



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 8
Series of 2022

**AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES
AND REGULATIONS OF THE SPECIAL OFFICE FOR CHILDREN'S CONCERNS
(SOCC) ORDINANCE NO. 0602-18, SERIES OF 2018**

WHEREAS, the Philippines, as one of the signatories to the United Nations Convention on the Rights of the Child (UNCRC), is committed to promote, protect, and fulfill the rights of the child to meaningful participation in matters that affect them, especially when their rights are at stake.

WHEREAS, the City of Davao has taken concrete actions in fulfilling the country's commitment to the UNCRC through the enactment of City Ordinance No. 0292-05, Series of 2006, otherwise known as "The Comprehensive Children and Family Support System in Davao, as Amended" or "Davao City Children's Welfare Code, as amended", which first mentioned the creation of a Davao City Special Office for Children's Concerns (SOCC).

WHEREAS, City Ordinance No 0602-18, Series of 2018 also known as "An Ordinance Creating the Special Office for Children's Concern under the City Mayor's Office" was enacted, which aims to harmonize the efforts and promote coordination to maximize efficiency of all the implementing agencies in protecting and promoting the rights of the children.

WHEREAS, by virtue of Executive Order No. 66 Series of 2020, a Technical Working Group has been created to handle the efficient formulation of the Implementing Rules and Regulations for the creation of the Special Office for Children's Concerns;

NOW, THEREFORE, I, SARA Z. DUTERTE, by virtue of the powers vested in me by law, do hereby promulgate and issue the implementing rules and regulations of Ordinance No. 0602-18, Series of 2018, otherwise known as "An Ordinance Creating the Special Office for Children's Concern (SOCC) Under the City Mayor's Office".

RULE I
GENERAL PROVISIONS

SECTION 1. TITLE. These Rules shall be known and cited as the "IMPLEMENTING RULES AND REGULATIONS (IRR) OF ORDINANCE NO. 0602-18".

SECTION 2. PURPOSE AND GENERAL COVERAGE. These Implementing Rules and Regulations (IRR) are hereby approved pursuant to Davao City Ordinance No. 0602-18, Series of 2018 "An Ordinance Creating the Special Office for Children's Concern (SOCC) Under the City Mayor's Office".

SECTION 3. DECLARATION OF POLICY. For purposes of the implementation of Ordinance No. 0292-06, Series of 2006, entitled "Comprehensive Children and Family Support System in Davao City, as Amended," the Special Office for Children's Concerns (SOCC) shall be created to beef up the capacity of all implementing agencies in realizing the provision of the Ordinance. It shall be the special coordinating and implementing arm of the Local Government of Davao City Local Council for the Protection of Children (LCPC)

in its function to focus on children-specific programs and projects distinct from the direct service function of Davao City's social welfare arm, the City Social Welfare and Development Office (CSWDO). In addition, SOCC shall serve as the secretariat of the Local Council for the Protection of Children.

RULE II DEFINITION OF TERMS

SECTION 4. DEFINITION OF TERMS. For purposes of this IRR, the following words and phrases shall have the following meaning:

1. **Annual Operational Plan** – is the yearly implementation of annual targets with timeframes of available resource and funding sources.
2. **Children** – refers to persons below eighteen (18) years of age or those over but unable to fully take care of themselves to protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of physical and mental disability condition.
3. **Comprehensive Juvenile Intervention Program** – is a program aimed at delinquency prevention through community-based services cognizant of the roles of the family, educational system, and mass media which responds to the special needs, problems, interests, and concerns of children and which offers appropriate counseling and guidance to the children and their families in order to promote social justice and equal opportunity, assist Children in conflict with the Law and/or Children at Risk, and provide other related measures designed to avoid their unnecessary contact with the formal justice system and other measures to prevent re-offending.
4. **Coordinative, Monitoring, and Evaluation Function** – shall refer to the function to oversee and assess policies and programs of public and private entities to see whether there is faithful compliance of the Children's Welfare Code and other laws and ordinances involving children and coordinate with various organizations towards improving its implementation and effectivity.
5. **Database on Children** – consists of dataset which contains numerous facts about children that has been particularly structured for efficient retrieval by a system.
6. **Development Rights** – pertain to the access of a child to educational opportunities, access to relevant information, play, leisure, cultural activities and the right to freedom of thought, conscience, and religion.

