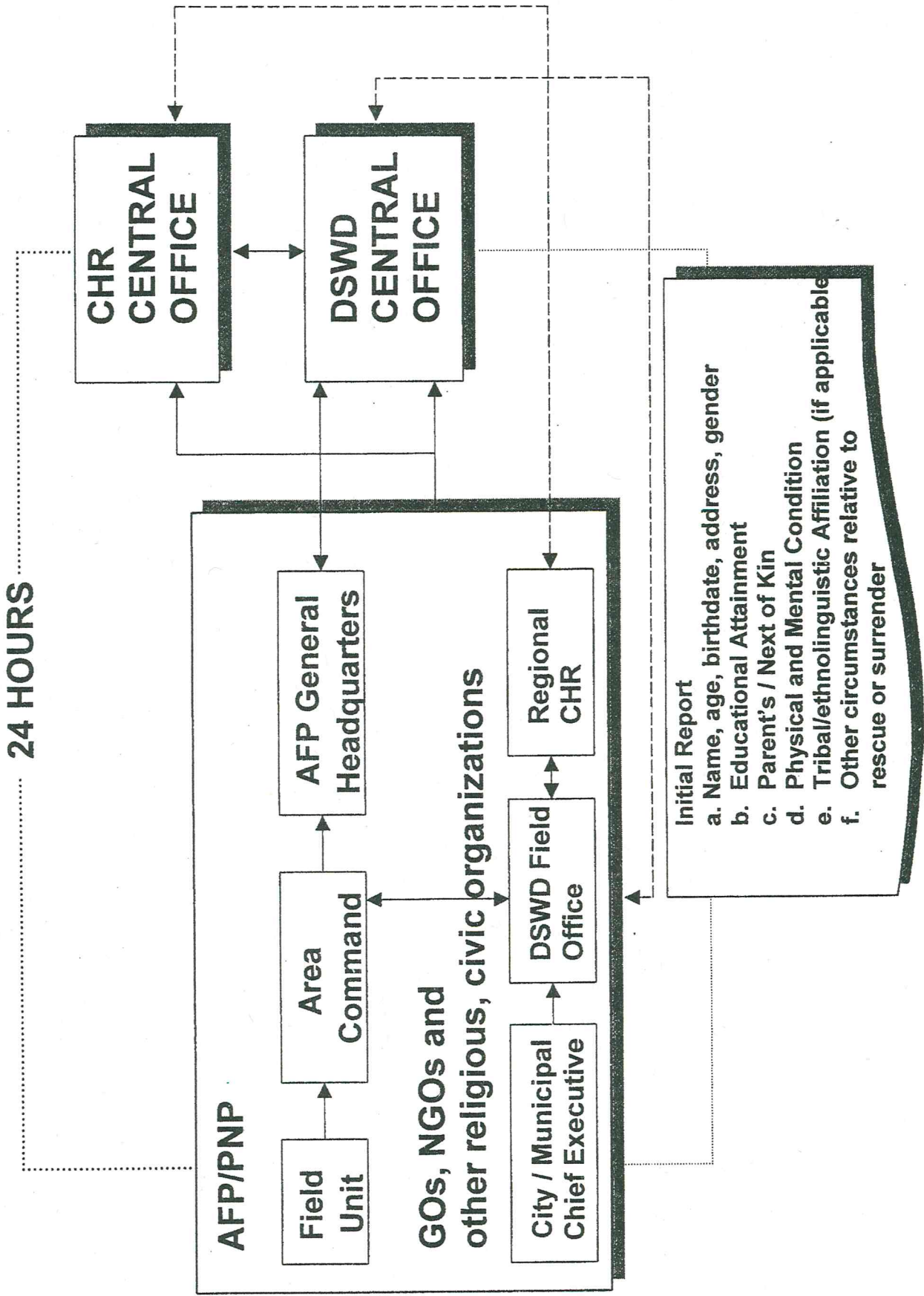
THE CHAIRMAN

Special Committee for the Protection of Children
Department of Justice, Padre Faura, Manila
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GUIDELINES ON HANDLING CHILDREN INVOLVED IN ARMED CONFLICT TRANSFER OF CUSTODY FLOWCHART



