



4<sup>th</sup> SP

Republic of the Philippines  
Province Of Cebu  
**SANGGUNIANG PANLUNGSOD**  
City of Naga



*Atang Garbo*  
22<sup>nd</sup> Session

EXCERPT FROM THE MINUTES OF THE 20<sup>TH</sup> REGULAR SESSION OF THE 4<sup>TH</sup> SANGGUNIANG PANLUNGSOD (SP) HELD AT THE SP SESSION HALL, LEGISLATIVE BUILDING, EAST POBLACION, CITY OF NAGA, CEBU ON NOVEMBER 15, 2019.

**PRESENT:**

- HON. VIRGILIO M. CHIONG
- HON. JUSTINO L. DAKAY
- HON. SCOTT JUVENAL A. CHIONG
- HON. AURELIO B. ALINSONORIN
- HON. AFSHIN MARK K. SEÑOR
- HON. CHARMAINE R. NAVARRO
- HON. PORFERIO V. RESABA, JR.
- HON. DOMINADOR A. LIBOR
- HON. LUZMINDA R. LAPITAN
- HON. RAY A. MANABAT
- HON. JHUN MARK T. SISMAR
- HON. LETECIA F. ABANGAN

- Acting Vice Mayor/Presiding Officer Pro Tempore
- Majority Floor Leader
- Assistant Majority Floor Leader/ABC President
- Sangguniang Panlungsod Member
- Sangguniang Panlungsod Member
- Sangguniang Panlungsod Member
- Sangguniang Panlungsod Member
- Sangguniang Panlungsod Member
- Sangguniang Panlungsod Member
- Sangguniang Panlungsod Member
- Sangguniang Panlungsod Member
- SK Federation President
- On Leave



(Note: HON. VICE MAYOR/PRESIDING OFFICER KRISTINE VANESSA T. CHIONG IS ACTING CITY MAYOR)

**ORDINANCE NO. 2019-08**

**Hon. Charmaine R. Navarro**  
*SP Committee Chairperson on Social Services*

**ESTABLISHING THE CITY OF NAGA YOUTH HOLDING CENTER**

**EXPLANATORY NOTE**

The increasing number of Children in Conflict with the Law (CICL) has become alarming, though extreme poverty is considered primary cause of criminality among the children and/or youth. However, there are other causes that contribute to juvenile criminality, viz., dysfunctional or disintegrated families, poor child-rearing practices relative to inconsistent, negligent or abusive parenting, family domestic violence, substance abuse, difficulties in coping with schooling, and negative peer group pressures.

Republic Act No. 9344 otherwise known as the "Juvenile Justice and Welfare Act of 2006," decrees that children aged 15 or below, cannot be held criminally liable of any offenses as well as to children above 15 but below 18 years of age found to have acted or committed an offense without discernment. The law further provides that these children should be returned to their respective families.

However, there are circumstances wherein this is not possible neither for the best interest of the child, such as when parents cannot be located, parents are incapable in providing proper care and protection, nor worst there is a threat to the safety of the child due to the heinous offense committed.

The absence of temporary residential care facility for these children is one of the pressing problems that burden the City Social Welfare and Development Office (CSWDO) of the City Government of Naga, Cebu. There are times that some of them are left without a choice, but to house the CICL in the CSWD Office, a practice which can be very risky for both the client and the worker.

Republic Act 9344, Section 49 mandates that "The Local Government Units (LGUs) shall set aside an amount to build youth detention homes as mandated by the Family Courts Act. Youth detention homes may also be established by private and non-governmental organizations (NGOs) licensed and accredited by the Department of Social Welfare and Development (DSWD), in consultation with the Juvenile Justice and Welfare Council (JJWC)."



Republic Act 9344 as amended by Republic Act 10630, Rule 32.c. affirms that "A CICL shall never be locked up in a detention cell, such as the barangay lock-up, police station lock-up, jails managed by BJMP, provincial jails and other similar facilities, but shall only be placed in a 'Bahay Pag-asa' or youth care facility."

