



Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City

September 12, 2014

DIVISION MEMORANDUM

No. 476 s. 2014

**DESIGNATION OF THE DEPARTMENT OF EDUCATION (DEPED)  
REPRESENTATIVES TO THE CHILD-FRIENDLY  
LOCAL GOVERNANCE (CFLG) AUDIT TEAM**

To: Assistant Superintendents  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads  
Heads, Private Elementary and Secondary Schools

1. Attached is DepEd Memorandum No. 97, s. 2014, dated September 2, 2014, entitled, "**Designation of the Department of Education (DEPED) Representatives to the Child Friendly Local Governance (CFLG) Audit Team,**".
2. For further details, see attached communication.
3. Immediate dissemination of the contents of this Memorandum is desired.

**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

02 SEP 2014

DepEd MEMORANDUM  
No. **97**, s. 2014

**DESIGNATION OF THE DEPARTMENT OF EDUCATION (DEPED) REPRESENTATIVES  
TO THE CHILD-FRIENDLY LOCAL GOVERNANCE (CFLG) AUDIT TEAM**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepEd) supports the country's commitment to the United Nations Convention on the Rights of the Child (UNCRC) in pursuit of a Child-Friendly Philippines. Hence, the Department shall participate in undertaking the mandatory assessment of all local government units (LGUs) through the Child-Friendly Local Governance (CFLG) Audit.
2. The main goal of the CFLG Audit is to ensure child-friendly local governance for effective care and protection of children through functional Local Councils for the Protection of Children (LCPC) at all levels.
3. The Council for the Welfare of Children (CWC) adopted and launched the CFLG Audit in 2013, which is a mandatory auditing and recognition system on LGUs in producing positive results for children's well-being based on verifiable and quantifiable criteria and indicators. The results will be used in the national assessment, deliberation, and conferment of the *Seal of Child-Friendly Local Governance (SCFLG)* to all qualified municipalities and cities by the CWC in coordination with the Office of the President. Further, the SCFLG is a pre-requisite for a municipality/city to qualify for the *Presidential Award for Child-Friendly Municipalities and Cities*.
4. Relative to this, the Department of Interior and Local Government (DILG) issued the *Child-Friendly Local Governance Audit Implementing Guidelines* through a DILG Memorandum dated April 23, 2014 (Enclosure No. 1) and Memorandum Circular No. 2014-80 dated July 7, 2014 entitled *2014 Child-Friendly Local Governance Audit (CFLGA)* (Enclosure No. 2), directing DILG Regional Directors to organize and mobilize Audit Teams at all levels.
5. The Audit Team is organized based on the Inter-Agency Monitoring Task Force (IMTF) for the CFLG and shall be composed of the following:
  - a. DILG Representatives;
  - b. Department of Social Welfare and Development (DSWD) Representatives/Local Social Welfare and Development Officer (LSWDO) at different levels; and
  - c. DepEd Representatives at all levels.

6. In this regard, all DepEd Regional Directors and Schools Division Superintendents shall designate their representatives to the Audit Team at the school/district, division, and regional levels. The DILG Focal Persons of the CFLG Audit Team shall closely coordinate with the DepEd representatives.

7. The City/Municipal/Provincial/Regional CFLG Audit Team shall be chaired by the DILG Focal Person. All CFLGA reports of the Regional Team shall be submitted to the Regional Committee/Sub-Committee for the Welfare of Children (RC/SCWC) for appropriate action.

