



**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**

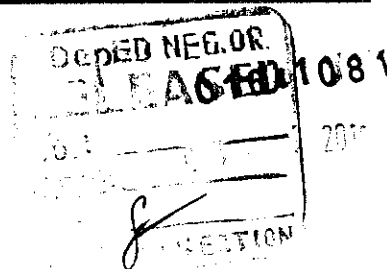
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

June 2, 2016



**TRAVEL ORDER**

NO. 231, s. 2016

TO : **Ms. Pellucie M. Bilangdal** - Valencia National High School  
**Ms. Baby Catherine B. Banquerigo** - Libertad Ong Calderon MES  
**Ms. Gemma O. Quirit** - Sta. Catalina Central School

OFFICE : Department of Education, Division of Negros Oriental

PURPOSE : To attend the Paralegal Training for the Multidisciplinary Teams  
on June 14-18, 2016



DATE OF TRAVEL : June 14, 2016

VENUE/PLACE : (to be announced later, within Negros Oriental)

**ALLOWED/CHARGED TO: (CAPIN Funds)**

  X   : Registration/Transportation and other incidental expenses  
       : Transportation  
       : Per Diems  
       : On official time/business  
       : Transportation/per diem & other incidental expenses

Note: Please confirm your desire to attend to CAPIN on or before June 8, 2016.

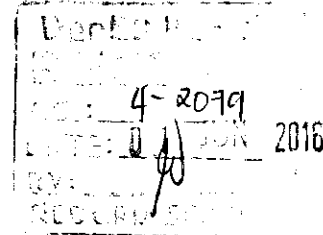
  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge 



**Paralegal Training Invitation for the Multidisciplinary Teams (MDT)**

May 31, 2016

**MS. LEILANI T. CABRERA, CESE**  
OIC, Schools Division Superintendent  
Department of Education  
Negros Island Province



Dear *Ms. Cabrera*,

Child Abuse Prevention Intervention Network (CAPIN) advocates for the prevention of child abuse, neglect and exploitation and to protect the survivors of abuse. To realize this, Consuelo Foundation strongly capacitates the various stakeholders particularly the key players who are directly involved in child protection, hence, the organizing of the multidisciplinary team (MDT) to ensure effective and efficient management of cases, and the delivery of quality and appropriate interventions to reported cases of abuse. Among this intervention is the legal support in filing of cases in court to seek for justice as part of the child's healing and recovery from their traumatic experience.

It is for this reason that we capacitate the multidisciplinary team in preparation for court hearing as expert witness and in handling the survivors of abuse during the pre and post court hearing. CAPIN will conduct a **Paralegal Training for the Multidisciplinary Teams on June 14-18, 2016** (*venue to be arranged within Negros Oriental*).

The training will be participated by the MDTs from seven (7) cities and municipalities of Negros Oriental and MaNaVa (Malabon, Navotas and Valenzuela). In view of this, may we request the participation of the CAPIN representatives from the following schools:

- |  |                                    |
|--|------------------------------------|
| 1. Valencia National High School         | - Ms. Pelluchie M. Bilangdal       |
| 2. Libertad Ong Calderon Mem. Elem. Sch. | - Ms. Baby Catherine B. Banquerigo |
| 3. Sta. Catalina Central School          | - Ms. Gemma O. Quirit              |

Also, part of the training is the Partners Exchange Program (PEP) or Lakbay Aral which aims to impart new insights from the experiences of other CAPIN areas and possibly adopt best practices for a child friendly city. There will be an interaction with the multidisciplinary team of Dumaguete, visit to LGU and NGO shelters, observation on the conduct of case conference and child friendly investigative interview, visit to other facilities providing effective intervention such as Child Protection Unit (CPU), Psychosocial Intervention Clinic, and Youth Advocates Through Theatre Arts.

Attached is the program for your reference.

***This will also serve as an RSVP. No confirmation on or before June 8, 2016 would be interpreted as not attending the 4-day training.***

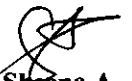
We look forward to your favorable response to this invitation.

Thank you very much.

