



Department of Social Welfare and Development
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SUBJECT: IMPLEMENTATION GUIDELINES OF THE STRATEGIC HELPDESKS FOR INFORMATION, EDUCATION, LIVELIHOOD AND OTHER DEVELOPMENTAL INTERVENTIONS (SHIELD) AGAINST CHILD LABOR PROJECT

I. RATIONALE

Republic Act No.9231 otherwise known as the Anti-Child Labor Law of 2003 provides for the elimination of the worst forms of child labor and affords stronger protection for the working child. Despite the passage of this law, child labor continues. Based on the Child Labor Statistics of the Labor Force Survey (LFS) released in December 2021, an estimated 872,000 children aged 5-17 years were working in 2020, where 68.4% were engaged in child labor. Furthermore, in the recent United States Trafficking in Persons Report 2020 (US TIP Report 2020) released on June 25, 2020, the prioritized recommendations in the Philippines Country Narrative Report are (1) to increase efforts to investigate, prosecute and convict complicit officials and labor traffickers and (2) to increase efforts to identify and assist child labor trafficking victims.

In response to the needs/ problems and various recommendations from child laborers, their families and service providers, the Department of Social Welfare and Development (DSWD), through the Social Technology Bureau, developed the Strategic Helpdesks for Information, Education, Livelihood and other Developmental Interventions (SHIELD) against Child Labor project. The project was pilot tested initially in Regions IV-A, V, and VIII and was later expanded to Region X. Fifteen (15) barangays within the identified municipalities/ cities in the aforementioned regions were selected as pilot areas after following the criteria set in the project's design. As a result of the pilot implementation from 2017-2019, a total of 447 children have been withdrawn from child labor.

Results of the evaluation of the project showed that the program proved to be relevant as it concurred with international recommendations and national plans on combatting child labor. It also responded to the needs of the beneficiaries as conveyed by children beneficiaries and their parents. Aside from the direct benefits of the educational assistance to the children and livelihood assistance to the parents, indirect benefits such as improvements in health condition, greater community involvement and changed mindsets on child labor, were also noted. The stakeholders interviewed during the evaluation activities - child and parent beneficiaries and program implementers - voiced out the urgent need for the SHIELD against child labor project to continue and expand. As most of them pronounced, more families need SHIELD.

Given the above and that the DSWD also stands as the Co-Chair of the National Council against Child Labor (NCACL) per Executive Order No. 92 series of 2019, hence these guidelines to institutionalize the implementation of the SHIELD against Child Labor project.

II. LEGAL BASES

International Instruments

1. 1999 ILO Convention 182 (Elimination of Worst Forms of Child Labour)

- This Convention calls for the elimination of the worst forms of child labour, which comprises (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict; (b) the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances; (c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties; and (d) work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.
- Article 6 (1-2). Each Member shall design and implement programmes of action to eliminate as a priority the worst forms of child labour. Such programmes of action shall be designed and implemented in consultation with relevant government institutions and employers' and workers' organizations, taking into consideration the views of other concerned groups as appropriate.
- Article 7 (2). Each Member shall, taking into account the importance of education in eliminating child labour, take effective and time-bound measures to: (a) prevent the engagement of children in the worst forms of child labour; (b) provide the necessary and appropriate direct assistance for the removal of children from the worst forms of child labour and for their rehabilitation and social integration; (c) ensure access to free basic education, and, wherever possible and appropriate, vocational training, for all children removed from the worst forms of child labour; (d) identify and reach out to children at special risk; and (e) take account of the special situation of girls.

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

- Article 32 (1-2). States Parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. It further mandates the States Parties to take legislative, administrative, social and educational measures to ensure the

implementation of the present article. To this end, and having regard to the relevant provisions of other international instruments, States Parties shall in particular: (a) Provide for a minimum age or minimum ages for admission to employment; (b) Provide for appropriate regulation of the hours and conditions of employment; and (c) Provide for appropriate penalties or other sanctions to ensure the effective enforcement of the present article.

3. 1973 ILO Convention 138 (Minimum Age for Admission to Employment)

- Article 3 (1). The minimum age for admission to any type of employment which by its nature or the circumstances in which it is carried out is likely to jeopardize the health, safety or morals of young persons shall not be less than 18 years.

- Article 7 (1). National laws or regulations may permit the employment or work of persons 13 to 15 years of age on light work which is (a) not likely to be harmful to their health or development; and (b) not such as to prejudice their attendance at school, their participation in vocational orientation or training programmes approved by the competent authority or their capacity to benefit from the instruction received.