7. **Executory Function** – is a contract in which both parties have significant performance obligations, comprising provisions for its execution or implementation, whether planned or of a nature to take effect on the occurrence of a future contingency.
8. **Local Development Plan for Children** – is a set of goals, strategies, policies, programs, and projects that addresses deficits or shortfalls in the rights of children and contains a situational analysis, long-term directions for children, medium-term goals for children, an investment program, a legislative agenda, an annual work program, and a monitoring and evaluation mechanism. It contains the current situation of the children vis-à-vis the existing interventions of the local government, and the development framework of the local government unit which shall serve as the blueprint of all development undertakings for children's concerns.
9. **Local Investment Plan for Children** – contains the city's long and short programs, projects, and activities for the children that will contribute to the realization of the goals of the City Government. It is a list from which those in authority can fund projects that will immediately address the pressing concerns for children.
10. **Local State of Children Report** – is a document highlighting the realization of children's rights which are significantly affected by the demographic, economic, political, social, cultural, and environmental conditions in a given locality. These factors affect the extent and the degree in identifying priorities, allocation of resources, and the rationalization on how the services are delivered.
11. **Participation Rights** – include a child's freedom to express oneself in matters affecting his/her life as part of the preparation for responsible parenthood and to freedom of association.
12. **Protection Rights** – cover those which guard children against all forms of child abuse, exploitation, and discrimination in the major areas where a child is considered to be in extremely difficult circumstances.
13. **Regulatory Function** – shall be responsible in the formulation of recommending mechanisms, standards, and guidelines in public or private entities to ensure the effective implementation of the objectives of the Children's Welfare Code and other laws involving children.
14. **Survival Rights** – deal with the provision in relation to parental and governmental duties and liabilities, adequate living standard and access to basic health services and social security assisted by a Social Worker at the district level and Quick Response Center.

**RULE III
SOCC STRUCTURE**

THE SPECIAL OFFICE FOR CHILDREN'S CONCERNS

SECTION 5. FUNCTIONS OF THE SPECIAL OFFICE FOR CHILDREN'S CONCERNS (SOCC)

- a. The line function office shall be created by the Local Government of Davao City and shall be responsible for the implementation of this Ordinance with regulatory, executory, coordinative, monitoring, and evaluative functions.
- The Special Office for Children's Concerns shall spearhead the preparation or updating of the local development plan for children, the local investment program for children and the local state of children reports and the formulation of the Davao City Comprehensive Local Juvenile Intervention Program (CLJIP).
 - The Special Office for Children's Concerns shall consolidate the Annual Work and Financial Plan for Children of various departments. It shall likewise consolidate the Child-Friendly Local Governance Audit (CFLGA) requirements, a mandatory audit system that assesses the local government unit's performance in the delivery of social services and programs for child and youth welfare to ensure the progressive realization of children's rights to survival, development, protection, and participation.
- b. Ensure, uphold, promote, and fulfill the four fundamental rights of children namely: survival, protection, development, and participation through plans, programs, and policy making.

As the Secretariat of the Local Council for the Protection of Children (LCPC), the SOCC shall provide the necessary administrative support to the five sub-committees of the LCPC such as, but not limited to, the keeping of all records of sub-committee meetings and the preparation of the minutes, resolutions, and other documentation that the sub-committees may need.

The Special Office for Children's Concerns shall collect and consolidate the quarterly performance/accomplishment report of agencies concerning children-related programs and submit the same to agencies requiring the same.

- c. Coordinate with networks of organizations, both government offices (GOs) and civil society organizations (CSOs), in the preparation and assessment as well as in the updating of strategic plans such as, but not limited to, the 3-year Local Development Plan for Children, the Local Investment Program for Children, the Annual Work and Financial Plan for Children, and the Comprehensive Emergency Program for Children (CEPC) and ensure their implementation at all levels through meetings, workshops and consultations.

These strategic plans shall be integrated with the City's Comprehensive Development Plan, Local Development Investment Program, and City Disaster Risk Reduction and Management Plan, in the case of CEPC.

Moreover, the SOCC must keep both printed and digital copies of the abovementioned strategic plans for easy retrieval and shall provide a copy of these plans to the members of the sub-committees.

- d. Establish and manage a database on children in Davao City. The SOCC shall coordinate with the barangays and concerned agencies for the regular submission of relevant child-related information to be integrated in the annual State of Children's Report.
- e. Formulate or recommend mechanisms, standards, and guidelines in public or private entities to ensure the effective implementation of the objectives of the LCPC and other laws involving children. The Special Office for Children's Concerns shall likewise establish the mandatory registry of CAR and CICL in the city.
- f. Oversee and assess policies and programs of public and private entities to see whether there is faithful compliance with the Davao City Children's Welfare Code and other laws and ordinances involving children.

