

Republic of the Philippines
Department of Social Welfare and Development

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Memorandum Circular No. 18
Series of 2015

SUBJECT: Guidelines on the Operation of the Bahay Pag-Asa

I. RATIONALE:

Republic Act 9344 as amended by Republic Act 10630, mandates the establishment and operation of Bahay Pag-Asa in every province and highly-urbanized city. Rule 99.a of the Revised Implementing Rules and Regulations of the law states that the DSWD shall develop standards for the establishment and operation of Bahay Pag-Asa.

The issuance of the guidelines is to ensure the seamless operation of Bahay Pag-Asa in accordance to the requirements of the law.

II. LEGAL BASIS

International Instruments

1. 1985 United Nations Standard Minimum Rules for the Administration of Juvenile Justice (The Beijing Rules)

- "Juveniles placed in institutions must be provided with care and protection, education, and vocational skills, with a view to assisting them to assume socially constructive and productive values in society."

2. 1989 United Nations Convention on the Rights of the Child (UN CRC)

- State parties shall take all appropriate measures to promote physical and psychological recovery and social integration of a child victim of any form of neglect, exploitation or abuse; torture or any other forms of cruelty; inhumane or degrading treatment or punishment; or armed conflicts. Such recovery and reintegration shall take place in an environment, which fosters the health, self-respect, and dignity of the child.

3. 1990 United Nations Rules for the Protection of Juveniles Deprived of Their Liberty

- All juveniles should benefit from arrangements designed to assist them in returning to society, family life, education or employment after release. Procedures, including early release, and special courses should be devised to this end.
- Every juvenile should have the right to receive regular and frequent visits, in principle once a week and not less than once a month, in circumstances that respect the need of the juvenile for privacy, contact and unrestricted communication with the family and the defense counsel.

4. **1990 United Nations Guidelines for the Prevention of Juvenile Delinquency (The Riyadh Guidelines)**

- Institutionalization of young persons should be a measure of last resort and for the minimum necessary period, and the best interests of the young person should be of paramount importance." A range of services and helping measures should be provided to deal with the difficulties experienced by young persons in the transition to adulthood.

National Laws and Policies

5. **1987 Philippine Constitution Article II, Section 13**

- Provides that the State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall also inculcate in the youth patriotism and nationalism and encourage their involvement in public and civic affairs.
- It also states 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.

6. **1974 Presidential Decree (P.D.) 603** or the "Child and Youth Welfare Code"

- Article 3 (3). Every child has the right to a well-rounded development of his personality to the end that he may become a happy, useful and active member of society. (8) Every child has the right to protection against exploitation, improper influences, hazards, and other conditions or circumstances prejudicial to his physical, mental, emotional, social, and moral development.
- Article 3 (12). Every child has the right to grow up as a free individual, in an atmosphere of peace, understanding tolerance, and universal brotherhood, and with the determination to contribute his share in the building of a better world.

7. **Republic Act 9344** or the "Juvenile Justice and Welfare Act of 2006" as amended by **Republic Act 10630**

- This Act covers the different stages involving children at risk and children in conflict with the law from prevention to rehabilitation and reintegration. *Section 9* of RA 10630 states that "Each province and highly-urbanized city (the LGUs) shall be responsible for building, funding, and operating a 'Bahay Pag-Asa' within their jurisdiction following the standards that will be set by the DSWD and adopted by the JJWC."

III. OBJECTIVE

This guideline seeks to provide guidance to direct service providers in the operations of *Bahay Pag-Asa*.

IV. COVERAGE

This guideline shall apply to all *Bahay Pag-Asa* established and operated by local government units, and non-government organizations licensed and accredited by the Department of Social Welfare and Development.

V. DEFINITION OF TERMS

Child – refers to a person under the age of eighteen (18) years.

Children-at-risk – refers to children who are vulnerable or at-risk of behaving in a way that can harm themselves or others, or vulnerable and at risk of being pushed and exploited to come into conflict with the law because of personal, family and social circumstances such as, but not limited to the following:

- a) being abused by any person through sexual, physical, psychological, mental, economic or any other means, and the parents or guardians refuse, are unwilling or unable to provide protection for the child.
- b) Being exploited sexually or economically
- c) Being abandoned or neglected, and after diligent search and inquiry, the parents or guardians cannot be found
- d) Coming from a dysfunctional or broken family or being without a parent or guardian
- e) Being out of school
- f) Being a street child
- g) Being a member of a gang
- h) Living in a community with a high level of criminality or drug abuse; and
- i) Living in situations of armed conflict

Child in Conflict with the Law (CICL) – refers to a child who is alleged as, accused of, or adjudged as, having committed an offense under Philippine laws.