Very truly yours,

  
**Dyna Mae B. Zerna**  
*CAPIN Project Coordinator*

Noted by:

  
**Atty. Sheena A. Alesna**  
*GWAVE, Executive Director*

### **REMINDER for the TRAINING**

#### **Check-in and Check-out**

- Check-in time starts from 2:00 pm onwards on June 14, 2016 (Tuesday)
- Check-out time is 12:00 noon on June 18, 2016 (Saturday)

#### **Registration**

- Registration starts at 2:00 pm on June 14, 2016 (Tuesday)

#### **Schedule of Sessions**

- Session on June 14, 2016 (Tuesday) will start at 2:00pm and will end at 8:00pm
- Travel back home on June 18, 2016 (Saturday)

#### **Meals**

- Meals will be covered by Consuelo Foundation on the following days  
June 14, 2016 - will cover pm snacks and dinner  
June 15-18, 2016 - will cover full meals (breakfast, am/pm snacks and dinner)

**Incidental expenses** (e.g. telephone calls, laundry, consumption from the mini bar and the like) will be charge to the personal account of the participant.

Further, the organizers have reserved rooms on twin or triple sharing arrangements. We regret that room preference cannot be guaranteed, thus we expect that the participants will strictly observe the room assignments. Should the invited participants wish to bring a family member or guest, the cost of their accommodation and other related expenses shall be treated as the invitee's personal expense. Please feel free to get in touch with the organizer if you have inquiries regarding this matter.

**Dyna Mae B. Zerna**  
*CAPIN Project Coordinator*  
[dynabzerna@gmail.com](mailto:dynabzerna@gmail.com) or [genderwave@gmail.com](mailto:genderwave@gmail.com)  
Mobile #: 09066471097  
Landline #: 226-1800



## Paralegal Training for Multidisciplinary Team

June 14-18, 2016

(venue to be arranged within Negros Oriental)

### Objectives:

At the end of the training, the participants should be able to:

1. Review understanding of the salient features of relevant laws protecting children.
2. Realize the need and importance of Legal Intervention in support of child's recovery and rehabilitation process.
3. Articulate and determine specific roles to be performed in the entire legal process within the Case Management Process
4. Acquire knowledge about the Criminal Procedure and Jurisprudence in Child Sexual Abuse
5. Utilize learning and acquired skills in handling children with legal cases.
6. Identify execution plans for each area of operation or agency function that would support children with legal cases.

### Program Flow:

Day and Time	Activity	Task Owner
<b>Day 1: June 14, 2016 (Tuesday)</b>		
<b>6:00 am – 2:00 pm</b>	Travel Time	Participants
<b>2:00 pm</b>	Billet of Participants	Hotel Representative
	Start of Registration	
<b>2:30 – 3:00</b>	Preliminaries and Welcome of Participants	<b>Jeannette Soto &amp; Dyna Mae B. Zerna</b> CAPIN Coordinators
<b>3:00 – 3:30</b>	Invocation Getting to Know	
	Hotel Orientation	<b>Hotel Staff</b>
<b>3:30 - 3:45</b>	Welcome Remarks	<b>Atty. Sheena A. Alesna-Augusto</b> <i>Executive Director, GWAVE</i>
<b>3:45 – 4:00</b>	Opening Remarks	<b>Rowena R. Seblario</b> <i>Program Officer</i>
<b>4:00 – 4:30</b>	Expectation Setting	
	House Rules and Tasking (Group assignments) Pre-Assessment	<b>CAPIN Coordinators</b>
<b>4:30 – 7:00</b>	Solidarity Night	CAPIN Coordinators
	YATTA Performance	YATTA
<b>7:00 – 8:00</b>	Dinner	
<b>Day 2: June 15, 2016 (Wednesday)</b>		
<b>Morning</b>		
<b>8:00 – 8:30</b>	Registration Settling of Participants	<b>Group 1</b>