Section 5.1 Regulatory Functions

5.1.1. Ensure the implementation of the standards and guidelines for all children and development mechanisms, instituted by all establishments, local government agencies and instrumentalities, such as, but not limited to, the Department of Education, Philippine National Police, Department of Social Welfare and Development, Department of Health, and barangays, for the effective implementation of the Barangay Council for the Protection of Children (BCPC) programs/projects, including proper coordination and effective referral system;

5.1.2. Review existing local policies and guidelines in terms of adherence to the Davao City Children's Welfare Code; and

5.1.3 Establish a comprehensive referral and monitoring system for cases involving alleged violations of children's rights.

Section 5.2 Coordinating, Monitoring and Evaluation

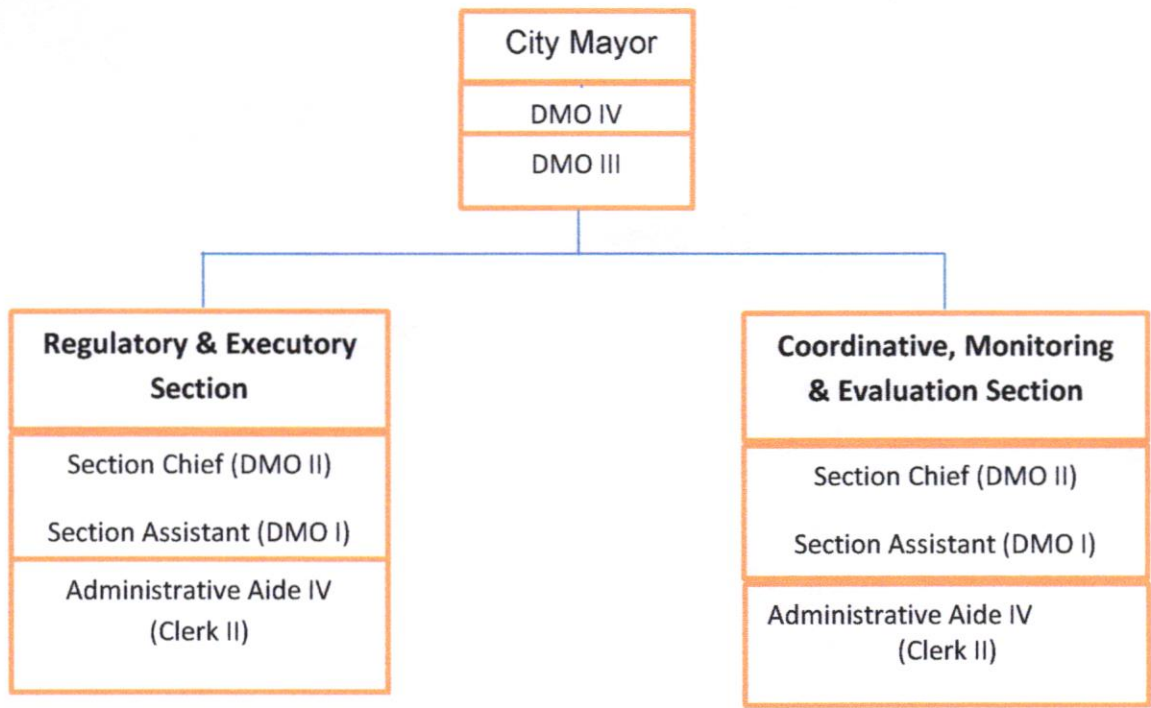
5.2.1 The SOCC shall formulate, review, update, and consolidate tools for the monitoring and evaluation of the performance of the City Government's offices tasked to implement child-related programs, projects and activities (PPAs) in coordination with the Local Council for the Protection of Children Interagency Monitoring Task Force (LCPC-IMTF);

5.2.2. Monitor and evaluate existing policies and programs of barangays, departments, and government offices in terms of the implementation and effectivity of said programs and policies;

5.2.3. Collect and analyze performance reports of all implementing agencies concerning children-related programs; and

5.2.4. Design and implement capacity development activities to strengthen child-protection mechanisms of the City.

SECTION 6. SOCC ORGANIZATIONAL STRUCTURE



SECTION 7. SOCC STAFFING PATTERN

NUMBER	POSITION	SALARY GRADE
1	Development Management Officer (DMO) IV	SG-22
1	Development Management Officer (DMO) III	SG-18
2	Development Management Officer (DMO) II	SG-15
2	Development Management Officer (DMO) I	SG-11
2	Administration Aide IV (Clerk II)	SG- 4
8		

SECTION 8. JOB DESCRIPTION OF POSITIONS AND FUNCTIONS

8a. Development Management Officer IV (SOCC HEAD)

1. Oversee the overall operation of the Special Office for Children’s Concerns.
2. Represent SOCC in other Bodies during meetings and consultations which involve children’s welfare.
3. Spearhead the formulation of child-related strategic plans such as, but not limited to, the 3-year Local Development Plan for Children, Local Investment Program for Children, Annual Work and Financial Plan for Children, Comprehensive Emergency Program for Children (CEPC), Local Investment Program for children and the Local State of Children’s Report and submit such plans to the LCPC for review, assessment, and approval.
4. Document best practices for possible policy formulation and adoption of LCPC for the implementation of DCCWC and other programs related to children.
5. Provide regular updates to the LCPC regarding laws, policies, and programs for children.
6. Ensure the execution and implementation of plans as approved by LCPC.