Child Protection Policy – this is an articulation of the commitment of the organization or agency on the promotion and fulfillment of the right of the child to protection as enshrined in the U.N-CRC. 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.

Interventions – refers to a series of activities or opportunities designed to address issues and problems that caused the client/s to commit or repeat an offense.

Intensive Juvenile Intervention and Support Center – refers to a special program or unit within the

Bahay Pag-Asa or any child-caring facility of the DSWD or licensed and accredited NGOs, to address the needs of the CICL for intensive intervention programs and services.

Multi-Disciplinary Team - a group composed of individuals with different expertise related to the management of cases of children in conflict with the law.

Offense – refers to any act or omission whether punishable under special laws or the Revised Penal Code, as amended.

Rehabilitation – refers to the process of enabling a child to overcome harmful behavior by developing socially acceptable behavior and life skills with the end view of eliminating any risk of re-offending

Reintegration – refers to the process, which promotes or facilitates the acceptance of the child back into the family and the community. It aims to heal the wound of the victim or repair the damage to the community which resulted from the offense committed by the CICL.

Restorative Justice – refers to a principle that requires a process of resolving conflicts with the maximum involvement of the victim, the offender, their families and the community. It seeks to achieve a) reparation for the victim, b) reconciliation of the offender, the offended and the community, c) reassurance to the offender that he/she can be reintegrated to the society and d) enhancement of public safety by activating the offender, the victim and the community in prevention strategies and programs.

VI. DESCRIPTION OF BAHAY PAG-ASA

A 24-hour child-caring institution established, funded, and managed by (1) local government units and (2) DSWD-licensed and/or accredited non-government organizations, providing short-term residential care for children in conflict with the law who are above 15 but below 18 years of age who are awaiting court disposition of their cases or transfer to other agencies or jurisdiction.

It is a facility that also provides intensive intervention to CICL who have committed serious offense or have committed an offense for the second time or oftener (Section 20 A, B) but are not criminally liable as they are 15 years old and below. It includes an Intensive Juvenile Intervention Support Center in accordance to the requirement of the law.

In general, Bahay Pag-Asa is a home, albeit temporary, for CICL where they are helped to appreciate their worth and rebuild their lives.

VII. OPERATIONAL GUIDELINES

1. Target Beneficiaries

Bahay Pag-Asa shall provide temporary care and appropriate interventions to the following CICL:

- 1.1 Above 15 years old to below 18 years old whose cases are on trial/pending
- 1.2 Above 12 years old to 15 years old, alleged to have committed serious crime under Sec. 20-A of RA 10630 with commitment order issued by the court
- 1.3 Above 12 years to 15 years old, alleged to have committed an offense for the second time or oftener, previously subjected to a community-based intervention program but whose best interest can only be fully protected through placement in a residential care facility based on the local social welfare and development officer's assessment, either committed voluntarily by parents or with order for involuntary commitment from the court.
- 1.4 Above 12 years old to below 18 years old whose best interest is to be placed temporarily in a facility either because i) his life is at risk in the community due to the alleged commitment of offense ii) it is likely that he will continue to harm the community or iii) he has no family or no responsible individuals to provide adequate care.

The facility shall also make its Intensive Juvenile Intervention Support Center available to CICL 12 to 15 years old who are undergoing intensive intervention in the community.

2. Admission, Re-Admission and Requirements

2.1 Admission

When a CICL is referred to Bahay Pag-Asa, the staff shall:

- 2.1.1 Conduct body search/inspection of belongings to ensure that the child does not possess any deadly weapon, prohibited drugs or items such as cigarette and alcoholic drinks, and/or money.
- 2.1.2 Conduct intake assessment to determine the appropriateness of child's admission to the center. This involves the interview with the child as well as with the accompanying relative/referring party and review of the case study report.
- 2.1.3 Submit the child for a physical examination to determine any need for immediate medical attention.
- 2.1.4 Explain to the child and his/her parents or guardians the importance of the intervention, the child's expected length of stay and the center's child protection policy. The staff shall also discuss the roles and responsibilities of the parents with regard to the child's successful completion of the intervention plan and reintegration to the

community.