National Laws and Policies

1. 2013 Republic Act No. 10361 or the "Domestic Workers Act"

- **Section 16. *Employment Age of Domestic Workers.*** It shall be unlawful to employ any person below fifteen (15) years of age as a domestic worker. Employment of working children, as defined under this Act, shall be subject to the provisions of Section 10(A), paragraph 2 of Section 12-A, paragraph 4 of Section 12-D, and Section 13 of Republic Act No. 7610, as amended, otherwise known as the "Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act".
- Rule IX. Section 3-4. The Punong Barangay shall designate a Registration/ Kasambahay Desk in the barangay hall to accommodate continuous registration by the employers. The Punong Barangay shall also maintain and update the Kasambahay Masterlist and submit reports to the Local Government Units (LGUs), through the PESOs on data regarding registration of the Kasambahay.

2. 2003 Republic Act No. 9231 or "An Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Child, Amending for this purpose Republic Act no. 7610, as Amended, otherwise known as the "Special Protection Of Children Against Child Abuse, Exploitation And Discrimination Act".

- This law prohibits the employment of children below 15 years old, with the same exceptions as R.A. 7658, with additional provisions regarding restrictions on the number of hours children are allowed to work, provisions on expanding working children's access

to education, social, medical, and legal assistance. This further states that no child below 18 years old shall be engaged in the worst forms of child labor; or used as model in any advertisement promoting alcoholic beverages, intoxicating drinks, tobacco and its byproducts; gambling or any form of violence; and pornography.

3. RA 9208 as amended by RA 10364 otherwise known as the "Expanded Anti-Trafficking in Persons Act of 2012"

- This institutes policies to eliminate trafficking in persons especially women and children. It establishes the necessary institutional mechanisms to protect and support trafficked persons, and provides penalties for its violations. Included in the acts of trafficking:

Under Section 4, item (k), trafficking for purposes of exploitation of children shall include:

"(1) All forms of slavery or practices similar to slavery, involuntary servitude, debt bondage and forced labor, including recruitment of children for use in armed conflict;

"(2) The use, procuring or offering of a child for prostitution, for the production of pornography, or for pornographic performances;

"(3) The use, procuring or offering of a child for the production and trafficking of drugs; and

"(4) The use, procuring or offering of a child for illegal activities or work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals

4. RA 11188 or the "Special Protection of Children in Situations of Armed Conflict Act"

Per RA 11188, Children Involved in Armed Conflict (CIAC) "refers to children who are either forcibly, compulsorily recruited, or who voluntarily joined a government force or any armed group in any capacity. They may participate directly in armed hostilities as combatants or fighters: or indirectly through support roles such as scouts, spies, saboteurs, decoys, checkpoint assistants, couriers, messengers, porters, cooks or as sexual objects".

5. Republic Act 7160 or Local Government Code of 1991

- Chapter 1, Section 3, item g of the Local Government Code cited that the capabilities of the local government units (LGUs) to develop innovative social welfare and development programs to respond to the needs of local constituents shall be enhanced by providing them with opportunities to participate actively in the implementation of national programs and projects.

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

- Article 3 states the rights of children which include the right to a well-rounded development of their personality; the right to protection against exploitation, improper influences, hazards, and other conditions or circumstances prejudicial to their development; and 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 their share in the building of a better world.

7. 1974 Presidential Decree (P.D.) 442 or the “Labor Code of the Philippines”

- This law states that any person between 15 and 18 years of age may be employed for such number of hours and such periods of the day as determined by the Secretary of Labor and Employment in appropriate regulations. The foregoing provisions shall in no case allow the employment of a person below 18 years of age in an undertaking which is hazardous or deleterious in nature as determined by the Secretary of Labor and Employment.

III. OBJECTIVES

This guideline provides direction to Offices, Bureaus, Services and Units (OBSUs) in the DSWD Central Offices, Field Offices (FOs) and to LGUs and other stakeholders involved in the implementation of the SHIELD against Child Labor project. Specifically, it aims to:

1. Institutionalize the project’s components, implementation procedures and use of the Child Labor Local Registry (CLLR) System; and
2. Specify the roles and responsibilities of OBSUs in DSWD Central Office, FOs, and LGU.

IV. DEFINITION OF TERMS

1. **Alternative learning system** refers to a parallel and comparable learning system which provides a viable alternative to the existing formal education system.
2. **Child** refers to persons below eighteen years of age or those over eighteen years of age but who are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of physical, mental disability or conditions.
3. **Child labor** refers to any work or economic activity performed by a child that subjects him/her to any form of exploitation or is harmful to his/her health and safety or physical, mental or psychosocial development.