Hence, these gave rise to the establishment of the City of Naga Youth Holding Center, a temporary residential care facility with a home-like environment, center-based programs, committed to address the needs of the CICL.

**BE IT ORDAINED** by the Sangguniang Panlungsod of the City of Naga, Cebu, in a session duly assembled, that:

**SECTION 1. TITLE** – This Ordinance shall be known as, "AN ORDINANCE ESTABLISHING THE CITY OF NAGA YOUTH HOLDING CENTER."

**SECTION 2. LEGAL BASIS.** 1987 Constitution, Article XV, Section III - *"The State shall defend the right of ...children to assistance including proper care and nutrition and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development..."*

Presidential Decree No. 603, as amended, Article 191 - *"A youthful offender held for physical and mental examination or trial or pending appeal, if unable to post bail, shall, from the time of his arrest be committed to the care of the DSWD or the local rehabilitation center or a detention home in the province or city which shall be responsible for his appearance in court whenever required."*

Rules and Regulations on the Apprehension, Investigation, Prosecution and Rehabilitation of Youth Offenders, Section 13 – *"A detention home shall, as far as practicable, have a home-like environment."*

UN Standard Minimum Rules for the Administration of Juvenile Justice (Beijing Rules) - *"the juvenile's right to privacy must be respected at all stages..."; "...all steps should be taken to insure detention only for the shortest possible time..."; "...at all times, juvenile offenders shall be separated from the adult detainees... and shall receive care, protection, and all necessary individual aid on account of their age, sex and personality."*

UN Guidelines for the Prevention of Juvenile Delinquency (Riyadh Guidelines) – *Recognizes the importance of progressive delinquency prevention policies including the prevention of criminalizing and penalizing a child for behavior that does not cause serious damage to his/her development or that harm others, assisting the family in providing care and ensuring physical and mental well-being of children, accessing children to public education and vocational training.*

UN Rules on the Protection of Juveniles Deprived of Liberty – *Provide for legal protection to those placed under preventive detention by providing standards for the handling of these children including right to apply for free legal aid and separation from convicted juveniles; set policy for detention facilities that these should make use of all remedial, educational, moral, spiritual and other resources to address the needs and problems of the detained juvenile.*

UN Convention on the Rights of the Child – *"...the right of the detained children and youth offenders to be accorded with complete services on psychosocial, health and human dignity;" "...the child has the right not to be subjected to torture or other cruel, inhuman or degrading treatment or punishment..."*

**SECTION 3. DEFINITION OF TERMS.**

*Child* – refers to a person under the age of eighteen (18) years.

*Children-at-risk* – refers to children who are vulnerable or at-risk of behaving in a way that can harm themselves or others, or vulnerable and at risk of being pushed and exploited to



come into conflict with the law because of personal, family and social circumstances such as, but not limited to the following:

- a) being abused by any person through sexual, physical, psychological, mental, economic or any other means, and the parents or guardians refuse, are unwilling or unable to provide protection for the child;
- b) being exploited sexually or economically;
- c) being abandoned or neglected, and after diligent search and inquiry, the parents or guardians cannot be found;
- d) coming from a dysfunctional or broken family or being without a parent or guardian;
- e) being out of school;
- f) being a street child;
- g) being a member of a gang;
- h) living in a community with a high level of criminality or drug abuse; and
- i) living in situations of armed conflict.

*Child in Conflict with the Law (CICL)* – refers to a child who is alleged as, accused of, or adjudged as, having committed an offense under the Philippine laws.

*Child Protection Policy* – this is an articulation of the commitment of the organization or agency on the promotion and fulfillment of the right of the child to protection as enshrined in the UNCRC. It aims to safeguard the child from all forms of abuse, violence and exploitation that may be perpetuated by adults or persons in authority. It expresses the agency's shared values, principles, and beliefs.

*Interventions* – refers to a series of activities or opportunities designed to address issues and problems that caused the client/s to commit or repeat an offense.