2.1.5 Orient the child on house rules and schedule of activities (please see Annex 1 for suggested schedule).

2.1.6 Require the child and his/her parents or guardians to submit a personal letter expressing full commitment to the completion of the intervention plan. The letter shall include what they will do to successfully achieve the objective of the plan.

2.2 Re-admission

The center shall re-admit a child who left without having completed his/her intervention plan goal. The following shall be immediately undertaken:

2.2.1 Conduct of body search and inspection of belongings to ensure that no deadly weapon, prohibited drugs or items such as cigarette and alcoholic drinks, and/or money is under his possession.

2.2.2 Conduct of physical examination to determine any medical concerns.

2.2.3 Reiterate the significance of the child's completion of his/her intervention plan before reintegrating with family and community, and their obligations under the law.

2.2.4 Inform the committing court, if applicable.

2.3 Admission Requirements

The following are required for admission:

1. Court order effecting child's involuntary commitment or a written authorization from parents
2. Initial social case study report,
3. Birth certificate or any other legal documents to show proof of age,
4. Recent medical certificate

For cases awaiting commitment order, copy of the petition for the involuntary commitment shall be required. Should there be incomplete documents, the social worker and the referring party shall agree on a deadline for the completion of the requirements.

3. Management of Cases

A multi-disciplinary team shall be installed to respond to the needs of the child, with the social worker as the case manager. The team shall be composed of a social worker, a psychologist/mental health professional, a medical doctor, an education/guidance counselor and a member of the Barangay Council for the Protection of Children. It shall be responsible for the following:

Assessment

- 3.1 Use various and applicable assessment tools (e.g Child and Family Functioning Checklist, Social Functioning Indicators, etc.) to adequately determine the interventions needed by the child. If it is established that a child has used prohibited drugs prior to admission, he/she should undergo drug testing.

Since each member of the team has his/her own professional assessment tool, the team shall integrate the result of the various assessments to be able to have a holistic evaluation of the child.

Planning and Implementation of Interventions

- 3.2 Formulate intervention plan using a total family approach. The plan should also be life-cycle and rights-based. The timeframe for intervention plans for CICL involved in serious offense should be one year as specified under Sec. 20-A of the law. For all other cases, the timeframe should be based on the team's assessment.
- 3.3 Engage the child, his/her parents/guardians, the victim and the LSWDO in identifying interventions and desirable results.
- 3.4 Apply restorative justice principle by engaging the victim in the intervention planning. If the victim is a minor, he/she should be assisted by his/her parents or adult members of the family in his/her participation in the planning.
- 3.5 Refer the child to other organizations or professionals for any other interventions that cannot be met by the team.
- 3.6 Provide interventions geared towards independent living for children without families or whose families are not capable and ready to accept the child.
- 3.7 Conduct a quarterly case conference per case to ensure that the intervention plan is implemented towards the achievement of rehabilitation activities.

A referral system should be established to ensure that CICL's needs that cannot be met within the facility are responded to adequately.

Monitoring and Evaluation

- 3.8 Use an individual monitoring and evaluation tool to track the progress of the child and the result of all the activities and services provided. The team shall also coordinate with the LSWDO from the city or municipality where the CICL lives as regards the services provided to and the improvements made by the family. The updates shall be used by the team to determine the readiness of the family for the reintegration of the child.

- 3.9 Discuss the result of the monitoring and evaluation during case conference with the multi-disciplinary team with an end view of determining any need for adjustment to the intervention plan or the appropriateness of reintegrating the child to the family. At the minimum, monitoring shall be done every month while evaluation shall be undertaken every quarter.
- 3.10 Submit a progress report every quarter to the court if applicable and to the Provincial/ City Social Welfare Office. The report shall contain the status of the child in relation to his/her intervention plan and the participation and compliance of the parents/guardians in support to the achievement of the objective of the intervention.

Likewise, the social worker shall immediately submit a special report to the court and the Provincial/ City Social Welfare Officer when a highly untoward or critical event occurred involving a child on commitment order. This includes leaving without permission, occurrence of an accident which caused child's death or disability or the child having committed another crime.