4. **Employer** refers to any person, whether natural or juridical who, whether for valuable consideration or not, directly or indirectly procures, uses, avails itself of, contracts out or otherwise derives benefit from the work or services of a child in any occupation, undertaking, project or activity, whether for profit or not. It includes any person acting in the interest of the employer.
5. **Family undertaking** refers to work performed by a child which is not harmful to his/her health and safety or physical, mental or psycho-social development, and where only members of the child's family are employed. Members of the family refer to the child's parents, guardian, brothers or sisters whether of full or half blood, and other ascendants and descendants or collateral relatives within the fourth civil degree of consanguinity.
6. **Formal education** refers to the institutionalized, hierarchically structured and chronologically – guided educational system running from elementary to tertiary levels.
7. **Guardian** refers to any person who exercises substitute parental authority regardless of whether or not such parental authority over a child is bestowed by a court.
8. **Hours of work** include (1) all time during which a child is required to be at a prescribed workplace, and (2) all time during which a child is suffered or permitted to work. Rest periods of short duration during working hours shall be counted as hours worked.
9. **Multi-layered intervention** refers to an intervention that addresses at least three levels of the multilayer system. It targets at least three sources of influence that may ultimately result in improved health behavior and outcomes.
10. **Non-formal education** refers to any organized, systematic educational activity conducted outside of the formal education system to provide a selected type of learning.
11. **Normal development of the child** refers to the physical, emotional, mental, and spiritual growth of a child within a safe and nurturing environment where he/she is given adequate nourishment, care and protection and the opportunity to perform tasks appropriate at each stage of development.
12. **Parent** refers to either the biological or adoptive mother or father.
13. **Recovery and reintegration** refer to various interventions and services that facilitate the process of healing and eventual return of the child to the family and community.
14. **Working Child** refers to any child engaged as follows:
 - when the child is below eighteen (18) years of age, in work or economic activity that is not child labor as defined in the immediately preceding sub-paragraph, and

- when the child is below fifteen (15) years of age, (i) in work where he/she is directly under the responsibility of his/her parents or legal guardian and where only members of the child's family are employed; or (ii) in public entertainment or information.
15. **Workplace** refers to the office, premises or worksite where a child is temporarily or habitually assigned. Where there is no fixed or definite workplace, the term shall include the place where the child actually performs work to render service or to take an assignment, to include households employing children.
16. **Worst forms of child labor** refers to any of the following:
- (a) All forms of slavery, as defined under the "Anti-trafficking in Persons Act of 2003", or practices similar to slavery such as sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including recruitment of children for use in armed conflict.
 - (b) The use, procuring, offering or exposing of a child for prostitution, for the production of pornography or for pornographic performances;
 - (c) The use, procuring or offering of a child for illegal or illicit activities, including the production or trafficking of dangerous drugs or volatile substances prohibited under existing laws; or
 - (d) Work which, by its nature or the circumstances in which it is carried out, is hazardous or likely to be harmful to the health, safety or morals of children, such that it:
 - i. Debases, degrades or demeans the intrinsic worth and dignity of a child as a human being; or
 - ii. Exposes the child to physical, emotional or sexual abuse, or is found to be highly stressful psychologically or may prejudice morals; or
 - iii. Is performed underground, underwater or at dangerous heights; or
 - iv. Involves the use of dangerous machinery, equipment and tools such as power-driven or explosive power-actuated tools; or
 - v. Exposes the child to physical danger such as, but not limited to the dangerous feats of balancing, physical strength or contortion, or which requires the manual transport of heavy loads; or
 - vi. Is performed in an unhealthy environment exposing the child to hazardous working conditions, elements, substances, co-agents or processes involving ionizing, radiation, fire, flammable substances, noxious components and the like, or to extreme temperatures, noise levels or vibrations; or
 - vii. Is performed under particularly difficult conditions; or
 - viii. Exposes the child to biological agents such as bacteria, fungi, viruses, protozoa, nematodes and other parasites; or
 - ix. Involves the manufacture or handling of explosives and other pyrotechnic products.

V. PROJECT DESCRIPTION

The SHIELD against Child Labor project is a model of intervention developed by the DSWD Social Technology Bureau to combat child labor. It strengthens efforts at the local level which include helpdesks and a local registry on child labor for referral and convergence of support services.

Project Objectives

1. Identify child laborers in the community and ensure evidenced-based case management through an operational Child Labor Local Registry (CLLR) System;
2. Improve access of child laborers and their families to appropriate services; and,
3. Increase awareness and capacities of child laborers, their families, communities and duty-bearers on addressing child labor.

Target Beneficiaries

The clientele of the project are as follows:

1. Children engaged in Worst Forms of Child Labor (WFCL)
2. Families of child laborers
3. Community members

The following groups are the indirect beneficiaries of the project:

1. Local Government Unit officials and local stakeholders;
2. Employers including but not limited to financiers, landowners/*hacenderos*, contractors

Program Components

1. Component 1: Child Labor Local Registry (CLLR)

In response to the scarcity of data on child labor at the ground, a database system was developed which serves as a tool in identifying who and where are the child laborers in the community. It strengthens barangay level-monitoring through the Barangay Council for the Protection of Children or any similar existing structures within barangays. This system also serves as a basis for project planning, in monitoring the child laborers and in identifying the most vulnerable ones that need immediate and appropriate interventions. Embedded in this system is the mechanism for referral and monitoring of cases which are only accessible amongst case managers and members of the multidisciplinary team (i.e. on education, livelihood, training, etc.).

