



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 12
Series of 2024

AN ORDER FURTHER REORGANIZING THE QUEZON CITY COUNCIL FOR THE PROTECTION OF CHILDREN, UPDATING ITS COMMITTEES, SUB-COMMITTEES, COMPOSITION AND FUNCTIONS

WHEREAS, Executive Order No. 34, S-2022 was issued reconstituting the Quezon City Council for the Protection of Children, to integrate and synchronized policies, programs and services for children, and to ensure their effective implementation and efficiency in the utilization of resources dedicated for the protection of children;

WHEREAS, in the implementation of the aforementioned provisions, there is a need to reorganize the Quezon City Council for the Protection of Children, update its Committees, Sub-Committees, Composition and Functions, in order to continue its mandated tasks and ensure full compliance thereto;

NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City, by virtue of powers vested in me by law, do order:

SECTION 1. COMPOSITION. Pursuant to Ordinance No. SP - 1734, Series of 2006 in relation to RA 9344 and DILG-MC 2021-039, the Quezon City Council for the Protection of Children shall be composed of the following:

- 1.1 **Chairperson** City Mayor
- 1.2 **Co-Chairperson** City Vice Mayor
- 1.3 **Vice Chairperson and Action Officer** Social Welfare and Development Officer
- 1.4 **Members:**
 - 1.4.1 City Administrator;
 - 1.4.2 Chairperson, *Sangguniang Panlungsod* Committee on Women, Family Relations and Gender Equality;
 - 1.4.3 Chairperson, *Sangguniang Panlungsod* Committee on Education, Science and Technology;
 - 1.4.4 Chairperson, *Sangguniang Panlungsod* Committee on Children's Affairs;
 - 1.4.5 Chairperson, *Sangguniang Panlungsod* Committee on Social Services;
 - 1.4.6 President, *Sangguniang Kabataan* Federation;
 - 1.4.7 Superintendent, Schools Division Office;
 - 1.4.8 City Budget Officers;
 - 1.4.9 City Treasurer;
 - 1.4.10 City Accountant;
 - 1.4.11 Head, Public Employment Service Officer;
 - 1.4.12 City Planning and Development Officer;
 - 1.4.13 City Health Officer;
 - 1.4.14 District Director, Quezon City Police District;
 - 1.4.15 President, *Liga ng mga Barangay* - Quezon City;
 - 1.4.16 Head, Barangay and Community Relations Department;
 - 1.4.17 Head, City Civil Registry Department;
 - 1.4.18 Head, Quezon City Youth Development Office;

- 1.4.19 Head, Parks Development and Administration Department;
- 1.4.20 Head, Quezon City Public Library;
- 1.4.21 Secretariat Head, Local School Board;
- 1.4.22 Head, Disaster Risk Reduction and Management Office;
- 1.4.23 Head, Public Affairs and Information Services Department;
- 1.4.24 Director, Department of the Interior and Local Government - Field Office;
- 1.4.25 One (1) Family Court Judge, to be designated by the Executive Judge Regional Trial Court;
- 1.4.26 City Prosecutor;
- 1.4.27 Head, Education Affairs Unit;
- 1.4.28 Head, Gender and Development Council Office;
- 1.4.29 President, Federation of Parents - Teachers Association - QC Chapter;
- 1.4.30 Child Representative/s duly elected during the Children Summit;
- 1.4.31 Representatives from three accredited NGOs/CSOs

SECTION 2. FUNCTIONS, DUTIES AND RESPONSIBILITIES. The Functions, Duties and Responsibilities of the Quezon City Council for the Protection of Children contained in Executive Order No 2 series of 2011 (10 February 2011) shall remain in full force and effect.

SECTION 3. COMPOSITION OF SUB-COMMITTEES, TECHNICAL WORKING GROUPS AND OTHER TASK GROUPS. Pursuant to existing laws, ordinances, rules and regulations the following Sub-committees, Technical Working Groups or Task Groups shall be composed of the following with their respective functions, duties and responsibilities:

3.1. Over-All Inter-Agency Monitoring Task Force pursuant to DILG-MC No. 2008-126

3.1.1 Composition

3.1.1.1 **Chairperson** Director, DILG-Quezon City Field Office

3.1.1.2 **Vice Chairperson** Social Welfare and Development Officer

3.1.1.3 Members

3.1.1.3.1 City Health Officer

3.1.1.3.2 City Planning and Development Officer

3.1.1.3.3 Head, Barangay and Community Relations Department

3.1.1.3.4 District Director, Quezon City Police District

3.1.1.3.5 Superintendent, Schools Division Office

3.1.1.3.6 Secretariat Head, Local School Board

3.1.1.3.7 Head, Quezon City Youth Development Office

3.1.1.3.8 Representative from 1 accredited NGO/CSO for children

3.1.2 Functions

3.1.2.1. Ensure that all Sub-Committees under the Quezon City Council for the Protection of Children regularly submitted their performance and accomplishment reports for consolidation and consideration of the Quezon City Council for the Protection of Children;

3.1.2.2. Develop a unified data capture form in pursuit of the Child Friendly Local Governance Audit, in relation to existing laws, ordinance, rules and regulations;

3.1.2.3. Ensure the full activation and operation of Barangay Councils for the Protection of Children, including Barangay Violence Against Women and Children (BVAWC) Desks;

3.1.2.4. Confer with and report to the Mayor and the Quezon City Council for the Protection of Children on its findings and recommend policy actions, including administrative sanctions, when justified;

3.1.2.5. Perform such other functions, duties and responsibilities as the Mayor and/or the Quezon City Council for the Protection of Children may assign.

3.2. **Sub-Committee on Children with Special Needs**

3.2.1 **Composition**

3.2.1.1 **Chairperson** Superintendent, Schools Division Office,
3.2.1.2 **Vice Chairperson** Head, Persons with Disability Affairs Office

3.2.1.3 **Members**

3.2.1.3.1 Social Welfare and Development Officer
3.2.1.3.2 City Health Officer
3.2.1.3.3 City Planning and Development Officer
3.2.1.3.4 Representative, Kabahagi Center for Children with Disabilities
3.2.1.3.5 Representative, from one (1) accredited NGO/CSO for children

3.2.2 **Functions**

3.2.2.1 Develop and recommend a comprehensive and coordinated system of care delivery to the address the increasing presence of autism spectrum disorder and ensure that resource are created, well-utilized and evenly distributed;

3.2.2.2 Recommend the establishment of the Special Coordinating Day Care Centers;

3.2.2.3 Account for SPED-enrolled and non-enrolled special children;

3.2.2.4 Ensure access to education, rehabilitation and other services for children with special needs/disabilities, including their families;

3.2.2.8 Recommend to the Quezon City Council for the Protection of Children, mechanisms to mobilize all stakeholders to support programs and activities for children with special needs.

3.3 **Program Implementation Sub-Committee on Child Labor**

3.3.1 **Composition**

3.3.1.1. **Chairperson** Head, Public Employment Service Office
3.3.1.2. **Vice-Chairperson** Head, Business Permit and Licensing Department

3.3.1.3 **Members**

3.3.1.3.1 Social Welfare and Development Officer
3.3.1.3.2 Head, Barangay and Community Relations Department
3.3.1.3.3 City Health officer
3.3.1.3.4 Head, City Legal Department
3.3.1.3.5 City Planning and Development Officer
3.3.1.3.6 Superintendent, Schools Division Office
3.3.1.3.7 Head, Small Business and Cooperatives Development Promotions Office
3.3.1.3.8 District Director, Quezon City Police District
3.3.1.3.9 City Prosecutor
3.3.1.3.10 Representative, Quezon City Protection Center
3.3.1.3.11 Representative from 1 accredited NGO/CSO for children
3.3.1.3.12 Director, DILG-QC Field Office
3.3.1.3.13 Representative, DOLE - QC Field Office

3.3.2 **Functions**

3.3.2.1 Facilitate information dissemination and/or awareness campaign with respect to provisions of RA 9231 also known as 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 RA 7610 as amended, otherwise known as the "Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act";

3.3.2.2 Coordinate with the multi-stakeholders such as, Regional Offices, National Offices and Private Sectors in formulating policies and programs in the elimination of the worst forms of child labor and abuse;

3.3.2.3 Ensure provision of appropriate services to the affected child laborers including case referrals;

3.3.2.4 Monitor and document the reported data of child laborers;

3.3.2.5 Recommend to the Quezon City Council for the Protection of Children, mechanisms to mobilize all stakeholders to support programs and activities for child laborers.