- 3.11 For cases with court order, the team shall recommend to the court the discharge of CICL assessed as ready for reintegration with the family. However, before such recommendation is made, the team shall ensure that an aftercare plan is already developed by the concerned C/MSWDO.

The discharge of the child shall only be made when the court issues a discharge order.

After Care and Case Termination

- 3.12 Continue monitoring the child who is reintegrated into the community through updates from the C/MSWDO, collateral information from the community and homevisits. The team shall still provide sessions if needed, although provision of after-care support services is primarily the responsibility of the C/MSWDO where the child and family reside. Termination of the client- (Bahay Pag-Asa) multi-disciplinary team relationship shall be made six months after discharge in close coordination with the local social welfare and development officer.

4. Program Delivery

4.1 Appropriate treatment of children according to their needs should be an integral part of the services in the facility. Bahay Pag-Asa should be a place where children learn to appreciate their worth and rebuild their lives; where they are welcomed and treated as family members and made to feel that they belong and are genuinely trusted by caring and committed staff.

4.2 Bahay Pag-Asa shall provide all residents with services along case management, health and nutrition, psychological and educational needs. Several skills trainings shall be made available in the facility the types of which should be depending on the interests of the children and the needs of the market in the area. These should all be geared towards helping the child to regain normal social functioning, develop life skills and lead a productive life.

4.3 There shall be a lot of meaningful activities to include sports, arts and crafts, academic and even spiritual sessions to redirect aggression and strengthen positive behavior.

4.4 The program in the facility shall include purposive sessions for parents on how to deal well with adolescents.

4.5 There shall also be a focused intervention for children involved in drug addiction.

4.6 An inventory and updated directory of existing resources in the community and a databank on children served shall be maintained.

5. Intensive Juvenile Intervention Support Center

Section 20-A of R.A 9344 as amended mandates the placement of CICL who are exempted from criminal responsibility but have committed serious offense to be mandatorily placed in the Intensive Juvenile Intervention Support Center within the Bahay Pag-Asa. Children who repeatedly committed offenses and on community-based intervention may also access the intervention in the facility.

The facility shall address the needs of the CICL for intensive intervention especially along sexual and physical aggression. The intervention shall have the following features as minimum requirements:

5.1 Intensive individual and group sessions anchored on cognitive-behavioral theories and an applicable therapy model to be provided by highly trained multi-disciplinary team.

5.2 Sessions for child's parents and other family members based on the assessment of the team.

5.3 Psychiatric evaluation aside from the assessment of the multi-disciplinary team.

5.4 Monitoring of the progress of the child in connection to his/her intervention plan.

5.6 Trial reintegration of a CICL to his/her family and community.

6. Child Protection Policy

6.1 Staff members of *Bahay Pag-Asa* shall conduct themselves in accordance to the DSWD's code of conduct in residential care facilities stated in the Department's Child Protection Policy (see attached copy). All shall be oriented on this and be required to sign the Statement of Commitment to Child Protection (Annex 2/ Child Protection Form 1).

6.2 One of the basic requirements to the selection and hiring of staff for Bahay Pag-Asa must be the absence of record on child abuse, violence and exploitation. LGU should exert all effort to make accurate verification of an applicant's reputation in the community before such applicant can be considered for hiring.

6.3 A child protection committee shall be created in the center with the following composition:

Center Head – Chair
Supervising Houseparent – Member
Social Welfare Officer (1) – Member
House Parent (1) – Member
Child/Resident (1) – Member

The Committee is tasked to:

- Ensure that child participation is institutionalized.
- Ensure that corporal punishment is not practiced by anyone.
- Take action on report on child abuse and exploitation.
- Determine any staff who is needing help in terms of aggression management and come up with the necessary intervention.

6.4 The Provincial Social Welfare and Development Officer or the City Social Welfare and Development Officer is expected to ensure protection of children in the facility.

6.5 The staff members shall make a close supervision to residents to prevent the occurrence of sexual abuse, bullying and other misbehaviors.

7. Budget for the Operations, Care and Maintenance and Cost Sharing

7.1 Provincial Governments and city governments (for highly urbanized cities) shall shoulder the cost of operation and maintenance of their respective Bahay Pag-Asa. They shall include the estimated expenditures in their annual budget.