GUIDELINES ON HANDLING CHILDREN INVOLVED IN ARMED CONFLICT REPORTING FLOWCHART



Transfer Report

_____ Date

Name of Child: _____
Last First Middle

Date of Birth: _____

A. Initial Report.

Hereto attached (CSAC Form 1)

B. Measures taken while in the custody (Please check and specify)

___ physical/medical examination _____

___ mental/psycho examination _____

___ medications given _____

___ assistance/services provided _____

___ visitors _____

others: _____

Transferred by:

Received by:

Signature

Signature

Printed name

Printed name

Designation

Designation

ACKNOWLEDGMENT

Date

This is to acknowledge receipt of minor _____
Last First Middle
(Name of Child)

from _____ of the
Printed name of the officer

Name and address of the agency which turned over the child

in _____
Status of physical/mental condition of the child

Upon receipt, subject minor shall be provided with humane treatment and his rights protected at all times, as provided for in Section 25 R.A.7610 and Section 15 of its Implementing Rules and Regulations.

Transferred by:

Received by:

Signature

Signature

Printed name

Printed name

Designation

Designation



November 11, 1994

DEPARTMENT ORDER
NO. 44
Series of 1994

SUBJECT: Guidelines for Implementation of Services to Children in Situations of Armed Conflict (CSAC)

The following guidelines for services to Children in Situations of Armed Conflict (CSAC) are hereby approved for immediate implementation:

I. Rationale

Political armed conflict has been raging the country-side for several years and it has continually intensified and became threatening in most of the country's provinces. Since 1986, 42 or 58% of the provinces in the country have experienced recurring incidences of armed conflict which have caused the displacement of 1.3 Filipinos. Data from the Citizen's Disaster Response Center (CDRC) indicates that in 1991, there were documented cases of 31,862 families with 173,362 individuals who were displaced due to armed conflict situations. Of this number, 96,892 or 55.89% were children of whom 6.9% were below one (1) year old; 21.4% were between 1-4 years old; 30.8% were between 5-9 years old; 26% were between 10-14 years old and 14.9% were between 15-18 years old. Mindanao has the highest share of displaced individuals with 56.9%, followed by the Visayas region with 27% and Luzon with 16.1%.

The effects of armed conflict and forced displacement to children, mostly belonging to the poorest sector of the Philippine society are particularly serious. Armed conflict serve to aggravate an already extreme situation of poverty, hunger, poor health and meager education. Children are most often physically threatened with death or injury, prone to diseases and could suffer from malnutrition, inadequate schooling, stunted growth, homelessness or abandonment. What is less visible is the damaging psychosocial effects of the violence on child development. There are studies which indicate that children who have actual experiences during armed conflict may suffer emotional disorders and develop social maladjustments. They may also exhibit the usual signs of nervousness, anxiety, extreme fear with flashbacks of images or

recurrent nightmares and incessant crying among others. They could likewise manifest such behaviors as withdrawal, depression, irritability and aggressiveness. The display of psychosomatic symptoms like lack of appetite, frequent headaches, bedwetting and soiling as well as stomach ache are also observable. These symptoms often restrict normal social functioning of the child.

The Department of Social Welfare and Development has been providing relief assistance and other support services to victims of both natural and man-made calamities including political armed conflict. Review of these services indicate some lack on basic and child-focused interventions as well as special services for the different categories of CSAC, e.g. combatants and unaccompanied children. A need for long term rehabilitation services which are geared towards the child's normal development is also imperative. Even when armed hostilities cannot be prevented the effects of such situations maybe reduced by maintaining key services in vulnerable areas before, during and after the outbreak of armed conflict.

As the Philippines is a State Party to the Convention on the Rights of the Child and a signatory to the World Declaration in the Survival, Protection and Development of Children, we are committed to provide greater opportunities for the protection and total development of children in especially difficult circumstances including children in situations of armed conflict.

It is in this context that these guidelines are formulated so as to enable social workers of DSWD and the Local Government Units respond to the identified needs and problems of children in situations of armed conflict thereby ultimately responding to the Philippine Plan of Action for Children for the Year 2000 and Beyond.

II. Legal Bases

1. UN Convention on the Rights of the Child - Article 38 and 39 provide for the protection of children victims of armed conflict and promotes physical and psychological recovery and social reintegration of a child victim of any form of neglect, exploitation,

abuse, torture or any form of cruel, inhuman or degrading treatment or punishment; or armed conflict. Such recovery and reintegration shall take place in an environment which fosters the health, self-respect and dignity of the child.