8. For further inquiries and clarifications, all concerned may contact:

**The Council for the Welfare of Children (CWC)**

No. 10 Apo Street, Sta. Mesa Heights, Quezon City

Telephone Nos.: (02) 781-1035/39 locals 2001, 2002, and 2003

Fax Nos.: (02) 740-8864 local 2010

Email Address: [cwc@cwc.gov.ph](mailto:cwc@cwc.gov.ph)

Website Address: [www.cwc.gov.ph](http://www.cwc.gov.ph)

9. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:

As stated

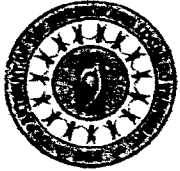
Reference:

N o n e

To be indicated in the Perpetual Index  
under the following subjects:

AUDIT  
COMMITTEE  
OFFICIALS

R-MCR/Mam Jo DM-DepEd Representative to the Audit Team-final  
0593/August 20/26, 2014



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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<http://www.dilg.gov.ph>



#### MEMORANDUM

TO : ALL DILG REGIONAL DIRECTORS, DILG-ARMM REGIONAL SECRETARY, PROVINCIAL AND CITY DIRECTORS/FIELD OFFICERS AND OTHERS CONCERNED

SUBJECT : CHILD-FRIENDLY LOCAL GOVERNANCE AUDIT IMPLEMENTING GUIDELINES

DATE : 23 APRIL 2014

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#### PREFATORY STATEMENT

The Department supports the realization of children's rights and building a "Child-Sensitive and Child-Friendly Society", in accordance with the country's commitments to the United Nations Convention on the Rights of the Child (CRC). In this regard, the Department has committed to undertake a mandatory assessment of all LGUs through the Child-Friendly Local Governance Audit (CFLGA), which is aimed at generating local information on LGU performance in delivering children- and youth-specific social services in the community. The Council for the Welfare of Children (CWC) has adopted the CFLGA and has committed to use the results thereof in the national assessment, deliberation, and conferment of the Seal of Child-Friendly Local Governance, in coordination with the Office of the President.

The Implementing Guidelines are hereby provided to guide in the conduct of the CFLGA.

#### A. Responsibilities of DILG Offices at all levels

1. The DILG-Central Office, through the National Barangay Operations Office, shall:
  - a. Oversee the overall policy, technical and administrative arrangements for the CFLGA;
  - b. Coordinate with and provide guidance to Regional Focal Persons, Cluster Heads, Team Leaders of Regional Assessment Teams (RATs), as deemed necessary, in the conduct of CFLGA;
  - c. Serve as "CFLGA Help Desk" to all queries and requests for assistance from the field, particularly in the use of the CFLGA tools and protocols, among others;

- d. Monitor the implementation of the CFLGA and recommend adjustments or mitigation measures to the OUSLG to help manage risks that arise from implementation monitoring; and
- e. Undertake any measures on its own, within the authority of the Bureau, to ensure successful run of the CFLGA.

2. All DILG Regional Offices shall:

- a. Orient all C/MLGOOs, together with the Cluster Heads/Leaders, based on these guidelines and the information shared by the CFLGA team during the SGLG orientation meetings in Angeles City, Mandaluyong City, and Cebu City in April 2014;
- b. Organize and mobilize the Audit Team at all levels;
- c. Through the Regional Director or Regional Focal Person, serve as Chairperson of the Regional Audit Team;
- d. Disseminate audit tools to DILG Provincial and City Offices, as well as Cluster levels;
- e. Oversee data gathering and assessment;
- f. Help the Central Office in managing operational risks, especially at the field level;
- g. Raise questions or seek clarification on the CLFLGA through the LGPMS Help Desk in Facebook by using this query line, "attention: NBOO", so that these are responded to more quickly and adequately;
- h. Undertake quality and integrity checks of CFLGA processes and outputs from the field before submitting the same to the Central Office; and
- i. Undertake any measures on its own, within the authority of the Regional Office, to ensure successful run of the CFLGA.

3. All DILG Provincial Offices shall:

- a. Oversee the actual conduct of the CFLGA at the Cluster levels based on the agreed work plan and the support required by MLGOOs;
- b. Through the Provincial Director or Provincial Focal Person, serve as Chairperson of the Provincial Audit Team and ensure quality and integrity in the data submissions from the field using CFLGA Forms 1, 2 and 3;
- c. Help the Central and Regional Offices in managing operational risks, especially at the field level;
- d. Raise questions or seek clarification on the CLFLGA through the LGPMS Help Desk in Facebook by using this query line, "attention: NBOO", so that these are responded to more quickly and adequately; and
- e. Undertake any measures on its own, within the authority of the Provincial Office, to ensure successful run of the CFLGA.