2. Component 2: Establishment of Helpdesk and Convergence of Services

Immediate and multi-layered intervention shall be provided through the local help desk. This is where the convergence of support services for child laborers and their families

will be readily facilitated to ensure immediate and accessible developmental intervention at the ground. Once child laborers are mapped through the Child Labor Local Registry (CLLR), the Multi-Disciplinary Team (MDT) shall immediately assess and determine appropriate intervention/s to the child laborers, particularly those in the worst forms and those covered by the blanket ban. The helpdesk shall also facilitate rescue operation and provision of necessary information and support services.

3. Component 3: Organizing, Advocacy and Capacity Building

This component responds to the lack of awareness about the issue of child labor, its hazards and existing laws that prohibit such. A series of advocacy sessions and capacity building activities shall be conducted amongst child laborers, their families, employers (including *landowners*, contractors, financiers, etc.), local officials and service providers. Organizing of the child laborers and the community shall also be undertaken. Organized child laborers and community volunteers will help identify, plan and carry out activities that will promote their interests, rights and well-being. Partnership with local non-government organizations, the academe and student organizations, and youth groups such as the Sangguniang Kabataan may be established for involvement and support in these activities.

VI. IMPLEMENTING PROCEDURES

An Implementation Manual shall be developed to serve as reference of the LGUs in implementing the project. This will also include manuals on the use of the Child Labor Local Registry (CLLR) System, online and offline versions, and the Data Privacy Manual.

In every LGU, the project shall be implemented through the following phases:

Pre-Implementation Phase

The pre-implementation phase shall consist of the following social preparatory activities:

1. Conduct of Consultation Meetings

Consultation meetings with identified LGUs through their Local Chief Executive (LCE), Local Social Welfare and Development Officer (LSWDO), SB Chairperson for Social Services, Local Planning and Development Officer, Local Budget Officer, shall be conducted. The output of the consultation meetings shall be the following:

- List of possible project partners;
- Clarified roles and responsibilities of stakeholders; and,
- Schedule of next activities

2. Forging Memorandum of Agreement (MOA) with the Local Government Unit

Forging of memorandum of agreement with the LGU shall be executed to formalize the partnership on the implementation of the project. The LGU through the Sangguniang Bayan shall issue a Resolution authorizing the LCE to enter into a Memorandum of Agreement with the appropriate DSWD Field Office. The LCE shall issue an executive order for the implementation of the project along with the creation of the multidisciplinary team, and installation/ designation of a SHIELD Project Focal Person (SHIELD PFP) within the City/ Municipal Social Welfare and Development Office.

3. Initial Project Orientation and Planning Session with Partners

The LGU partners shall be oriented about the project to ensure effective implementation. The LGU shall also formulate a plan of action and sustainability plan for the implementation of the project and identify their counterparts in the implementation of the project at the barangay level. The LGU may formulate their own organizational chart from the identified partners and counterparts.

4. Formulation of Local TWG/ Multi-Disciplinary Team (MDT)

The LGU will be assisted by the DSWD Field Office - Protective Services Division (PSD) to convene their Local Technical Working Group (TWG) or Multi-Disciplinary Team (MDT) who will take a proactive role in the implementation of the project. The TWG members may already serve as the multidisciplinary team composed of City/ Municipal Social Welfare and Development Office (C/MSWDO), and City/ Municipal Local Government Operations Officer (C/MLGOO), DOLE, Public Employment Service Office (PESO), Department of Education (DepEd), local Non-Government Organizations (NGOs), other DSWD Offices such as Pantawid Pamilyang Pilipino Program and other stakeholders. This activity aims to generate support from the local stakeholders to ensure success of the project implementation. The local MDT shall also serve as the front liners in ensuring immediate and appropriate delivery of services to the identified child laborers and their families.

Existing and functional mechanisms such as the Local Council for the Protection of Children (LCPC) may also be tapped by the LGU instead of creating the multidisciplinary team provided that the LCPC can take on the roles and responsibilities of the MDT.

The LGU shall ensure that a Data Sharing Agreement (DSA) among all identified members of the local TWG or MDT shall be executed for the sharing of data in line with possible provision of services.

5. Review/Enhancement of Existing Case Management Tools and Referral/ Process Flowchart

Case management tools and a referral flowchart have been developed by the DSWD-STB in consultation with project partners during its pilot implementation. These tools and flowcharts may be reviewed and adopted by the Local TWG/ MDT. The flowchart may also be enhanced to suit the context and need of the LGU.

Implementation Phase

The implementation phase of the project shall focus on the use of the Child Labor Local Registry (CLLR) System, establishment of helpdesks, service delivery, organizing, advocacy and capacity building of the target beneficiaries/ partners.