3.4 **Early Childhood Care and Development Coordinating Sub-Committee pursuant to RA8980**

3.4.1 **Composition**

3.4.1.1 **Chairperson** City Health Officer

3.4.1.2 **Vice Chairperson** Social Welfare and Development Officer

3.4.1.3 **Members**

3.4.1.3.1 Head, Education Affairs Unit

3.4.1.3.2 Superintendent, Schools Division Office

3.4.1.3.3 City Planning and Development Officer

3.4.1.3.4 Nutrition Officer, City Health Officer

3.4.1.3.5 Representative, Rosario Maclang Bautista Hospital

3.4.1.3.6 Representative, Novaliches District Hospital

3.4.1.3.7 Representative, Quezon City General Hospital

3.4.1.3.8 Head, City Civil Registry Department

3.4.1.3.9 Representative, Kabahagi Center for Children with Disabilities

3.4.1.3.10 Head, Barangay and Community Relations Department

3.4.1.3.11 President, Federation of Parents - Teachers Association - QC

3.4.1.3.12 Representative from one (1) accredited NGO/CSO for children

3.4.1.3.13 Representative from National Government Hospital for children

3.4.2 **Functions**

3.4.2.1 Achieve improve infant and child survival rates by ensuring that adequate health and nutrition programs are accessible to young children and their mothers from the pre-natal period throughout the early childhood years;

3.4.2.2 Enhance the physical, social, emotional, cognitive, psychological, spiritual and language development of young children;

3.4.2.3 Enhance the role of parents and other caregivers as the primary caregivers and educators of their children from birth onwards;

3.4.2.4 Facilitate a smooth transition from care and education provided at home to community or school-based setting and to primary school;

3.4.2.5 Enhance the capabilities of service providers and their supervisors to comply with quality standards for various ECCD programs;

3.4.2.6 Enhance and sustain the efforts of communities to promote ECCD programs and ensure that special support is provided for poor and disadvantaged communities;

3.4.2.7 Ensure that young children are adequately prepared for the formal learning system and that both public and private schools are responsive to the development need of these children;

3.4.2.8 Establish an efficient system for early identification, prevention, referral and intervention for development disorders and disabilities in early childhood; and,

3.4.2.9 Improve the quality standards of public and private ECCD programs through, but not limited to, a registration and credential system for ECCD service providers;

3.4.2.10 Recommend to the Quezon City Council for the Protection of Children, mechanisms to mobilize all stakeholders to support programs and activities for ECCD.

3.5 **Anti-Trafficking in Persons Sub-Committee (Inter-Agency Council Against Trafficking) pursuant to RA9208**

3.5.1 **Composition**

3.5.1.1 **Chairperson** OIC-Women and Children Concern Sector,
QC Police District (WCCS-QCPD)

3.5.1.2 **Vice Chairperson** Social Welfare and Development Officer

3.5.1.3. **Members**

3.5.1.3.1 One (1) Family Court Judge to be designated by the executive Judge, Regional Trial Court

3.5.1.3.2. Office of the City Prosecutor

3.5.1.3.3 Head, Business Permits & Licensing Department

3.5.1.3.4 Head, Public Employment Services Office

3.5.1.3.5 Head, Barangay and Community Relations Department

3.5.1.3.6 Representative, Quezon City Protection Center

3.5.1.3.7 Representative from one (1) accredited NGO/CSO for children

3.5.2. **Functions**

3.5.2.1 Monitor and document cases of trafficked persons;

3.5.2.2 Recommend the cancellation of licenses of establishments which violate the provision of RA9208 and ensure its effective prosecution;

3.5.2.3 Encourage and support community based initiatives which address trafficking of children;

3.5.2.4 Ensure provision of basic social services for the prevention, rescue, recovery, rehabilitation and reintegration/after care support services to victim of trafficking of children and their families;

3.5.2.5 Recommend to the Quezon City Council for the Protection of Children, mechanisms to mobilize all stakeholders to support programs and activities for trafficked children

3.6 **Juvenile Justice and Welfare Sub-Committee pursuant to RA9344**

3.6.1 **Composition**

- 3.6.1.1 **Chairperson** Social Welfare and Development Officer
- 3.6.1.2 **Vice Chairperson** City Planning and Development Officer
- 3.6.1.3 **Members**
 - 3.6.1.3.1 Superintendent, Schools Division Office
 - 3.6.1.3.2 Head, Education Affairs Unit
 - 3.6.1.3.3 Head, Youth Development Office
 - 3.6.1.3.4 Representative, Quezon City Police District
 - 3.6.1.3.5 Public Employment Services Office
 - 3.6.1.3.6 Barangay and Community Relations Department
 - 3.6.1.3.7 One (1) Family Court Judge, to be designated by the Executive Judge, Regional Trial Court
 - 3.6.1.3.8 City Prosecutor
 - 3.6.1.3.9 President, Federation of Parent - Teachers Association QC
 - 3.6.1.3.10 Representative, Quezon City Protection Center
 - 3.6.1.3.11 Representative from one (1) accredited NGO/CSO for children