4. All DILG City/Municipal Offices shall:

- a. Implement the CFLGA at the city/municipal governments based on these guidelines and those shared during the orientation meetings in item 2.a above;
- b. Chair the City/Municipal Audit Team;
- c. Farm out the CFLGA Forms to appropriate units in the LGU and explain how to accomplish these;
- d. Ensure that reasonable and verifiable data are indicated in CFLGA Forms 1 and 2;
- e. Raise questions or seek clarification on the CFLGA through the LGPMS Help Desk in Facebook by using this query line, "attention: NBOO", so that these are responded to more quickly and adequately;
- f. Provide feedback on the remarks column about nuances and conditions that may not be fully captured by the CFLGA indicators in the appropriate Forms distributed for this CFLGA exercise; and
- g. Ensure, at all times, the integrity, honesty and quality of data and information from LGUs, including where appropriate, indicating "No Data" and some explanation for this to guide the Central Office in the future and to provide meaningful feedback to the Council for the Welfare of Children.

**B. Creating the Audit Teams (IMTF) at All Levels and Inter-Agency Arrangements**

5. Audit Teams shall be formed based on the Inter-Agency Monitoring Task Force (IMTF) in accordance with DILG MC No. 2008-126 dated August 21, 2008 providing for the revised guidelines in monitoring the functionality of LCPC at all levels and for other purposes.
6. The members of the IMTF include the DILG, the Local Social Welfare and Development Officer (LSWDO)/DSWD, and DepEd. The same members shall comprise the Audit Team for the CFLGA.
7. The City/Municipal (IMTF) Audit Team shall be chaired by the C/MLGOO with LSWDO and DepEd Representative as members.
8. The Provincial (IMTF) Audit Team shall be chaired by the DILG Provincial Focal Person and the members are the Social Welfare and Development (SWAD) Team representative and DepEd representative.
9. The DILG Regional Focal Person is the chairperson of the Regional (IMTF) Audit Team with DSWD and DepEd Regional Focal Persons as members.

10. There is a Regional Sub-Committee for the Welfare of Children (RSCWC) chaired by the DSWD Regional Director. The members of the RSCWC are the Regional Directors of DILG, DOLE, DOH, DepEd, NNC, PIA, NEDA, NGO, Academe and Interfaith Representatives. All CFLGA reports of the Regional IMTF shall be submitted to the RSCWC for appropriate action.

### C. Assessment Procedures

11. During the data-gathering period (2<sup>nd</sup> Week of May to 4<sup>th</sup>Week of May), the City/Municipal Audit Team (IMTF) shall:
  - a. conduct data gathering using CFLGA Form 1 (Data Capture Form) and
  - b. accomplish CFLGA Form 2 (together with Form 1) and submit the same to the Provincial IMTF.
12. In the case of HUC/ICC, the accomplished CFLGA Form 2 (together with Form 1) shall be submitted directly to the Regional (IMTF) Audit Team.
13. During the Provincial (IMTF) Assessment and Validation period (1<sup>st</sup> week of June), the Provincial (IMTF) Audit Team shall:
  - a. review/validate the submitted Forms 1 and 2 from the field, and
  - b. prepare Form 3 together with Form 1 and submit the same to the Regional (IMTF) Audit Team.
14. During the Regional (IMTF) Assessment and Validation period (2<sup>nd</sup> week of June to 4<sup>th</sup> week of June), the Regional (IMTF) Audit Team shall:
  - a. organize, orient and mobilize the team at all levels from the 4<sup>th</sup> week of April to 1<sup>st</sup> week of May;
  - b. validate/review the results (Forms 1 and 3) forwarded by the Provincial IMTF, including those from HUCs/ICCs.
  - c. prepare the consolidated overall regional rating using Form 4; and
  - d. submit Form 4 (together with Form 1) to the RSCWC for validation.
15. During the validation phase (1<sup>st</sup> Week of July to 3<sup>rd</sup> week of July), the RSCWC shall:
  - a. assess and validate the results forwarded by the Regional (IMTF) Audit Team;
  - b. prepare the List of Audit Passers to the CFLGA using Form 5;
  - c. submit the List of Audit Passers (together with Form 1) to the CWC-Technical Management Group (TMG), copy furnished DILG-NBOO.