7. Act as the official spokesperson of Davao City in the absence of the City Mayor or LCPC Action Officer regarding issues involving children.
8. Submit quarterly progress/accomplishment reports on programs for children and the annual Local State of Children's Report to concerned agencies.
9. Coordinate with the national and local department heads and/or offices towards effective implementation of the ordinances and other related programs for, by, and with the children.
10. Ensure effective implementation of the City Government's programs for children by strengthening collaboration among BCPCs.
11. Perform such other functions as may be directed by LCPC and/or the City Mayor.

8b. Development Management Officer III

1. Collaborate with non-government organizations, faith-based organizations and other civil society organizations for feedback and recommendations on maximizing resources for children's plans and programs.
2. Ensure the creation and management of the data bank on the situation and status of children in Davao City.
3. Monitor the performance of all implementing offices and services in line with DCCWC.
4. Collect and review child-related ordinances and recommend the inclusion/updating of new child-related ordinances to the Davao City Children's Welfare Code
5. Serve as custodian of all files, minutes, communications, and other papers relating to SOCC.
6. Assist in the execution and implementation of the child-related strategic plans as approved by LCPC.
7. Assist in ensuring that the child-related strategic plans such as, but not limited to, the 3-year Local Development Plan for Children, Local Investment Program for Children, Annual Work and Financial Plan for Children, Comprehensive Emergency Program for Children (CEPC), and the Local State of Children's Report are reviewed and approved by LCPC.
8. Assist in overseeing the overall operation of SOCC.
9. Keep a directory of all concerned agencies involved or which may be involved in the protection and promotion of the welfare and development of children.
10. Ensure the functionality of BCPC in collaboration with the Department of the Interior and Local Government (DILG) and other concerned agencies by:
 - Assisting them in developing annual plans that incorporate the mandated child protection activities;
 - Assisting them in the formulation of local ordinances and resolutions that will put in place barangay-based child protection mechanisms
 - Monitoring the implementation of the BCPC Annual plans
 - Providing capacity-building to the BCPC to enable them to perform their tasks and functions
11. Perform other functions as may be directed from time to time by the immediate supervisor and/or the DMO IV.

8c. Development Management Officer II (Coordinating, Monitoring and Evaluation Section)

1. Conduct biannual review on programs and implementations including, but not limited to, the programs of SOCC and other offices in line with Davao City Children's Welfare Code.
2. Recommend to LCPC and other departments and offices advocacy works and utilization of the research results.
3. Initiate consultations with CSOs, barangays and other concerned agencies for feedback and assessment pertaining to protocols and standards on handling cases involving children.
4. Prepare accomplishment reports in all activities undertaken by the Coordinating, Monitoring, and Evaluation Section as well as other monitoring and evaluation reports to be submitted to the immediate supervisor for review and recommendation.
5. Perform other functions as may be directed from to time by the immediate supervisor.

8d. Development Management Officer I (Coordinating, Monitoring and Evaluation Section)

1. Assist in the identification, transformation, and interpretation of data essential to execution of the operation plan, and other offices development by way of team coaching approach and by data collation and tabulation.
2. Assist in monitoring and evaluating programs and policies in offices in line with children's concerns and in preparing the biannual review.
3. Assist in preparing accomplishment reports in all activities undertaken by SOCC and in monitoring and evaluating reports.
4. Follow up administrative requirements of the activities, projects, and program advocacy of SOCC through the establishments of linkages and facilitation of documents to ensure the necessary support services are met.
5. Perform staff functions and other related duties that may, from time to time be assigned by the superiors.

8e. Development Management Officer II (Regulatory Section)

1. Prepare, design and draft mechanisms and appropriate intervention models which attend to the social context of children's specific problems and needs particularly involving situations of violence or abuse for the guidance of all children-centered programs and services provided by government or private establishment or agencies through preparation of project proposal/design to be submitted to the DMO IV.
2. Submit consolidated reports, findings and feedback on changes and enhancement of policies, strategies, and programs.
3. Perform such other functions as may be directed from to time by the immediate supervisor.