	Invocation Mood Setting	
<b>8:30 – 10:00</b>	<b>Session 1: Overview of Trauma Informed Care</b> <ul style="list-style-type: none"> <li>Understanding Trauma and Its Impact to Survivors of Abuse</li> <li>Adverse Childhood Experience</li> </ul>	<b>Dr. Norieta C. Balderrama</b> <i>Professorial Lecturer II</i> <i>Child Psychiatrist</i> <i>Section Head, Mental Health and Wellness, UP-PGH, CPU</i>
<b>10:00 – 10:15</b>	<b>Morning Break</b>	
<b>10:15 – 12:00</b>	<ul style="list-style-type: none"> <li>Trauma Triggers</li> <li>Preparation of the Child and the Worker for Court Hearing</li> </ul>	<b>Dr. Norieta C. Balderrama</b>
<b>12:00 – 1:00</b>	<b>Lunch Break</b>	
<b>1:00 – 1:30</b>	Settling of Participants: Ice Breaker	<b>Group 2</b>
<b>1:00 – 3:00</b>	<b>SESSION 2: Role of Social Worker in Managing Emotions (Pre and Post Court Hearing)</b> <i>*Role Playing</i>	<b>Dr. Norieta C. Balderrama</b>
<b>3:00 – 3:15</b>	Afternoon Break	
<b>3:15 – 5:30</b>	Self-care strategies of MDT in managing child abuse cases <i>*Self-Assessment and Planning</i>	<b>Dr. Norieta C. Balderrama</b>
<b>5:30 – 5:45</b>	Synthesis	Group 2
<b>5:45-6:00</b>	Administrative Concerns	CAPIN Coordinators
<b>6:00 – 8:00</b>	Dinner	Participants
<b>Day 3: June 16, 2016- Thursday</b>		
<b>7:30 – 8:00</b>	Registration Settling of Participants Invocation Mood Setting Recap	<b>Group 3</b>
<b>8:00 – 10:00</b>	<b>Session 3: Overview of Child Friendly Investigative Interview (CFII)</b> <ul style="list-style-type: none"> <li>Evaluating Child Sexual Abuse</li> <li>Medical History for CSA</li> </ul>	<b>Dr. Marriane Naomi N. Poca</b> Medical Specialist III, VSMC CPU Net-Cebu City
<b>10:00 – 10:15</b>	<b>Morning Break</b>	
<b>10:15 – 12:00</b>	<b>Session 4 : The Medical Examination for Child Sexual Abuse</b>	<b>Dr. Marriane Naomi N. Poca</b>

12:00 – 1:00	Lunch Break	
1:00 – 1:15	Settling of Participants	
1:00 – 3:00	<b>Session 5:</b> Medical Issues in Child Sexual Abuse	
3:00 – 3:15	Break	
3:15 – 5:00	<b>Session 6 :</b> Testimonial Competence of Children and the Limits of the Medico Legal Examination	<b>Dr. Marriane Naomi N. Poca</b>
5:00 -5:30	Synthesis	Group 4
	Administrative Concerns	CAPIN Coordinators
5:30 – 6:00	Free Time	
6:00 – 8:00	Dinner	
<b>Day 4: June 17, 2016- Friday</b>		
7:30 – 8:00	<b>Group 5 :</b> <ul style="list-style-type: none"> <li>• Registration</li> <li>• Settling of Participants</li> <li>• Invocation</li> <li>• Mood Setting</li> <li>• Recap</li> </ul>	Participants
8:00 – 11:00	<b>Simultaneous Break Out Sessions</b> (MDT Shared Experiences)	
	<b>SESSION 7: Comprehensive Case Study and Progress Report Preparation for CSA Cases</b> <ul style="list-style-type: none"> <li>• Writeshop: Case Study Preparation</li> <li>• Presentation and critiquing of Case Presentation</li> </ul> <b>Participants :</b> NGO / LGU Social Workers	<b>Prof. Emervencia L. Ligutom</b> <i>Exec. Director, Silliman University Extension Prog.</i>
	<b>Session 8 : Affidavit Writing on CSA Cases</b> <ul style="list-style-type: none"> <li>• Importance, content and format of an Affidavit</li> <li>• Protocols of Child Friendly Investigative Interview for Police Officers</li> <li>• Interviewing a Child Survivor</li> <li>• Challenges of Police Officers in Handling Cases involving children</li> <li>• Writeshop, presentation, critiquing of draft affidavit</li> </ul> <b>Participants :</b> Police Officers	<b>SPO1 Jinky P. Alalong</b> <i>MDT-WCPD Officer and CCPS Trained</i> <i>CPU Dumaguete City</i>
	<b>Session 9 : CSA Management in Medical Perspective</b> <ul style="list-style-type: none"> <li>• Interviewing a Child Survivor</li> <li>• Medical Examinations Required for CSA Cases</li> <li>• Preparation of Medical Report as Court Evidence</li> <li>• Writeshop : Medical Report Preparation</li> </ul> <b>Participants :</b> Doctors	<b>Dr. Ma. Sarah B. Talla</b> <i>MDT-CHO and CCPS Trained</i> <i>CPU Dumaguete City</i>