16. During the endorsement phase to the CWC Board (4<sup>th</sup> week of July to 3<sup>rd</sup> week of August), the CWC-TMG shall:

- a. validate the List of Passers;
- b. endorse the List of Passers to the CWC Board for conferment using Form 6;  
and
- c. present the results of the assessment to the CWC Board for adoption.

17. During the conferment phase (4<sup>th</sup> week of August), the CWC Board shall confer the Seal of CFLG through a CWC Board Resolution.

18. Attached are the Forms to be used in the implementation of the CFLGA.

D. CFLGA Monitoring and Evaluation

19. The Community Capacity Development Division (CCDD) of NBOO shall oversee the overall monitoring of the CFLGA and provide the USLG progress reports.

20. In support of continuous improvement, all DILG ROs, POs, and Clusters may submit areas of enhancement and opportunities for improvement in the process, content, and system (including policy and support) in conducting the CFLGA to the NBOO in order to modify accordingly the CFLGA in future runs.

For guidance and compliance.



AUSTERE A. PANADERO  
Undersecretary for Local Government

Encl.: a/s





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JULY 7, 2014

MEMORANDUM CIRCULAR

NO. 2014-80

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS,  
THE ARMED FORCES AND DILG REGIONAL SECRETARY, DILG  
REGIONAL DIRECTORS/FIELD OFFICERS AND OTHERS  
CONCERNED

SUBJECT : 2014 CHILD-FRIENDLY LOCAL GOVERNANCE AUDIT (CFLGA)

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**PREFATORY STATEMENT**

The country's commitment to build a "Child-sensitive and Child-friendly Society" shall be needing the active support of the local government units as they are in the forefront in the delivery of social services on child and youth welfare. The national governments efforts in tandem with the local government units are geared towards addressing the four broad categories of child's right to survival, development, protection and participation. Tracking the local government's responses and initiatives to identify the extent and breadth of reach of the interventions and the concomitant results is not easy. However difficult, we need to have an assessment that will tell us where we are and how we are proceeding insofar as engendering a child-friendly society.

The Department is in support of ensuring the progressive realization of the children's rights in bringing about positive results for children and to build a "Child-sensitive and Child-Friendly Society" through a mandatory audit system – the Child-Friendly Local Governance Audit (CFLGA). The CFLGA is a major tool aims at assessing the LGU performance in the delivery of social services on child and youth welfare and identifying results of the intervention. The Council for the Welfare of Children has adopted the audit and would be using the audit result as inputs in the Conferment of the Seal of Child-Friendly local Governance

**OBJECTIVES**


- To provide the mechanics on the conduct of Child-Friendly Local Governance Audit; and
- To institute an audit system for measuring local governance performance in the delivery of services that would generate positive results for children.

DILG Regional Directors are hereby directed to organize and mobilize Audit Teams at all levels and shall coordinate with the LGUs in the conduct of the audit.

**EFFECTIVITY**

This Circular shall take effect immediately.

For compliance.

  
MAR ROXAS  
Secretary



  
DILG OSEC OUTGOING 14-02166

## COVERAGE

All cities and municipalities shall be assessed to gauge their level of performance insofar as implementing programs and instituting measures to uplift the welfare status of children.

The Child-friendly Local Governance Audit shall be done annually starting 2014.