*Youth Detention Home* – refers to a 24-hour child-caring institution managed by accredited LGUs and licensed and/or accredited NGOs providing short-term residential care for CICL who are awaiting court disposition of their cases or transfer to other agencies or jurisdiction.

*Intensive Juvenile Intervention and Support Center* – refers to a special program or unit within the Bahay Pag-asa or any child-caring facility of the DSWD or licensed and accredited NGOs, to address the needs of the CICL for intensive intervention programs and services.

*Multi-Disciplinary Team* - a group composed of individuals with different expertise related to the management of cases of CICL.

*Offense* - refers to any act or omission whether punishable under special laws or the Revised Penal Code, as amended.

*Rehabilitation* - refers to the process of enabling a child to overcome harmful behavior by developing socially acceptable behavior and life skills with the end in view of eliminating any risk of re-offending.

*Reintegration* - refers to the process, which promotes or facilitates the acceptance of the child back into the family and the community. It aims to heal the wound of the victim or repair the damage to the community which resulted from the offense committed by the CICL.

*Restorative Justice* – refers to a principle that requires a process of resolving conflicts with the maximum involvement of the victim, the offender, their families and the community. It seeks to achieve:

- a) reparation for the victim;
- b) reconciliation of the offender, the offended and the community;
- c) reassurance to the offender that he/she can be reintegrated to the society, and;
- d) enhancement of public safety by activating the offender, the victim, and the community in the prevention strategies and programs.



**SECTION 4. DESCRIPTION OF THE CITY OF NAGA YOUTH HOLDING CENTER.** The City of Naga Youth Holding Center is a 24-hour child-caring institution managed by the CSWDO of the City Government of Naga, Cebu, that provides a short-term residential care for CICL who are awaiting court disposition of their cases or transfer to other agencies or jurisdiction.

The center operates in a secure manner that ensures safety and protection of the minors, staff and community, however open, in a sense that it can be visited by an independent mechanism, such as the multi-disciplinary team. It engages the youth in a helping relationship with a team of various disciplines in a home-like environment.

The center is also considered as Intensive Juvenile Intervention and Support Center (IJISC) to cater to a child who is above twelve (12) years of age up to fifteen (15) years of age and who have committed serious crimes such as parricide, murder, rape, destructive arson, etc.

**SECTION 5. TARGET BENEFICIARIES.** The Center shall provide temporary care and appropriate interventions to the following CICL:

- a. Above 15 years old to below 18 years old whose cases are on trial/pending;
- b. Above 12 years old to 15 years old, alleged to have committed serious crimes under Section 20-A or RA 10630 with commitment order issued by the court;
- c. Above 12 years to 15 years old, alleged to have committed an offense for the second time or oftener, previously subjected to a community-based intervention program but whose best interest can only be fully protected through placement in a residential care facility based on the local social welfare and development officer's assessment, either committed voluntarily by parents or with order for involuntary commitment from the court;
- d. Above 12 years old to below 18 years old whose best interest is to be placed temporarily in a facility either because:
  - d.1 his life at risk in the community due to the alleged commitment of offense;
  - d.2 it is likely that he will continue to harm the community; or
  - d.3 he/she has no family or no responsible individuals to provide adequate care.
- e. Bona fide resident of the City of Naga, Cebu.

**SECTION 6. ADMISSION AND RE-ADMISSION REQUIREMENTS.**

**a. Admission**

When a CICL is referred to the Center, the staff shall:

- a.1 Conduct body search/inspection of belongings to ensure that the child does not possess any deadly weapon, prohibited drugs or items such as cigarette and alcoholic drinks, and/or money;
- a.2 Conduct intake assessment to determine the appropriateness of child's admission to the center. This involves the interview with the child as well as with the accompanying relative/referring party and review of the social case study report;
- a.3 Submit the child for a physical examination to determine any need for immediate medical attention;
- a.4 Explain to the child and his/her parents or guardians the importance of the intervention, the child's expected length of stay, and the center's child protection policy. The staff shall also discuss the roles and responsibilities of the parents with regard to the child's successful completion of the intervention plan and reintegration to the community;
- a.5 Orient the child on house rules and schedule of activities;
- a.6 Require the child and his/her parents or guardians to submit a personal letter expressing full commitment to the completion of the intervention plan. The letter shall include what they will do to successfully achieve the objective of the plan.