2. Protocol II of the Geneva Conventions provides for the protection of the civilian populations and individual civilians particularly children against dangers arising from military operations.
3. The rights of children and youth to welfare services is guaranteed and expressly provided for in the Philippine Constitution of 1986. Article XV of the Declaration of Principles and the state policies articulates the guiding policies for social welfare and services for children. Specifically, it stipulates 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.
4. Presidential Decree 603 of 1974 highlights major policies for special categories of children and provides in Article 140 that in case of earthquake, flood, storm, conflagration, epidemic or other calamity, the state shall give assistance to children whenever necessary. In addition, the Code empowers the Department of Social Welfare and Development to take immediate custody of the dependent children and give temporary shelter to orphaned or displaced children.
5. Executive Order No. 123 which reorganized the Ministry of Social Welfare and Development in 1987 has put to task the Department to provide relief and rehabilitation to victims of natural calamities and social disorganization.
6. Article X of Republic Act 7610 - "An Act Providing for Stronger Deterrence and Special Protection Against Child Abuse, Exploitation and Discrimination" provides for the protection of CSAC. Specifically, Sec. 23 and 24 of the same law provides that children shall be given priority during evacuation as a result of armed conflict and provide them with facilities in temporary shelters which will enable them lead a normal family life.

III. Definition of Terms

1. Children in Situations of Armed Conflict (CSAC) - are children below 18 years of age who are:
 - a. displaced as a result of armed conflict
 - b. physically weakened, abandoned, orphaned or disabled
 - c. emotionally traumatized as a result of armed conflict
 - d. child combatants and those mobilized as guides, couriers and other conflict-related activities
 - e. out-of-school due to armed conflict
2. Emergency - a crisis such as war, conflict or natural disaster.
3. Armed Conflict - Refers to any conflict between government forces and organized groups which involves the actual use of armed force and which disrupts normal, social, economic, political and cultural activities in a specific geographical area.

IV. General Policies

1. The concept of children as Zone of Peace shall be continuously advocated to ensure that children are protected from harm and provided access to essential services that assure their survival and well-being.
2. Preparedness is essential to ensure that child welfare services are available to children in situations of armed conflict.
3. Children shall be given priority attention during rescue and evacuation. They must be the first to be rescued, evacuated and to receive aid.
4. Evacuations shall be organized and at least one parent or an older member of the family shall accompany any child who is rescued from an emergency situation.
5. Evacuation centers shall be provided adequate facilities and other basic provisions to enable families lead a normal life.

6. In emergencies, efforts shall be made to prevent separation of children from their families. It shall be ensured that children receive appropriate care and protection.
7. Unaccompanied children shall be immediately identified, assessed and provided with necessary services/ interventions.
8. Parents and other members of unaccompanied children shall immediately be located through tracing and other services.
9. Reunification of unaccompanied children with their families shall be worked out immediately unless such is contrary to the child's best interest. Special efforts shall be taken to facilitate and support family reunification.
10. Family care within the child's own community shall be considered as the first placement option.
11. Residential/institutional care shall be considered when family and group placements are not possible. It shall be considered as last resort.

V. Implementing Guidelines

The guidelines will spell out series of procedures on the following: a) monitoring and reporting of children in situations of armed conflict; b) services and activities in each of the three (3) phases of the disaster continuum namely: the Pre-emergency phase, Emergency and Rehabilitation phase; c) management of unaccompanied children; and d) management of children arrested for reasons related to armed conflict.

A. Monitoring and reporting of children in situation of armed conflict

1. As a safeguard measure to ensure the safety and protection of children, the Chairman of the affected barangay shall submit a report including the names of children residing in said barangay to the Municipal Social Welfare and Development Officer (MSWDO) within 24 hours (1 day) from the occurrence of armed conflict. The list shall be requested by the MSWDO from the Barangay Chairman through the chairman of the Municipal Development Coordinating Council.