1. Project Management

a. SHIELD Project Focal Person (PFP)

The designated LGU SHIELD PFP will regularly conduct monitoring of project implementation based on the LGU approved work and financial plan (WFP) or annual investment plan (AIP), oversee the utilization of the CLLR system and the case management of the identified child labor cases.

b. Local TWG/ MDT Meetings

Local Technical Working Group meetings shall be conducted every two (2) months for the first year of implementation and will be conducted on a quarterly basis in the succeeding years. The meetings shall serve as a venue to review the progress and gaps in the project implementation and provision of inputs to address such gaps.

In cases wherein the LCPC has been tapped to act as the local TWG/ MDT, the meetings may be subsumed under the LCPC meetings unless a special or separate meeting is needed to discuss child labor issues.

2. Child Labor Local Registry (CLLR)

Activities under this component include the following:

a. Signing of the Non-Disclosure Agreement (NDA)

The Data Privacy Manual (DPM) for the CLLR System includes a Non-Disclosure Agreement to be signed by the SHIELD PFP and the Local Chief Executive. This

is in compliance with the Data Privacy Act of 2012 and ensures the protection of all information gathered from project beneficiaries and encoded into the system. Agreement to the NDA also requires that all data security protocols indicated in the DPM shall be strictly followed and implemented. The LGU shall also designate a Data Protection Officer (DPO), if there is not one yet, for the installation and use of the CLLR System. Said DPO shall also be a signatory in the NDA.

Equipment for the use of the CLLR system such as the workstation (desktop computer or laptop) and internet connectivity amenities shall come from the LGU. Specifications for said equipment are included in the Implementation Manual of the project. Said specifications must be met in order to fully utilize the CLLR system.

b. CLLR System Administration and Registration

Registration to the online version of the CLLR System shall be managed by the DSWD Program Management Bureau. Basis for the activation of accounts shall be the NDAs signed by identified PFPs.

Errors/ issues encountered in the use of the system shall be documented and reported to the DSWD FO RICTMU and DSWD Central Office - Information and Communication Technology Management Service (ICTMS). They shall provide technical assistance towards the resolution of said issues/ errors.

c. Training on the Use of the CLLR System

A capability building activity shall be conducted for the local partners, including BCPC officers, social workers and designated municipal/ city and barangay SHIELD focal person/s, who are primarily responsible in identifying and recording child laborers in the community. This capability building activity will cover the use of the profiling tool, conduct of profiling and interview, use of the online and offline versions of the CLLR system including encoding of data and monitoring of cases. Registration and documentation should be carried out by trained staff to ensure that the system will be maximized.

The training design on the Use of the CLLR System is attached as an annex in the Implementation Manual of the SHIELD against Child Labor Project. User Manuals on the use of the online and offline version of the CLLR System have also been developed and are attached to Implementation Manual as well. Said manuals detail the systematic process of utilizing all the features of the CLLR System.

d. Coaching Sessions

Personnel from the DSWD Field Office-Protective Service Division shall provide technical assistance in the form of coaching. These coaching sessions may cover the case management of cases of child laborers and identification of appropriate interventions. Monitoring of the utilization of the system as well as provision of basic troubleshooting and system maintenance may also be covered during these sessions in consultation with the Regional Information and Communication Technology Management Unit (RICTMU) of the DSWD Field Office.

e. Data Collection, Encoding and Consolidation

In cities/ municipalities wherein the Department of Labor and Employment has conducted profiling of the child laborers, coordination shall be conducted by the LGU SHIELD PFP with DOLE's provincial office to verify if all barangays within their areas have been covered by the profiling. If in the affirmative and said profiles have already been encoded into the CLLR System, further coordination may be made by the LGU SHIELD PFP to identify and locate said child laborers for provision of needed services as may be referred by DOLE.

For cities/ municipalities/ barangays not yet profiled, the trained personnel in the barangay shall collect, encode and consolidate the data on child laborers. These barangay personnel who will also utilize the CLLR System will also sign the NDA. The offline version of the CLLR system may be used in areas with intermittent internet connection. The consolidated data shall be saved in the USB/ CD and be forwarded to the C/MSWDO or to the identified SHIELD PFP for LGU-wide consolidation and uploading to the online system, on a monthly basis. For areas with stable internet connection, the online version of the CLLR System shall be used by the barangay focal persons for real time updating.

f. Reports Generation

The CLLR System has the capacity to generate reports, particularly on: 1) number of child laborers profiled disaggregated by sex, age group, educational status, highest grade completed and nature of work; 2) status report by location, age, sex and type of service provided; 3) status report by location, sex and provided with services; 4) educational profile of child laborers, and; 5) masterlist of profiled children.

These reports may be generated at the municipal/ city-level to be presented and discussed during TWG or MDT meetings for provision of appropriate intervention. Only the designated SHIELD PFP may generate these reports with approval from the designated DPO.