In consonance with the provision of Section 45 RA 9344, no child shall be received in the Center without valid order issued by the Court after a hearing for the purpose.

**b. Re-Admission**

The Center shall re-admit a child who left without having completed his/her intervention plan goal. The following shall be immediately undertaken:



- b.1 Conduct of body search and inspection of belongings to ensure that no deadly weapon, prohibited drugs or items such as cigarette and alcoholic drinks, and/or money is under his/her possession;
- b.2 Conduct of physical examination to determine any medical concerns;
- b.3 Reiterate the significance of the child's completion of his/her intervention plan before reintegrating with the family and community, and their obligations under the law;
- b.4 Inform the committing court, if applicable.

**c. Admission Requirements**

The following are required for admission:

- c.1 Court order affecting child's involuntary commitment or a written authorization from parents;
- c.2 Initial social case study report;
- c.3 Birth certificate or any other legal documents to show proof of age;
- c.4 Recent medical certificate;
- c.5 Proof of residency (i.e., purok and barangay certificate).

For cases awaiting commitment order, copy of the petition for the involuntary commitment shall be required. Should there be incomplete documents, the social worker and the referring party shall agree on a deadline for the completion of the requirements.

**SECTION 7. CICL LEAVING WITHOUT PERMISSION.** An incidence of a child leaving the Center without permission should be reported to the Center Head within 8 hours, and to the referring court for CICL with pending trial and court order within 24 hours with supporting documents such as incident report of staff on duty, blotter report, etc. The staff shall exert concerted efforts to immediately locate the CICL by coordinating with the parents, BCPC chairperson, social workers and police officers. (For SOP, please refer to Section 6.b)

**SECTION 8. VISITATION POLICY.** Parents and relatives of the children served should be guided with the policy of the center when they come for a visit. Regular visit should be arranged prior to the actual visit and it should be during weekdays in the presence of the handling social worker in the center.

**SECTION 9. MANAGEMENT OF THE CASES.** A multi-disciplinary team (MDT) shall be installed to respond to the needs of the child, with the social worker as the *case manager*. The team shall be composed of: a social worker, a psychologist/mental health professional, a medical doctor, and education/guidance counselor and a member of the Barangay Council for the Protection of Children (BCPC). It shall be responsible for the following:

**Assessment**

- 9.1 Use various and applicable assessment tools (e.g., Child and Family Functioning Checklist, Social Functioning Indicators, etc.) to adequately determine the interventions needed by the child. If it is established that a child has used prohibited drugs prior to admission, he/she should undergo drug testing

Since each member of the team has his/her own professional assessment tool, the team shall integrate the result of the various assessments to be able to have a holistic evaluation of the child.

**Planning and Implementation of Interventions**

- 9.2 Formulate intervention plan using a total family approach. The Plan should also be life-cycle and rights-based. The timeframe for intervention plan for CICL involved in serious offense should be one year as specified under Sec. 20-A of the law. For all other cases, the timeframe should be based on the learn assessment.
- 9.3 Engage the child, his/her parents/guardians, the victim and the LSWDO in identifying interventions and desirable results.
- 9.4 Apply restorative justice principle by engaging the victim in the intervention planning. If the victim is a minor, he/she should be assisted by his/her parents or adult members of the family in his/her participation in the planning.



- 9.5 Refer the child to other organizations or professionals for any other interventions that cannot be met by the team.
- 9.6 Provide interventions geared towards independent living for children without families or whose families are not capable and ready to accept the child.
- 9.7 Conduct a quarterly case conference per case to ensure that the intervention plan is implemented towards the achievement of activities.

A referral system should be established to ensure that CICL's needs that cannot be met within the facility are responded to adequately.