2. Submission of such report/list will enable the MSWDO to check the care and aid of children as guaranteed under Protocol II.
3. The MSWDO shall in turn forward the report/list to the DSWD field office within one day from receipt of the report from the Barangay Chairman.
4. The DSWD Field office shall furnish the Commission on Human Rights Regional office a copy of the report within 2 days from receipt of the report from the MSWDO for documentation and monitoring purposes.
5. The report shall become the basis for whatever action the agencies concerned shall undertake for the best interest and welfare of the child victim and their families.

(See Appendices A & B for the reporting form and flow of reports)

B. Services and activities in each of the three (3) phases of the disaster continuum namely: the Pre-emergency phase; Emergency and Rehabilitation phase. The pre-emergency phase and emergency phase shall be the main responsibility of the Municipal Social Welfare and Development Officer (MSWDO) of the Local Government Unit while the rehabilitation phase is a shared responsibility of the MSWDO and the SWO II of the Department of Social Welfare and Development.

1. Pre-emergency phase - focuses on prevention, mitigation and preparedness measures in anticipation of an impending danger or hazard. Before the outbreak of an armed conflict, the Municipal Social Welfare and Development Officer (MSWDO) shall:
 - 1.1. Disseminate policies and guidelines to the Municipal Peace and Order Council (MPOC) chairman as they will be responsible in deciding on the policy of no-food blockade if there are military operations in the area.
 - 1.2. Strengthen the MPOC to enable them formulate plans and mitigation strategies and ensure the implementation of these plans in vulnerable areas.

- 1.3 Organize the Barangay Council for the Protection of Children. If not functional organize relief/rehabilitation committees and outline together with the heads of the committees the tasks and functions of each committee.
- 1.4 Identify areas/barangays that are vulnerable to armed conflict and conduct a survey of the number of families and children who are likely to be affected.
- 1.5. Prepare a masterlist of families with a separate listing of children below 18 years of age with the aid of community volunteers.
- 1.6. Assess needs and problems of children and their families with the participation of the community people.
- 1.7. Coordinate with the Department of Health to ensure immunization of children against the six (6) immunizable diseases.
- 1.8. Identify evacuation areas/centers prior to the operation for possible evacuation of children and civilians from the combat areas.
- 1.9. Identify and discuss with the people evacuation plan including the route to evacuation centers.
- 1.10. Identify and train volunteers composing the different disaster preparedness committees/teams of the barangays who shall be assigned to look after the welfare of children per center. The training shall give emphasis on the roles of volunteers in providing care/assistance to children and detecting severely traumatized children needing therapeutic interventions.
- 1.11. Estimate and requisition relief goods in the form of food stuff, clothing and medicines particularly for children (infants and toddlers) at risk.

1.12. Coordinate and equip the evacuation centers with:

- a) facilities e.g. toilets, enough water etc. which will enable children and their families to lead a normal family life;
- b) a separate space to be utilized as a nursery where newborn babies should be placed to prevent them from contracting contagious diseases;
- c) an isolation quarter for children who contracted contagious diseases to avoid infection and epidemic.

1.13. Undertake information education activities regarding the rights of children.

1.14. Assist task committees in conducting drills and exercises relative to the handling of children during emergency operations.

1.15. Assist in identifying prospective foster families and refer to the Sr. Social Worker for assessment and licensing.

2. Emergency Phase - refers to the actual emergency situation in which immediate assistance is extended to respond to the needs of children. Upon receipt of warning of an impending armed conflict or at the onset of such, the Municipal Social Welfare and Development Officer shall:

2.1. Coordinate with the Rescue and Evacuation Team for the immediate transfer of families with children to an evacuation center.

2.2. Organize the evacuation of the children, women, etc. and at least one parent shall accompany any child who is rescued from the area.

2.3. Exert efforts to prevent separation of children from their families. Ensure that members of the same family shall be housed in the same premises.

- 2.4. Make available all center workers and core of trained volunteers at all times to attend to the needs of children.
- 2.5. Make an initial assessment of the needs of the children as follows:
 - a. those needing immediate medical care/attention
 - b. those separated from their parents/ immediate relatives or unaccompanied children.
- 2.6. Ensure that:
 - a. Evacuation centers with a capacity of below 360 families shall have Disaster Welfare Inquiry Desk with 1 regular staff as Evacuation Center Head and 3-4 volunteers who shall be responsible in the effective management of evacuation center.
 - b. Evacuation centers with a capacity of above 300-500 families shall have 1 Social Welfare Officer as Center Head; 1 Social Welfare Assistant to handle the Disaster Welfare Inquiry Desk; 1 Welfare Assistant to take charge of reporting/ receiving and records keeping; 5-8 volunteers.
 - c. A separate survey and masterlisting of children inside the evacuation center shall be conducted. This responsibility shall be lodged to the Disaster Welfare Inquiry Desk. In addition to its main function, the Desk shall become the information point to receive reports of and systematically register and document children in evacuation centers. The staff incharged of this Desk shall respond to queries as to unaccompanied children as well as parents searching for their children. She/he should likewise coordinate activities and services for children.