7.2 The parents/guardians shall pay for the expenses for the care and maintenance of their child. If they are not capable based on the assessment of the C/MSWDO, the provincial government or the chartered city and the referring municipal government should share the costs. Suggested cost sharing scheme is two thirds (2/3) for the provincial/city and one third (1/3) for the referring party. They may come up with other arrangements that are more applicable and practical for them.

7.3 The recommended total cost of care and maintenance per child per day for Bahay Pag-Asa is P150 for those located in highly-urbanized cities and first and second class provinces and P120 for those in third to fifth class provinces. Both should be adjusted as needed based on prevailing cost of living.

(Note: Please see Annex 3 for particulars for the Cost of Care and Maintenance. This is partly patterned after the annex to the DSWD's Memorandum Circular No. 11, Series of 2005 or the Guidelines on the Cost of Care and Maintenance of Children in Conflict with the Law in Regional Rehabilitation Centers for Youth.)

8. Minimum Staffing Requirements and General Function

8.1 The following shall be hired:

Position	Number or Ratio	General Function
Social Welfare Officer III/Head Social Worker	1	Manages over-all operation of the facility
Supervising Houseparent	1	Provides supervision to Houseparents or Home Management Officers
Social Welfare Officer II	2 (or 1:25 (maximum) for regular cases and 1:10 for CICL undergoing intensive intervention)	Manages cases of CICL
Psychologist	1	Conducts psychological assessment and provides relevant interventions in partnership with other members of the multi-disciplinary team
Nurse	1	Responds to health concerns of the CICL
Houseparent/Home Management Officer	2 per 8-hour shift (1:25 per regular cases and 1:10 for CICL undergoing intensive intervention)	Provides substitute parental care
Clerk/Admin Staff	1	Performs clerical work
Security Guard	2 per 8-hour shift and another two to serve as escort and roving guards	Provides protection to residents and staff within the facility and during court hearings as well as to the facility and all resources within the compound.
Manpower Development Officer	1	Plans and implements skills development activities
Medical Doctor	1 (retainer or the Municipal Health Officer maybe assigned as a visiting doctor)	Provides over-all management of CICL's health concerns

8.2. In recognition of the lengthy process and numerous requirements in the creation of new positions, the concerned LGUs are allowed to comply with the staffing requirements by phase. This means that some of the above-stated personnel may be hired at a latter period. However, LGUs who opt to use this strategy are directed to include the following for the first phase or at the onset of the operation of Bahay Pag-Asa:

Position	Number or Ratio
Social Welfare Officer III/Head Social Worker	1
Social Welfare Officer II	2 (or 1:25 (maximum) for regular cases and 1:10 for CICL undergoing intensive intervention)
Psychologist	1
Houseparent/Home Management Officer	2 per 8-hour shift
Security Guard	1 per 8-hour shift and another 1 to serve as escort and roving guards

The LGUs shall tap TESDA, Provincial/ City Health Office and other agencies to have a visiting, Nurse, Medical Doctor and Manpower Development Officer as part of the multi-disciplinary team. All other required staff/ personnel such as Clerk/ Administrative Staff and Supervising Houseparent shall be eventually hired by LGUs to complete the staffing requirements, at least one year after the operation of the operation of the Bahay Pag-Asa.

8.3. The Sangguniang Panlalawigan/ Panlungsod shall issue a Resolution designating the Head Social Worker as one of the members of the Personnel Selection Board to ensure that those selected personnel to form part of the multi-disciplinary team are fit and competent, so as not to sacrifice the quality of intervention provided for CICL.

8.4. The minimum trainings and orientation for staff members in relation to the service delivery for CICL are as follows:

Head Social Worker and Social Workers

- Orientation on DSWD Child Protection Policy
- Management of CICL Cases in Accordance to R.A 9344 as amended
- Training on Behavior Management and on various therapy models applicable to CICL cases

Supervising Houseparent and Houseparents or Home Management Officers

- Orientation on DSWD Child Protection Policy
- Orientation on R.A 9344 as amended
- Training on Behavior Management

Psychologist

- Orientation on DSWD Child Protection Policy
- Orientation on R.A 9344 as amended

- Training on Behavior Management and on various therapy models applicable to CICL cases

Security Personnel, Manpower Development Officers, Medical Doctor, Nurse, Clerk/Admin