**Monitoring and Evaluation**

- 9.8 Utilized an individual monitoring and evaluation tool to track the progress of the child and the result of all the activities and services provided. The team shall also coordinate with the LSWDO from the city or municipality where the CICL lives as regards the services provided to and the improvements made by the family. The updates shall be used by the team to determine the readiness of the family for the reintegration of the child.
- 9.9 Discuss the result of the monitoring and evaluation during case conference with the multi-disciplinary team with the end in view of determining any need of adjustment to the intervention plan or the appropriateness of reintegrating the child to the family. At the minimum, monitoring shall be done every month while evaluation shall be undertaken every quarter.
- 9.10 Submit a progress report every quarter to the court if applicable. The report shall contain the status of the child in relation to his/her intervention plan and the participation and compliance of the parents/guardians in support to the achievement of the objective of the intervention.

Likewise, the social worker shall immediately submit a special report to the court when a highly untoward or critical event occurred involving a child on commitment order. This includes leaving without permission, occurrence of an accident which caused child's death or disability or the child having committed another crime.

- 9.11 For cases with court order, the team shall recommend to the court the discharge of CICL assessed as ready for reintegration with the family. However, before such recommendation is made, the team shall ensure that an aftercare plan is already developed.

The discharge of the child shall only be made when the Court issues a discharge order.

**Aftercare and Case Termination**

- 9.12 Continue monitoring the child who is reintegrated into the community, through updates from the CSWDO, collateral information from the community and home visits. The team shall still provide sessions if needed, although provision of aftercare support services is primarily the responsibility of the CSWDO where the child and family reside. Termination of the client multi-disciplinary team relationship shall be made six months after discharge in close coordination with the local social welfare and development officer.

**SECTION 10. PROGRAM DELIVERY.**

- 10.1 Appropriate treatment of children according to their needs shall be an integral part of the services in the facility. The Center is a place where children learn to appreciate their worth and rebuild their lives; where they are welcomed and treated as family members and made to feel that they belong and are genuinely trusted by caring and committed staff.



10.2 The Center provides all residents with services along case management, health and nutrition, psychological and educational needs. Several skills training shall be made available in the facility the types of which should be depending on the interests of the children and the needs of the market in the area. These should all be geared towards helping the child to regain normal social functioning, develop life skills and lead a productive life.

10.3 There shall be a lot of meaningful activities to include sports, arts and crafts, academic and even spiritual sessions to redirect aggression and strengthen positive behavior.

10.4 The program in the facility shall include purposive sessions for parents on how to deal well with adolescents.

10.5 There shall also be a focused intervention for children involved in drug addiction.

10.6 An inventory and updated directory of existing resources in the community and a databank on children served shall be maintained.

**SECTION 11. BUDGET FOR THE OPERATIONS, CARE AND MAINTENANCE AND COST SHARING.**

11.1 The City Government of Naga, Cebu shall shoulder the cost of operation and maintenance of the center. It shall include the estimated expenditures in their annual budget.

11.2 The parents/guardians shall pay for the expenses for the care and maintenance of their child. If they are not capable based on the assessment of the CSWDO, the local government unit shall shoulder the costs.

11.3 The recommended total cost of care and maintenance per child per day is P120.00. It shall be adjusted as needed based on prevailing cost of living.