- d. There shall be trained volunteers to look into the needs and welfare of children.
- e. There shall be a designated team leader and assistant from the organized family evacuees who shall look into the following activities:
 - * cleanliness
 - * Community kitchen/mass feeding and food preparations
 - * sports and recreation
 - * Drills/exercises

2.7. Ensure that the basic needs of children and their families are met at the evacuation center.

- a) Children and nursing mothers shall be given additional food in proportion to their physical needs.
- b) Appropriate clothing shall be provided to infants and children.
- c) Early childhood care and development shall be provided to children 0-6 years old. Older children who are 7-13 years old shall be enrolled in the nearest public school in the area.

However, during their free time, Supervised Neighborhood Play shall be initiated. Trained community volunteers and people's organizations can aid in initiating these activities.

- d) Whenever feasible, children shall be given opportunities for physical exercise, sports and out-door games.
- e) Indoor games, art materials and other recreational materials like scrabble, chess, etc. shall be made available.

f) Older children/youth who are out-of-school can be organized into groups so that they can be mobilized to give assistance to smaller children.

e) Other concerned agencies both GOs and NGOs shall be tapped to provide other services that maybe needed.

2.8. Conduct the Critical Incident Stress Debriefing (CISD) as a preventive stress management strategy designed to assist affected people in handling normal severe stress. Especially for young children, intervention strategies include encouraging them to express fears, anxieties regarding the experience through stories, drawings and use of coloring books. The SWD II shall help in conducting these activities.

2.9. See to it that meetings with volunteers are conducted to ensure regular feedbacking on other requirements and interventions that might be needed by the children.

2.10. Consolidate reports submitted by volunteers with emphasis on unaccompanied and severely traumatized children.

2.11. See to it that children's stay in an evacuation center should be kept to a minimum.

2.12. Keep track of the child's progress and make the necessary referral to other professionals to meet other needs.

D. Management of Unaccompanied Children

1. Identification

1.1. Unaccompanied children shall be immediately reported or identified by the social worker. The first source of information shall be the people themselves, community leaders and the Local Council for the Protection of Children. Data from the Welfare Inquiry Desk shall likewise be utilized.

1.2. As soon as identified, unaccompanied children shall be registered and photographed to include his/her name, his present location and reference number. Use the form on CSAC. (Appendix A)

1.3. Remember that the time lost before interviewing the child would mean "information lost" particularly about the circumstances of a family separation which has taken place recently, hence immediately interview the child upon identification. However, a child may react differently when asked to give **information on him/herself and his/her family** depending on the degree of trauma, fear and shyness. Use different approaches which will involve other children like play, story telling, arts and crafts etc. Any accompanying adult or person who brought the child shall also be interviewed on circumstances on finding the child, names of people who know the child, if any.

1.4. Individual files/dossiers shall be maintained for each child where recordings of relevant information about the child shall be reflected to include:

1. profile of child

name
age
sex
educational background
skills, etc.

2. family background

3. circumstances on how child was found including child's physical appearance and behavior

4. information about immediate relatives

5. action plans to include tracing and possible reunification with parents/relatives

- 1.5. An unaccompanied child shall immediately be placed in an appropriate and caring foster family within the community. This is essential for children under three years old.
- 1.6. In cases where foster families are not available, the child shall be placed in a residential facility.

2. Tracing

- 2.1. Tracing in general can be facilitated through the use of a child's photograph which contain the name, reference number and location. This shall be posted on special bulletin boards in community centers, and other strategic places like the church, Kapilya, clinic or market place.
- 2.2. The social worker in the area shall network with the rescue and evacuation committee members, other GOs and non-government agencies, local councils and other community leaders who may have ready and available data regarding the family and relatives of the child.