3. Establishment of Helpdesk and Convergence of Services

Activities under this component include the following:

a. Orientation and meetings with LGU partners, including the BCPC Officers

The LGU partners shall be oriented about the project and its project components, including the establishment of the help desk.

b. Establishment of local helpdesk at the community-level

The helpdesk shall be established at the barangay level to be managed by the Barangay Council for the Protection of Children or other similar structure in the community. If there is no such structure yet, focal persons may be designated through a barangay order to be assigned at the helpdesk. The helpdesk may be established inside the barangay hall or other strategic location which is accessible to the child laborers and their families.

Aside from the physical helpdesk, barangays shall also set-up other mechanisms for reporting of cases and provision of services such as providing hotline numbers and/or email addresses. When applicable, information on the helpdesks and its services will also be made accessible through online platforms such as barangay websites and/or official social media accounts.

c. Training of BCPC and other local stakeholders on the management of cases

This will be discussed in the succeeding component.

d. Case management and direct service provision

The trained BCPC officers/ Barangay SHIELD Focal Person/s shall provide immediate, relevant and adequate information to the child laborers and/or their families. For cases needing intervention, these shall be handled by a case manager in coordination with the multidisciplinary team through the LGU SHIELD PFP.

Services may include any of the following: rescue and recovery, health services, educational assistance, counseling, skills training, financial assistance, legal facilitation, livelihood skills development, capital assistance and other needed interventions as may be expressed by the child laborer or his/her family and based on the assessment of the Multidisciplinary Team.

The LGU SHIELD PFP shall immediately facilitate referral of the identified child laborers and/or their families to concerned agencies, e.g. 1) DOLE – for livelihood and job facilitation; 2) DOH and CHO/ MHO – for health services; 3) PNP, C/MSWDO, SBM QRT members – for rescue and recovery; 4) DepEd, C/MSWDO, NGOs, DSWD etc. – educational assistance; 5) C/MSWDO, DSWD, NGOs – counselling and other psychosocial intervention; and 6) DOJ, PNP – legal facilitation. The local MDT may also identify and facilitate other services needed by the child laborers and their families such as group process, return to school, other alternative educational approach, tutorial sessions and for their families, Parent Effectiveness Service (PES), marital counseling and family therapy. They may be referred to agencies present in the area. The referral letter in CLLR System shall be utilized along with the feedback form in the provision of services through other agencies.

e. Case conferencing and monitoring of cases

The MDT and the DSWD FO PSD shall monitor the cases to determine their progress and/or identify follow-through intervention in the first year of implementation in the LGU. Regular case conferencing shall also be conducted by the members of the multidisciplinary team to ensure that the intervention plan is being implemented. The case conference shall be attended by the DSWD FO PSD for the first year, members of the multidisciplinary team, and child laborer and his/her family, if deemed necessary. Home visits to the child laborer's family shall also be conducted by the LGU SHIELD PFP and MDT member(s) to monitor the situation/progress of the case as basis for further intervention as needed or termination of services.

Termination of services shall only take place upon validation that the child has been withdrawn from child labor based on the following indicators:

AGE RANGE	INDICATORS
All Children below 18 years old	<ul style="list-style-type: none"> ● Not engaged in worst forms of child labor ● Not employed as a model in advertisements promoting alcoholic beverage, tobacco, gambling, violence and pornography
15 to 17 years old	<ul style="list-style-type: none"> ● Not engaged in hazardous work enumerated under DOLE D.O. No. 149, Series of 2016 and D.O. No. 149-A, Series of 2017 ● Not working for more than 8 hours a day and not more than 40 hours a week ● Not working from 10pm to 6am of the following day

Below 15 years old	<ul style="list-style-type: none"> ● Not working except if in family undertaking or public information/entertainment ● If in family undertaking, the child should: <ul style="list-style-type: none"> ○ Be pursuing education ○ Not exposed to hazards ○ Not working for more than 4 hours a day and not more than 20 hours a week ○ Not working from 8pm to 6am the following day. ○ Has work permit, if applicable
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Upon validation of the LGU SHIELD PFP that the child has been withdrawn from child labor, after care services will still be provided by the Municipal/ City Social Welfare and Development Office. This will ensure that the child will not be engaged with child labor any more. Monitoring will also be conducted every semester.

4. Organizing, Advocacy and Capacity Building

Activities under this component include the following:

a. Identifying and Organizing of Child Laborers and Volunteer Groups

Identification and organizing of child laborers and volunteer groups shall be undertaken per LGU. The LGU SHIELD PFP shall initiate activities in the formation of the organization such as consultations and meetings with members. Depending on the number of child laborers in the area, barangay level organizations may also be established through the Barangay SHIELD PFP. Membership in the organization is not required for the child laborers to avail of services of the project but they will be highly encouraged to take part with the consent of their parents or guardians.