- Orientation on R.A 9344 as amended
- Orientation on Child Protection Policy

VIII. INSTITUTIONAL ARRANGEMENTS

Department of Social Welfare and Development

1. Ensure the compliance of the Provincial/ City Governments with the national standards on construction and maintenance of the Bahay Pag-Asa in coordination with the DPWH and the standards on management of residential care facilities.
2. Coordinate with the P/CSWDO on the conduct of orientation to stakeholders on center case management and operations.
3. Conduct a regular program review and evaluation.
4. Develop/enhance model of interventions to improve response to needs of CICL
5. Provide technical assistance in the design and implementation of a capability building plan for Bahay Pag-Asa staff during the first three years of operation. It shall assist the LGU in implementing its own capability plan for the continuous enhancement of the knowledge and skills of the staff on the succeeding years.
6. Document good practices and develop knowledge products
7. Review/enhance as necessary the guidelines on standards for Bahay Pag-asa and cost of care and maintenance of children.
8. Conduct accreditation of Bahay Pag-Asa managed and operated by LGUs and registration, licensing, and accreditation of those managed by NGOs

Department of the Interior and Local Government

9. Ensure compliance and monitor the establishment of Bahay Pag-Asa in all provinces and highly-urbanized cities.

Department of Education

10. Ensure that CICL in Bahay Pag-Asa are provided with the opportunity to continue their learning under an alternative learning system
11. Build capacity of educational and guidance counsellors who are members of the Multi-Disciplinary Team

Regional Juvenile Justice and Welfare Committee through its member agencies shall:

12. Monitor and provide technical assistance to the multidisciplinary teams in the operation of the facility and in ensuring that the standards in center operation are complied.
13. Submit accomplishment reports on services provided to children at risk and CICL.

Local Government Units


14. Allocate and ensure the availability of funds for the center's operation to include the budget for personnel services, maintenance and cost of care of CICL. It shall also allocate funding for capital outlay which will be necessary in the initial year of operation.
15. Manage the overall operations of the Bahay Pag-Asa
16. Recruit, and hire competent staff and ensure that they undergo appropriate capability building along gender-sensitivity, case management, and implementation of intervention for CICL.
17. Ensure accreditation of both the Center and social workers managing court-related cases.
18. Submit quarterly and annual reports on the center's operation to the Regional Juvenile Justice and Welfare Committee and DSWD Regional Office, through the Provincial/ City Local Government Operations Office.
19. Implement capability building activities for the staff of Bahay Pag-Asa.

IX. EFFECTIVITY

This Memorandum Circular will take effect immediately.

Issued in Quezon City this 2nd day of October 2015.

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit


CORAZON JULIANO-SOLIMAN

Secretary 

Weekday Schedule

Time	Activities
A.M	
5:30 - 7:00	<ul style="list-style-type: none"> • Fixing of beds • Breakfast • Room cleaning and other household chores
7:00 - 8:00	<ul style="list-style-type: none"> • Personal Care • Morning Devotion
8:00 – 12:00	<ul style="list-style-type: none"> • Attendance to formal/non-formal classes/ Attendance to livelihood skills training/
P.M	
12:00 – 1:30	<ul style="list-style-type: none"> • Lunch • Nap
1:30 – 4:30	<ul style="list-style-type: none"> • Attendance to formal/non-formal classes/ Individual Therapy/Counseling Session/ Groupwork Session/ Meeting with SW for case updating
4:30 – 5:30	<ul style="list-style-type: none"> • Sports • Gardening
5:30 – 6:30	<ul style="list-style-type: none"> • Personal Care
6:30 – 7:30	<ul style="list-style-type: none"> • Dinner
7:30 – 8:30	<ul style="list-style-type: none"> • School assignments/ T.V viewing
8:30 – 9:00	<ul style="list-style-type: none"> • Evening devotion
9:00	<ul style="list-style-type: none"> • Sleeping time

Saturday Schedule

Time	Activities
A.M	
6:00 – 7:30	<ul style="list-style-type: none"> • Fixing of beds • Breakfast • Personal care
7:30 – 12:00	<ul style="list-style-type: none"> • Gardening • General cleaning • Laundry
P.M	•
12:00 – 1:00	<ul style="list-style-type: none"> • Lunch
1:00 – 5:00	<ul style="list-style-type: none"> • Entertain/attend to visitors