3.6.2 **Functions**

- 3.6.2.1 Formulate juvenile intervention and diversion programs in the community;
- 3.6.2.2 Coordinate the implementation of the Comprehensive Juvenile Intervention Program and to oversee its proper implementation;
- 3.6.2.3 Conduct annual review and assessment of the comprehensive juvenile intervention programs;
- 3.6.2.4 Provide coordinative linkages with other agencies and institutions in the planning, monitoring and evaluation of juvenile intervention and diversion programs in the community;
- 3.6.2.5 Document best practices on juvenile intervention and prevention;
- 3.6.2.6 Monitor and document cases of Children In Conflict of the Law (CICL) and Children At Risk (CAR);
- 3.6.2.7 Recommend to the Quezon City Council for the Protection of Children, mechanisms to mobilize all stakeholders to support programs and activities for CICL and CAR

3.7. **Nutrition Sub-Committee**

3.7.1 **Composition**

- 3.7.1.1 **Chairperson** City Health Officer
- 3.7.1.2 **Vice Chairperson** Task Force on Food Security

3.7.1.3 **Members:**

- 3.7.1.3.1 Superintendent, Schools Division Office
- 3.7.1.3.2 Head, Barangay and Community Relations Department
- 3.7.1.3.3 City Planning and Development Officer
- 3.7.1.3.4 Social Welfare and Development Officer
- 3.7.1.3.5 Representative, Rosario Maclang Bautista Hospital
- 3.7.1.3.6 Representative, Novaliches District Hospital
- 3.7.1.3.7 Representative, Quezon City General Hospital
- 3.7.1.3.8 Representative, Human Milk Bank Department
- 3.7.1.3.9 One (1) NGO representative

3.7.2 Functions

3.7.2.1 Formulate an integrated city action plan for children on nutrition;

3.7.2.2 Ensure that programs for nutrition improvement are implemented;

3.7.2.3 Monitor the nutritional status of children;

3.7.2.4 Conduct supporting activities such as formulation of policies on nutrition and nutrition-related activities, researches, advocacies, nutrition surveillance, trainings that will improve program implementation;

3.7.2.5 Coordinate between local government offices and other concerned institutions for resource generation;

3.7.2.6 Recommend to the Quezon City Council for the Protection of Children, mechanisms to mobilize all stakeholders to support programs and activities for ECCD.

3.8 Local Youth Development Sub-Committee pursuant to Ordinance No SP-1542 series of 2003

3.8.1 Composition

3.8.1.1 **Chairperson** Head, Quezon City Youth Development Office

3.8.1.2 **Vice Chairperson** Head, Barangay and Community Relations Department

3.8.1.3. Members

3.8.1.3.1 City Health Officer

3.8.1.3.2 Social Welfare and Development Officer

3.8.1.3.3 City Planning and Development Officer

3.8.1.3.4 Head, Education Affairs Unit

3.8.1.3.5 Superintendent, Schools Division office

3.8.1.3.8 Representative from one (1) accredited NGO/CSO for children

3.8.1.3.9 One (1) Child Representative

3.8.2 Functions

3.8.2.1 Ensure the availability of programs, projects and activities for youth development, participation and empowerment;

3.8.2.2 Consolidate and monitor all youth-related data, report, information, programs, projects and activities of the city;

3.8.2.3 Recommend to the Quezon City Council for the Protection of Children, mechanisms to mobilize all stakeholders to support programs and activities for youth.

3.9 Essential Health Care Program for Schools Children Sub-Committee

3.9.1. Composition

3.9.1.1 **Chairperson** Superintendent, Schools Division Office

3.9.1.2 **Vice Chairperson** City Health Officer

3.9.1.3. Members

3.9.1.3.1 Head, Education Affairs Unit

3.9.1.3.2 Social Welfare and Development Officer

3.9.1.3.3 City Planning and Development Officer

3.9.1.3.4 Head, Barangay and Community Relations Department

3.9.1.3.5 President, Federation of Parents - Teachers Association - QC

- 3.9.1.3.6 Representative, from one (1) accredited NGO/CSO for children
- 3.9.1.3.7 Child Representative

3.9.2 **Functions**

- 3.9.2.1 Ensure availability of health care services for school children;
- 3.9.2.2 Facilitate capacity-building activities for health personnel Barangay Health Workers and parent groups;
- 3.9.2.3 Monitor and document cases;
- 3.9.2.4 Recommend to the Quezon City Council for the Protection of Children, mechanisms to mobilize all stakeholders to support programs and activities for children.