8f. Development Management Officer I (Regulatory Section)

1. Assist in formulating standards and guidelines for all children and development mechanisms instituted by all establishments and local government agencies and instrumentalities for effective implementation of programs, including proper coordination and effective referral system.
2. Assist in designing and drafting proposals of mechanisms and appropriate intervention models attending to the social context of children's specific problems and needs, specifically in situations of discrimination, abuse, and exploitation for the guidance of all children-centered programs and services, whether government or private establishments or agencies.
3. Prepare the documentation report in the conduct of policy studies and on existing proposed and appropriate action of the office and of concerned parties as well as during committee hearings.
4. Perform staff functions and other related duties that may, from time to time be assigned by superiors.

8g. Administrative Aide IV (Clerk II)

1. Prepare and draft office correspondence, memoranda, and minutes of meetings, project designs, report payrolls and do other clerical works.
2. File records according to office procedures.
3. Perform other jobs that may be assigned by the superior.

SECTION 9. QUALIFICATIONS. A person who will be appointed in the career service of the Special Office for Children's Concerns (SOCC) should meet the qualification standards as approved by the Civil Service Commission.

In determining the relevance of education and experience requirement, reference shall be made to the duties and responsibilities attached to the positions and the occupational groupings including experience in children's work. Appointees must also be advocates for children rights.

Furthermore, selection of employees for appointment in this newly-created division shall be open to all qualified men and women according to the principle of merits and fitness. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

RULE V EXTERNAL RELATIONS

SECTION 10. SOCC AS SECRETARIAT TO THE LCPC

The Special Office for Children's Concerns shall serve as the secretariat to the Davao City Local Council for the Protection of Children. It shall provide administrative and technical support to the LCPC to ensure the efficient performance of its functions and conduct of activities, including the proper safekeeping of its records and documents. It shall have the following functions:

1. Coordinate with LCPC members
2. Facilitate the meetings that shall be conducted by the DCLPC Executive Committee, the sub-committee meetings of Survival, Protection, Development, Participation and the ECCD and the LCPC-IMTF
3. Prepare agenda for the LCPC
4. Follow-through action points and agreements from the LCPC executive committee and sub-committee meetings
5. Maintain and update relevant data/information/document of the Council
6. Monitor services and programs related to LCPC
7. The SOCC shall maintain strong coordination with the City Social Welfare and Development Office in terms of the council's programs, projects and activities as the CSWDO Department Head is the Action Officer of the DCLCPC. It shall also:
 - a. Coordinate and monitor, under the direction of the council, the implementation of the policies, plans and guidelines promulgated by the council.
 - b. Establish, maintain, and manage a central database on all local and national laws enacted with respect to children, as well as of the different programs, activities and services being conducted by the council.
 - c. Update the council of the different activities, programs and services being undertaken and provide the secretariat, records keeping and other services to the council;
 - d. Perform such other functions as may be directed by the council.

RULE VI FINAL PROVISION

SECTION 11. BUDGET APPROPRIATION. Sufficient funds shall be allocated for the Special Office for Children's Concerns (SOCC) under the City Mayor's Office and for the eight (8) positions under it.

The programs, projects, and activities (PPAs) to be implemented by the SOCC including the budget for its operations will also be reflected in the City's 3-year Local Development Plan for Children and Annual Work and Financial Plan for Children.

SECTION 12. IRR TECHNICAL WORKING GROUP. The City Mayor may convene a committee to formulate and prescribe amendments or revisions to this IRR consistent with the letter and spirit of Ordinance No. 0602-18, Series of 2018.

SECTION 13. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this IRR or any part hereof, or the application of such section, provision or portion is declared unconstitutional or invalid, the other sections or provisions hereof shall not be affected thereby.

SECTION 14. REPEALING CLAUSE. All Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SECTION 15. EFFECTIVITY. This IRR, and any amendments or revisions thereto, shall take effect immediately after fifteen (15) days from the date of its complete publication in a newspaper of local circulation or in the absence thereof, the posting this IRR in at least three (3) conspicuous places within the City of Davao.

Done this FEB 28 2022 in Davao City, Philippines.



SEBASTIAN Z. DUTERTE
Acting City Mayor

SARA Z. DUTERTE
City Mayor



Attested by:


ATTY. ZULEIKA T. LOPEZ
City Administrator



Ref. no. CRD022822-12

EO NO. 8 s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE SPECIAL OFFICE FOR CHILDEN'S CONCERNS (SOCC) ORDINANCE NO. 0602-18, SERIES OF 2018