	Lectures (e.g drug use/abuse, reproductive health, values formation etc.) <ul style="list-style-type: none"> • Sports/Recreational activities
5:00 – 6:00	<ul style="list-style-type: none"> • Gardening/Livelihood activities or similar activities
6:00 – 7:00	<ul style="list-style-type: none"> • Personal care
7:00 – 8:00	<ul style="list-style-type: none"> • Dinner
8:00 – 8:30	<ul style="list-style-type: none"> • General Meeting
8:30 – 9:00	<ul style="list-style-type: none"> • T.V viewing
9:00	<ul style="list-style-type: none"> • Sleeping time

Sunday Schedule

Time	Activities
A.M	
6:00 – 7:30	<ul style="list-style-type: none"> • Fixing of beds • Breakfast • Personal care
7:30 – 8:30	<ul style="list-style-type: none"> • Attend to household chores
7:30 – 12:00	<ul style="list-style-type: none"> • Attendance to mass or other spiritual activities/ Family day/ Recreational activities
P.M	
12:00 - 1:00	<ul style="list-style-type: none"> • Lunch
1:00 - 4:00	<ul style="list-style-type: none"> • Free time
4:00 – 6:00	<ul style="list-style-type: none"> • Gardening/Livelihood activities or similar activities
6:00 – 7:00	<ul style="list-style-type: none"> • Personal care
7:00 – 8:00	<ul style="list-style-type: none"> • Dinner
8:00 – 9:00	<ul style="list-style-type: none"> • School assignments
9:00	<ul style="list-style-type: none"> • Sleeping time

Annex 2 (Child Protection Form 1)

Statement of Commitment to the Protection of Children

I, _____, have read and understood the Child Protection Policy. I agree to conduct myself in accordance to the Policy.

Further, I declare under oath that I have never been convicted nor alleged of any offenses against a child.

(Print Name and Signature)

(Position)

(Date)

Components and Particulars of the Direct Service for CICL in *Bahay Pag-Asa*

Components	Particulars																												
A. Homelife Service																													
1. Food	Covers 3 complete meals and 2 snacks																												
2. Clothing, shoes and slippers	<p>At least four (4) sets of clothing with each set consisting of outer clothing, underwear and sleeping clothes, at least three sets of required school uniform and at least one set of required P.E uniform for those who are attending school.</p> <p>To be given upon admission:</p> <table border="1"> <thead> <tr> <th>Qty.</th> <th>Item/Description</th> </tr> </thead> <tbody> <tr> <td>4 pcs</td> <td>Underwear</td> </tr> <tr> <td>2 sets</td> <td>Sleeping clothes</td> </tr> <tr> <td>2 sets</td> <td>Daytime clothes</td> </tr> <tr> <td>1 pair</td> <td>Socks</td> </tr> <tr> <td>1 pair</td> <td>Slippers</td> </tr> </tbody> </table> <p>To be given once in each of the succeeding quarters:</p> <table border="1"> <thead> <tr> <th>Qty.</th> <th>Item/Description</th> </tr> </thead> <tbody> <tr> <td>1 pair</td> <td>Sock</td> </tr> <tr> <td>1 pair</td> <td>Slippers</td> </tr> <tr> <td>1 set</td> <td>Daytime cloth</td> </tr> </tbody> </table> <p>To be given once a year:</p> <table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>3 sets</td> <td>Casual attire</td> </tr> <tr> <td>1 pair</td> <td>Black shoes</td> </tr> <tr> <td>1 pair</td> <td>Rubber shoes</td> </tr> </tbody> </table>	Qty.	Item/Description	4 pcs	Underwear	2 sets	Sleeping clothes	2 sets	Daytime clothes	1 pair	Socks	1 pair	Slippers	Qty.	Item/Description	1 pair	Sock	1 pair	Slippers	1 set	Daytime cloth	Qty	Description	3 sets	Casual attire	1 pair	Black shoes	1 pair	Rubber shoes
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B. Health Service	Includes physical examination, laboratory, medicines, dental check-up and treatment																											
C. Educational Service	Includes school supplies, transportation allowance and uniform if required/necessary																											
D. Socio-cultural and Recreational Service	Should include materials for sports activities, arts and crafts, and other related activities																											
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