The child laborers and volunteers shall also be given the necessary training to capacitate them in advocating for policy reforms, and other issues affecting the sector, in providing community-based support to child laborers and their families, among others.

b. Advocacy Campaigns

Advocacy activities in the community shall be conducted to raise the awareness of the general public about child labor issues, the existing laws on child labor, the hazards of child labor, available assistance/ services from DSWD/ stakeholders and other topics as identified by the TWG. Information, education and communication (IEC) materials developed by the project shall be utilized in these activities such as the FDS flip charts, storybook, primers and audio-visual presentations. Other advocacy materials may be provided by the DSWD and

reproduced by the LGU for their use and distribution. Electronic copies of such materials may also be utilized by the LGU on online platforms such as their social media pages for awareness raising.

Advocacy sessions shall target the general public including the child laborers, their families, employers, financiers, landowners/*hancienderos*, local officials and other stakeholders and duty bearers. These sessions may be conducted during community/ barangay assemblies and during special events such as the celebration of the World Day against Child Labor every June 12. When applicable, these activities may also be conducted through online platforms.

Partnerships with local media practitioners may also be established to further widen the coverage of advocacy activities and raise awareness in communities.

c. Capacity Building Activities

Capacity building activities shall be conducted amongst the BCPC officers, local MDT members and other service providers to increase their capacities in handling cases of child labor. Training on the Use of the Child Labor Local Registry (CLLR) System amongst BCPC officers and local stakeholders shall also be conducted. The training design for said capability building activities is attached to the Implementation Manual for reference.

Training shall also be provided to the child laborers, particularly on advocacy, providing peer support and other identified training needs. Training Needs Analysis (TNA) shall be conducted for the identification of appropriate capability building activities for the child laborers and/or their parents. Said trainings may be conducted by the LGU SHIELD PFP or through partnership with other project implementers.

Project Monitoring and Evaluation

Monitoring activities will be conducted by the DSWD FO Protective Services Division in coordination with the SHIELD LGU PFP. These shall be conducted every quarter for the first two (2) years of the project's implementation and every semester for the succeeding years.

An annual project implementation review will be spearheaded by the DSWD Program Management Bureau in coordination with concerned DSWD OBSUs, FOs, agencies and stakeholders to identify issues, gaps and recommendations for the implementation of the project.

VII. INSTITUTIONAL ARRANGEMENTS

A. Department of Social Welfare and Development

1. Social Technology Bureau

- a. Provides technical assistance and acts as resource person for trainings relative to the project.
- b. Turns over the SHIELD against Child Labor project documents and Child Labor Local Registry (CLLR) System user management administration to the Program Management Bureau.

2. Program Management Bureau

- a. Provides orientation and technical assistance to DSWD Field Office on the project.
- b. Serves as CLLR System administrator in the activation of user accounts and granting of access to the system based on signed NDAs.
- c. Provides resource person/s for trainings and other capability building activities related to the project.
- d. Conducts monitoring and provides technical assistance in the implementation of the project.
- e. Consolidates reports submitted by the Field Offices for documentation of the implementation of the project.
- f. Spearheads the conduct of the annual project implementation review.

3. Pantawid Pamilyang Pilipino Program (4Ps)

- a. Provides the necessary support/ assistance particularly to child laborers who are also 4Ps grantees.
- b. Provides technical assistance and sharing of information, including the FDS Module on Child Labor and other helpful resource.
- c. Acts as trainers on topics included in the FDS Module on Child Labor, as requested by DSWD FO.

4. Information and Communications Technology Management Service

- a. Provides technical assistance in resolving issues or errors encountered in the CLLR System and if applicable, provides necessary enhancements.
- b. Serves as resource persons in the conduct of orientations and capacity building activities including hands-on sessions for identified system administrators and encoders/ system users.
- c. Provides technical assistance to Field Offices especially to the Regional Information and Communications Technology Management Units in the installation, management and use of the CLLR System online and offline versions.

5. DSWD Field Office

Protective Services Division

- a. Monitors the project implementation in the region and in the LGUs.
- b. Provides technical assistance in the community preparation such as the validation of qualified beneficiaries/families/communities, in coordination with LGU partners.
- c. Coordinates and attends the capability building and other critical activities for project implementers.
- d. Provides resource augmentation in the conduct of activities and provision of services.
- e. Regularly monitors the implementation including the profiling of child laborers, delivery of services, advocacy, capacity building and other critical activities and submit monitoring reports to the DSWD PMB on a quarterly basis or as needed.
- f. Assists the LGU in organizing and convening the regional Local Technical Working Group/ Multidisciplinary Team for technical support, monitoring progress and updates of the project, and ensures immediate and effective delivery of services to identified child laborers and their families.
- g. Consolidates LGUs' accomplishment reports and CLLR data for submission to the DSWD PMB.
- h. Lobbies and recommends the approval of the municipal Annual Investment Plan which include fund for SHIELD against Child Labor project.
- i. Participates in the conduct of project review and evaluation, as well as assists in the preparation of project documentation.
- j. Documents good practices identified during the project implementation.
- k. Submits quarterly report to DSWD PMB on the implementation of the project.
- l. Conducts advocacy activities to elicit support and awareness of the community to respond/support the project implementation.