3.10 **Comprehensive Emergency program for Children Sub-Committee**

3.10.1 **Composition**

- 3.10.1 **Chairperson** Disaster Risk Reduction and Management Office
- 3.10.2 **Vice Chairperson** Social Welfare and Development Officer

3.10.3 **Members**

- 3.10.3.1 Superintendent, Schools Division Office
- 3.10.3.2 City Health Officer
- 3.10.3.3 City Budget Officer
- 3.10.3.4 Head, Barangay and Community Relations Department
- 3.10.3.5 City Planning and Development Officer
- 3.10.3.6 District Director, Quezon City Police District

3.10.2 **Functions**

- 3.10.2.1 Initiate the development of the local CEPC and ensure that the process be made participatory and inclusive;
- 3.10.2.2 Integrate CEPC in the Quezon City Comprehensive Development Plan, Contingency Plans, LDRMM Plan and LDRRM Fund, as stipulated in Section 2 (b), Rule IV of the Implementing Rules and Regulations of RA No. 10821;
- 3.10.2.3 Conduct an analysis of the general situation of children in the LGU (Situational analysis) vis-a-vis hazard and vulnerability assessment of the city, emphasizing the vulnerability of children, pregnant and lactating mothers, especially during emergency situations;
- 3.10.2.4 Facilitate the process on the LCE's approval of the plan and subsequent endorsement to the Sangguniang Panlungsod for policy adoption, budget allocation, and integration to the other plans, and such other appropriate actions necessary for its implementation;
- 3.10.2.5 Ensure compliance of the LGU in preparing two (2) reports to the DSWD Field Office;
 - a) 15 days after the occurrence of an emergency situation; and
 - b) Annual report
- 3.10.2.6 Such other functions as provided in the DILG Memorandum Circular No. 2018-196 dated November 9, 2018 entitled 'Guidelines on the Localization of the Comprehensive Emergency Program for Children of RA 10821, Children's Emergency relief and Protection Act' and as may be assigned by the City Mayor from time to time, consistent with applicable laws, rules and regulations.

SECTION 4. SECRETARIAT, TECHNICAL ASSISTANCE & CONSULTANTS. The City Planning and Development Department shall act as the Secretariat of the Quezon City Council for the Protection of Children

The QCCPC and Secretariat shall be assisted by a Technical Working Group (TWG) composed of one (1) staff, designated on a permanent basis, from the following department or offices:

- 4.1 **TWG Lead Agency** - Social Services Development Department;
- 4.2 Office of the City Mayor;
- 4.3 Office of the City Vice Mayor;
- 4.4 City Council, Committee on Children's Affairs;
- 4.5 City Council, Committee on Education;
- 4.6 Education Affairs Unit;
- 4.7 City Planning and Development Office;
- 4.8 City Budget Department;
- 4.9 City Health Department;
- 4.10 Schools Division Office;
- 4.11 Office of the City Treasurer;
- 4.12 Barangay and Community Relations Department;
- 4.13 Office of the Secretary to the Sangguniang Panlungsod;
- 4.14 Public Employment Service Office;
- 4.15 Quezon City Youth Development Office;
- 4.16 City Civil Registry Department

The Sub-Committees, Task Force or Task groups Constituted under this Order must coordinate with the Over-all Inter-Agency Monitoring Task Force constituted under item 3.1 hereof for the consolidation of all data, issues, concerns and matters that must be brought to the attention of the Quezon City Council for the Protection of Children.

SECTION 5. DISSEMINATION. Pursuant to Section 455(1), (vii), RA7160, as amended, a copy of this Executive Order shall be furnished to the office of the President and the Metropolitan Manila Development Authority, including the Secretaries of the Departments of the Interior and Local Government, Social Welfare and Development; the Regional Director of the DSWD and the Council for the Welfare of Children, for their information and guidance.

SECTION 6. REPEALING CLAUSE. All other existing Orders, Directives or Issuances inconsistent herewith are hereby revoked or rescinded accordingly.

SECTION 7. EFFECTIVITY. This order shall take effect immediately.

Done, MAY 14 2024, Quezon City.



MA. JOSEFINA G. BELMONTE
City Mayor