## ASSESSMENT CRITERIA

The local government units shall be assessed based on twelve (12) assessment criteria. The assessment criteria that denote positive results for children, and the improvement in their status are as follows:

1. Percentage reduction in the deaths among children below five years old or under-five mortality rate
2. Percentage reduction in the number of children under-six with below normal weights
3. Percentage increase in the number of 3-4 year-old children attending center-based day care services
4. Completion rate for elementary schooling
5. Absence of child labor or percentage reduction in child labor cases
6. Percentage reduction in the number of children victims of violence, abuse, neglect and exploitation (all forms, including physical violence, sexual abuse and exploitation, and trafficking in persons)
7. Safety measures for children in the community and schools
8. Extent of mainstreaming of Children's rights to survival, development, protection and participation in the core development agenda of LGUs
9. An ordinance establishing Barangay Violence Against Women and their Children (VAW/C) Desks
10. 2013 Philhealth accreditation in its main health facility or rural health unit for the Maternal Care Services and Primary Care
11. A Local School Board (LSB) Plan for CY 2013 that is aligned with the School Improvement Plan (SIP)
12. Completed at least 70% of its LSB Plan for 2013.

The assessment criteria shall use benchmarks and a scaling system in measuring the results and performance that are as consistent as possible to national standards, averages or targets. Scores are assigned to indicators of each assessment criterion.

**CHILD-FRIENDLY LOCAL GOVERNANCE AUDIT REVISED IMPLEMENTATION GUIDE**  
**(For those regions which have not started their Data Gathering)**

| Who                                 | What To Do  | Timeline                            | Duration          | Form to Use                                  | Description   |
|-------------------------------------|---|-------------------------------------|-------------------|--|---|
| City/Municipality Audit Team (IMTF) | Conducts data gathering, accomplishes and submits of CFLGA Form 2 (together with Form 1) to the Provincial IMTF   | July 7-11, 2014                     | 1 week            | CFLGA Form 1<br>CFLGA Form 2                 | Data Capture Form<br>City/Mun. Summary of Scores  |
| Provincial Audit Team (IMTF)        | Validates the submitted Forms 1 and 2, prepares and submits Form 3 together with Form 1 to Regional (IMTF) Audit Team   | July 14-18, 2014                    | 1 week            | CFLGA Form 1<br>CFLGA Form 2<br>CFLGA Form 3 | Data Capture Form<br>City/Mun. Summary of Scores<br>Consolidated Provincial Overall Rating          |
| Regional Audit Team (IMTF)          | Organizes, orients and mobilizes the team at all levels<br>Validates the submitted Forms 1 and 3, prepares the overall Regional Rating and submit Form 4 together with Form 1 to Regional Sub-committee for the Welfare of Children (RSCWC) | July 7-11, 2014<br>July 21-31, 2014 | 1 week<br>2 weeks | CFLGA Form 1<br>CFLGA Form 3<br>CFLGA Form 4 | Data Capture Form<br>Consolidated Provincial Overall Rating<br>Consolidated Regional Overall Rating |

|           |  |                     |         |  |  |
|-----------|--|---------------------|---------|--|--|
| RSCWC     | Assess, validates the scores, prepares list of audit passers using form 5 and endorses to CWC-TMG copy furnished DILG-NBOO | August 4-15, 2014   | 2 weeks | CFLGA Form 1<br>CFLGA Form 4<br>CFLGA Form 5 | Data Capture Form<br>Consolidated Regional Overall Rating<br>List of Audit Passers |
| CWC- TMG  | Validates and endorses to CWC Board the audit passers for conferment   | August 18-29, 2014  | 2 weeks | CFLGA Form 1<br>CFLGA Form 5                 | Data Capture Form<br>List of Eligible LGUs   |
| CWC Board | Conferment through a Board resolution  | September 1-5, 2014 | 1 week  | CFLGA Form 6                                 | List of Endorsed LGUs  |