Regional Information and Communication Technology Management Unit

- a. Provides technical assistance in resolving issues or errors encountered in the CLLR System by the LGUs
- b. Serves as resource persons in the conduct of orientations and capacity building activities including hands-on sessions for identified system administrators and encoders/ system users.
- c. Provides technical assistance to LGUs in the installation, management and use of the CLLR System online and offline versions.
- d. Report to the ICTMS any errors/ issues encountered in the system.

Social Technology Unit

- a. Provides technical assistance and acts as resource person for trainings relative to the project.

B. Local Government Unit

- a. Designates a permanent Focal Person for the implementation of SHIELD against Child Labor Project;
- b. Adopts, establishes and maintains the Child Labor Local Registry System (CLLR);
- c. Organizes a multi-disciplinary team to ensure immediate and effective delivery of services to identified child laborers and their families;
- d. Ensures the establishment of help desks for child laborers and their families based on the approved project design;
- e. Ensures immediate provision of services to child laborers in coordination with the multidisciplinary team;
- f. Allocates/provides funds to provide the necessary services to identified beneficiaries, through the C/MSWDO as included in the Annual Investment Plan (AIP);
- g. Ensures that the child laborers and their families identified are those who are most in need of the service and provide other support services such as counseling, medical, crisis intervention, educational assistance, among others;
- h. Submits quarterly report and annual report to DSWD Field Office for onward submission to DSWD PMB;
- i. Organizes the community to support the project implementation of SHIELD against Child Labor by complementing their resources;
- j. Coordinates with employers (including financiers, landowners, contractors, among others) to ensure successful implementation of the project;
- k. Ensures active participation of the barangay officials, particularly the Barangay Council for the Protection of Children, and community volunteers in the establishment and operationalization of the Child Labor Local Registry (CLLR) and Help Desks for Child Laborers

VIII. EFFECTIVITY

This Memorandum Circular shall take effect immediately. All previous issuances inconsistent with this Memorandum Circular are hereby repealed/ revoked accordingly.

Issued in Quezon City this 30th day of June 2022.



ROLANDO JOSELITO D. BAUTISTA

Secretary

Cert. True Copy:



MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division

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ANNEX A. PROCESS MATRIX

Process	Process Holders	Time Frame
Pre-Implementation Phase		
Consultation Meeting/s	DSWD FO - PSD M/CLGU	Two (2) days
Forging MOA with the LGU	DSWD FO - PSD M/CLGU	One (1) day
Initial Project Orientation and Planning Session with Partners	DSWD FO - PSD M/CLGU	One (1) days
Formulation of Local TWG/ Multi-Disciplinary Team (MDT)	DSWD FO - PSD M/CLGU	One (1) day
Review/Enhancement of Existing Case Management Tools and Referral/ Process Flowchart	DSWD FO - PSD Local TWG/ MDT	Two (2) days
Implementation Phase		
<i>Child Labor Local Registry (CLLR)</i>		
Signing of NDA	M/CLGU BLGU	One (1) day
CLLR System Administration and Registration	DSWD CO - PMB DSWD FO - PSD M/CLGU BLGU	Five (5) days
Training on the Use of the CLLR System	DSWD CO - PMB DSWD CO - STB DSWD FO - PSD DSWD FO - STU M/CLGU BLGU	Two (2) days
Coaching Sessions	DSWD FO - PSD DSWD FO - RICTMU/S M/CLGU	Quarterly
Data Collection/ Profiling, Encoding and Consolidation	DSWD CO - PMB DSWD FO - PSD DOLE FO M/CLGU BLGU	Three (3) days

Reports Generation	DSWD CO - PMB DSWD FO - PSD M/CLGU	Monthly
<i>Establishment of Helpdesk and Convergence of Services</i>		
Orientation and Meetings with LGU partners	DSWD FO - PSD M/CLGU	One (1) day
Establishment of local helpdesk at the community level	DSWD FO - PSD M/CLGU BLGU	One (1) day
Training of BCPC and local stakeholders	DSWD FO - PSD M/CLGU BLGU	Five (5) days
Case Management and Direct Service Provision	Local TWG/ MDT M/CLGU BLGU	Within six (6) months
Case Conferencing and Monitoring of Cases	DSWD FO - PSD Local TWG/ MDT	Quarterly
<i>Organizing, Advocacy and Capacity Building</i>		
Identifying and Organizing Child Laborers and Volunteer Groups	DSWD FO - PSD M/CLGU BLGU	Within six (6) months
Advocacy Campaigns	Local TWG/ MDT M/CLGU BLGU	Within six (6) months
Capacity Building Activities	DSWD CO - PMB DSWD CO - STB DSWD FO - PSD M/CLGU	Within six (6) months
<i>Project Monitoring and Evaluation</i>		
Monitoring Activities	DSWD FO - PSD M/CLGU	Quarterly for the first two (2) years Semestral for the succeeding years
Project Implementation Review	DSWD CO - PMB	Annual