3. Family reunification

- 3.1. The social worker shall ensure that unaccompanied children are reunited with their parents once located and identified. However, before the child is returned to his/her parents there shall be some safeguard to insure that the child is being claimed by his/her real parents or relatives.
- 3.2. Ask from supposedly parent/relative of the child some documentation as birth certificate, picture of the child, etc. In the absence of such documents, establish relationship thru observation of the child's behavior toward the person who claims her/him. The social worker shall be keen in noting attitudes and behavior of child to establish that a relationship exists between them.

- 3.3. In cases where parents/relatives of the child could not be located, immediate transfer of the child to a licensed foster homes or a residential facility shall be facilitated.

D. Rehabilitation Phase

Rehabilitation phase of the disaster continuum refers to the physical and psychological recovery and reintegration of children victims of armed conflict their families and communities. Both reactive and proactivate services shall be provided by the direct service workers during this phase.

The Municipal Social Welfare and Development Officer shall provide alternative education for children, livelihood and housing for families of these children and other services as maybe needed.

The SWD II shall provide therapeutic interventions such as play therapy, psycho drama, music and movement therapy, and other appropriate interventions for severely traumatized children.

Specifically, the following are the responsibilities of the Municipal Social Welfare and Development Officer:

1. Conduct a thorough study of children as well as their families' needs for continuous rehabilitation e.g. alternative education, livelihood, housing, job placement, etc.
2. Plan for a long term assistance which should not only be in the context of the identified need seen by the worker and the client but more importantly also in the context of the individuals existing system of beliefs and rituals.
3. Reassess severely traumatized children identified by the trained community volunteers and come up with an initial case study report indicating the need for a more indepth therapeutic management by the interdisciplinary team.
4. Refer case to the Senior Social Worker (SWD II) or the interdisciplinary team covering the area.

Transfer of the case shall be done in a case conference with the MSWDO and the interdisciplinary team to discuss initial assessment and recommendations.

5. Continue to provide support services responsive to the expressed need of the family.

Psychological recovery is a long-term process which requires the expert handling of a well-trained and specialized professional workers. An interdisciplinary team which shall be composed by a trained Senior Social Worker, a Psychologist and Psychiatrist (as necessary) shall handle this aspect. DSWD psychologists assigned in centers can be utilized as member of the interdisciplinary team. In field offices where there are no psychologists in the centers, psychologists from NGOs can be tapped to helped out.

Specifically, the SWO II shall have the following responsibilities:

1. Work with the clinical psychologist/psychiatrist in assessing the extent of psychological damage to the child brought about by her/his exposure to armed conflict. Specifically, the Sr. Social Worker shall assess the social functioning of the child.
2. Initiate the conduct of a regular case conference to discuss findings of the psychologist, the psychiatrist and her own findings on the child and come up with a comprehensive treatment plans.
3. Formulate social case study report indicating the analysis of the case and treatment plans to be implemented by the Interdisciplinary team.
4. Play an active role in the conduct of appropriate treatment modalities as play therapy, psycho-drama, music and movement therapy in addition to casework and counselling sessions being conducted.
5. Continuously evaluate and document the progress of the child/family vis-a-vis the treatment plan in coordination with the interdisciplinary team.

6. Work closely with the SWD III in the community for the provision of support services to the family if need be.
7. Keeps a case folder for each child and observe confidentiality.

E. Management of Children Suspected as Combatants, Couriers, Guide or Spy

Similar socio-legal services which are provided to youth offenders shall be provided to these children. Specifically, the SWD II shall:

1. Upon knowledge of a child/youth arrested for reasons due to armed conflict, i.e. he is suspected as a combatant, guide, spy or a courier, inquire from reliable sources where the child is detained such as in municipal/provincial jail or military camp or detachment/detention center.
2. Visit the child and ensure that the child is being treated humanely or in quarters separate from adult offenders.
3. Inform the child's parents and other members of the family of the fact of his arrest and ensure that he is given all the facilities to communicate with his/her family. See to it also that he undergoes medical examination.
4. Conduct a case study and prepare the needed case study report. Take note that the child cannot be detained inside any prison cell for more than twenty-four (24) hours. The case study shall focus on the following:

Child

- personality pattern and characteristics of the youth, i.e. basic attitudes towards authority and society.
- Role performance
- Relationship with parents, siblings, peers and other members of the family
- School performance

- Affiliation to a youth group in the community
- Beliefs and practices

Family

- Number of siblings and youth's ordinal position, marital status and relationship of parents, patterns of child rearing, discipline
- Occupation of parents, income, sources of income and management of income
- Communication pattern in the family

Community

- Type of community

Circumstances leading to his involvement with the rebels or any armed group

5. Work for the child's release on recognizance by facilitating provision of his legal counsel. Coordinate with the Public Attorney's Office, Commission on Human Rights and other NGOs e.g. Task Force Detainees, FLAG and others.
6. See to it that detention pending trial is used only as a measure of last resort and for the shortest period of time. The social worker shall ensure the following during the child's detention:
 1. He is provided with comfortable sleeping paraphernalia and quarters like any other youth offender.
 2. He is provided with a well-balanced diet suitable to the child's nutritional needs.
 3. He is allowed to wear his own clothing at his own option if it is clean.
 4. He is visited by a doctor and afforded immediate medical check-up especially when he sustains physical injuries or suffering from trauma. If his condition requires confinement in a hospital he should be brought to the nearest hospital having the

facilities to administer the proper treatment.

5. He is provided with assistance re: social, educational, vocational and psychological inside the detention cell.
7. Prepare licensed foster homes and other responsible persons in the community who can take custody of minors release within twenty-four (24) hours to the Department of Social Welfare and Development. Conduct an immediate and thorough study of relatives and other responsible persons to be recommended as custodian of the child pending trial.
8. Request for the speedy trial of the case so that the court could order the suspension of all proceedings and commitment of the child to DSWD on suspended sentence, depending on the result of the study conducted by the social worker.
9. The child could be released to the community or the Regional Rehabilitation Center for Youth (RRCY) while on suspended sentence.
10. Provide the child and his family the needed social services which will help in the rehabilitation of the child together with his family.
11. For children who are released from the Regional Rehabilitation Center for Youth (RRCY), after care services shall be provided to ensure the smooth adjustment of the child in the community after undergoing rehabilitation at the center.

V. Monitoring and Evaluation

Monitoring and provision of technical assistance shall be done at least once a month by the Regional Social Welfare Specialist of the Field Office and once every quarter by the Bureau to areas with incidence of armed conflict. Training on Disaster Management and Crisis Intervention for CSAC was already provided to the Municipal Social Welfare and Development Officers and Senior Social Workers (or SWO IIs) in Regions V, VII, VIII, X, XI & ARMM.

A year-end evaluation shall be conducted to assess whether the objectives of the service are met and assess its impact to the children served. The evaluation results could be the basis for re-planning to improve service implementation.

For implementation.


CORAZON ALMA G. DE LEON
Secretary

Department of Social Welfare
and Development

Attached a/s.

CAGDL/LGB/CSQ/MRR/r1b

Instructions on How to Fill-up CSAC Form I

1. Location of evacuation center - state the complete name of the school/center being used as evacuation center and the complete address where the center is situated.
2. Name - write the complete name of the child including his/her middle name.
3. Age -> Indicate the child's age
4. Date of Birth -> Indicate the month, day and year the child was born
5. Sex -> Indicate the child's gender Ex. M if male and
 -> F if female
6. Address - state the complete address and indicate the sitio, barangay and municipality where the child and his/her family was residing before the outbreak of the armed conflict.
7. Educational Attainment - Indicate the grade, year of the child in school the child has attended Grade II or 4th year high school.
8. Educational Status - Indicate if child was inschool, has been out-of-school or has not gone to school prior to the outbreak of armed conflict by checking the column OSY/ISY/not gone to school
9. Name of Parents - Indicate complete name of father and mother; if he/she is with relatives or guardian. State the complete name of the relative or guardian.
10. Status in evacuation center - state the complete name of the parents if child is with parents; state the complete name of relatives if child is with a relative; state the complete name of the sibling if child is with a sibling. If child is unaccompanied, state the reason or circumstances why he/she is not with parents, relatives or guardian. Put a check on whether the child is sick, injured, dead upon registration.
11. Remarks - Indicate any comments found to be relevant or with significance in assessing the case.
12. Date covered - reflect the date covered by the report