	<b>Session 10: Psychological Assessment for CSA Cases</b> <ul style="list-style-type: none"> <li>• Dynamics of CSA Survivors</li> <li>• Effects of Abuse</li> <li>• Importance of Treatment Psychological documentation as evidence in Court</li> <li>• Tools used in assessing CSA (e.g PTAQ, etc.) – role play</li> <li>• Report Preparation (content and format)</li> </ul> <b>Participants : Psychologist</b>	<b>Dr. Noel Marjon E. Yasi</b> <i>Clinical Psychologist and Vice-sPresident of Academic Affairs, NORSU</i>
	<b>Session 11: Child Protection Policy Workshop</b> <ol style="list-style-type: none"> <li>1. DepEd Protocol on Child Protection <ol style="list-style-type: none"> <li>a) DepEd Order No. 40-Child Protection Policy</li> <li>b) Challenges of DepEd on Child Protection Issues</li> <li>c) Creating a Child Protection Committee</li> <li>d) Reporting and Documentation</li> </ol> </li> <li>2. Writeshop on Child Protection Policy</li> <li>3. Presentation and Critiquing</li> </ol>	<b>Ms. Remedios Santos</b> <i>Supervisor, DepEd Valenzuela City</i>
11:00 – 12:00	<b>Application :</b>  <b>MDT in Action-Interaction</b> (MDT Case Conference)	<b>Rowena R. Seblario</b> <i>CF Program Officer</i>
12:00 – 1:00	Lunch Break	
1:00 – 1:15	Group 4 <ul style="list-style-type: none"> <li>• Settling of Participants</li> <li>• Invocation</li> </ul>	Participants
1:15 – 3:00	<b>Session 12: Judicial System and Criminal Procedures in the Philippines</b>	<b>Judge Jolo Dela Rosa</b> <i>Presiding Judge, Br. 4, Manila City Hall Judge Jolo dela Rosa</i>
3:00 – 3:15	Afternoon Break	
3:00 – 4:00	<b>Session 13: The Child Friendly Court</b> <ul style="list-style-type: none"> <li>• Rules on Examination of a Child Witness</li> <li>• Use of Anatomically Correct Dolls</li> </ul>	<b>Judge Jolo Dela Rosa</b>
4:00 – 5:30	<b>Session 14: Testifying in Court as Expert Witness</b> <ul style="list-style-type: none"> <li>• <b>Court Decorum</b> (<i>appearance, how to respond, how to address the people in court?</i>)</li> <li>• <b>Roles of MDT in court</b> (<i>SW, Psych, Police Officers</i>)</li> <li>• <b>What the judges look for the required documents as court evidence:</b></li> </ul>	

	<i>Case Study Report (SW); Psych evaluation (Psychologist); Medical Report Affidavit – Police Officers</i> <ul style="list-style-type: none"> <li><b>Challenges of an expert witness</b></li> </ul> <i>What to remember as expert witness Possible questions asked from an expert witness</i>	
5:30 – 6:00	Synthesis Administrative Matters	CAPIN Coordinators

**Morning**

**Day 5: June 18, 2016-Saturday**

**Morning**

7:30 – 8:00	Registration Settling of Participants Invocation Mood Setting Recap	Group 5
8:00 – 9:00	Planning of Next Step (per area)	<b>Rowena R. Seblario</b> Program Officer
9:00 – 10:00	Presentation of Outputs	
10:00 – 11:30	Closing Amenities	CAPIN coordinators
	<ul style="list-style-type: none"> <li>Post Test</li> <li>Training Evaluation</li> <li>Distribution of Certificate of Participation</li> </ul>	
	<ul style="list-style-type: none"> <li>Closing Remarks</li> <li>Picture Taking</li> <li>Check-out for Dumaguete Participants</li> </ul>	
11:30-12:30	Lunch	
12:30 – 1:00	Assembly Time (MANAVA)	
1:00 – 2:00	Lakbay Aral *LCP Shelters	<b>Ms. Carmenia J. Benosa</b> <i>Project Director, Little Children of the Philippines</i>
2:00 -3:00	Psychosocial Intervention Clinic YATTA MPC Consuelo Shelter for Boys	<b>Sr. Thelma “Emy” V. Balbon</b> <b>Ms. Dessa Quesada-Palm</b> <b>Ms. Carmenia J. Benosa</b>
3:00 – 4:30	Dumaguete CPU <i>*Sharing</i>	<b>MDT Dumaguete</b>
4:30 – 5:00	Debriefing	CAPIN Coordinators
5:00 – 6:00	Travel Back to Hotel	
6:00 – 8:00	Dinner	
<b>Day 6 : June 19, 2016 – Sunday</b>		
6:00 -8:00	Breakfast	
8:00 - onwards	Check-out	
<b>Homeward Bound!</b>		