**SECTION 12. COMPONENTS AND PARTICULARS OF THE DIRECT SERVICE FOR CICL IN THE CENTER.**

Components	Particulars																				
A. Homelife Service																					
1. Food	Covers 3 complete meals and 2 snacks																				
2. Clothing, shoes and slippers	<p>At least four (4) sets of clothing with each set consisting of outer clothing, underwear and sleeping clothes,            At least three (3) sets of required school uniform, and            At least one (1) set of required PE uniform for those who are attending school</p> <p>To be given upon admission:</p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Item Description</th> </tr> </thead> <tbody> <tr> <td>4 pcs</td> <td>Underwear</td> </tr> <tr> <td>2 sets</td> <td>Sleeping clothes</td> </tr> <tr> <td>2 sets</td> <td>Daytime clothes</td> </tr> <tr> <td>1 pair</td> <td>Socks</td> </tr> <tr> <td>1 pair</td> <td>Slippers</td> </tr> </tbody> </table> <p>To be given once in each of the succeeding quarters:</p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Item Description</th> </tr> </thead> <tbody> <tr> <td>1 pair</td> <td>Sock</td> </tr> <tr> <td>1 pair</td> <td>Slippers</td> </tr> <tr> <td>1 set</td> <td>Daytime cloth</td> </tr> </tbody> </table> <p>To be given once a year:</p>	Quantity	Item Description	4 pcs	Underwear	2 sets	Sleeping clothes	2 sets	Daytime clothes	1 pair	Socks	1 pair	Slippers	Quantity	Item Description	1 pair	Sock	1 pair	Slippers	1 set	Daytime cloth
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	To be given once a year:		
	Quantity	Item Description	
	3 sets	Casual attire	
	1 pair	Black shoes	
	1 pair	Rubber shoes	
3. Toiletries	To be given upon admission:		
	Quantity	Items	Remarks
	1 pc	Face towel	Once every quarter
	1 sachet	Shampoo	Per day
	1 bar	Bath soap	Twice a month
		Toothpaste	To be made available every after meal
	1 pc	Toothbrush	Issuance should be once every quarter
	1 bar and 1 sachet	Laundry soap	Once a week
	1 pc	Bath towel	Once a year and to be replaced as necessary
	1 pc	Water dipper	Once a year
B. Health Service	Includes physical examination, laboratory, medicines, dental checkup and treatment		
C. Educational Service	Includes school supplies, transportation allowance and uniform if required/necessary		
D. Socio-cultural and Recreational Service	Should include materials for sports activities, arts and crafts, and other related activities		
E. Livelihood Service	Includes materials and honoraria for livelihood skills training		

**SECTION 13. INTENSIVE JUVENILE INTERVENTION SUPPORT CENTER.**

Section 20-A of RA 9344 as amended mandates the placement of CICL who are exempted from criminal responsibility but have committed serious offense to be mandatorily placed in the Intensive Juvenile Intervention Support Center. Children who repeatedly committed offenses and on community-based intervention may also access the intervention in the facility.

The facility shall address the needs of the CICL for intensive intervention especially along sexual and physical aggression. The intervention shall have the following features as minimum requirements:

- 13.1 Intensive individual and group sessions anchored on cognitive-behavioral theories and an applicable therapy model to be provided by highly trained multi-disciplinary team.
- 13.2 Sessions for child's parents and other family members based on the assessment of the team.
- 13.3 Psychiatric evaluation aside from the assessment of the multi-disciplinary team.
- 13.4 Monitoring of the progress of the child in connection to his/her intervention plan.
- 13.5 Trial reintegration of a CICL to his/her family and community.

**SECTION 14. CHILD PROTECTION POLICY.**

- 14.1 Staff members of the Center shall conduct themselves in accordance to the DSWD's code of conduct in residential care facilities stated in the Department's Child Protection Policy. All shall be oriented on this and be required to sign the Statement of Commitment to Child Protection.



14.2 One of the basic requirements to the selection and hiring of staff for the Center must be the absence of record on child abuse, violence and exploitation. The LGU shall exert all effort to make accurate verification of an applicant's reputation in the community before such applicant can be considered for hiring.

14.3 A child protection committee shall be created in the center with the following composition:

- Chair : Center Head/Social Welfare Officer III
- Member : Social Welfare Officer II
- Member : Supervising Houseparent
- Member : House Parent
- Member : Child/Resident

The committee is tasked to:

- Ensure that child participation is institutionalized.
- Ensure that corporal punishment is not practiced by anyone.
- Take action on report on child abuse and exploitation.
- Determine any staff who needs help in terms of aggression management and come up with the necessary intervention.

14.4 The City Social Welfare and Development Officer is expected to ensure protection of children in the facility.

14.5 The staff members shall make a close supervision to residents to prevent the occurrence of sexual abuse, bullying, and other misbehaviors.

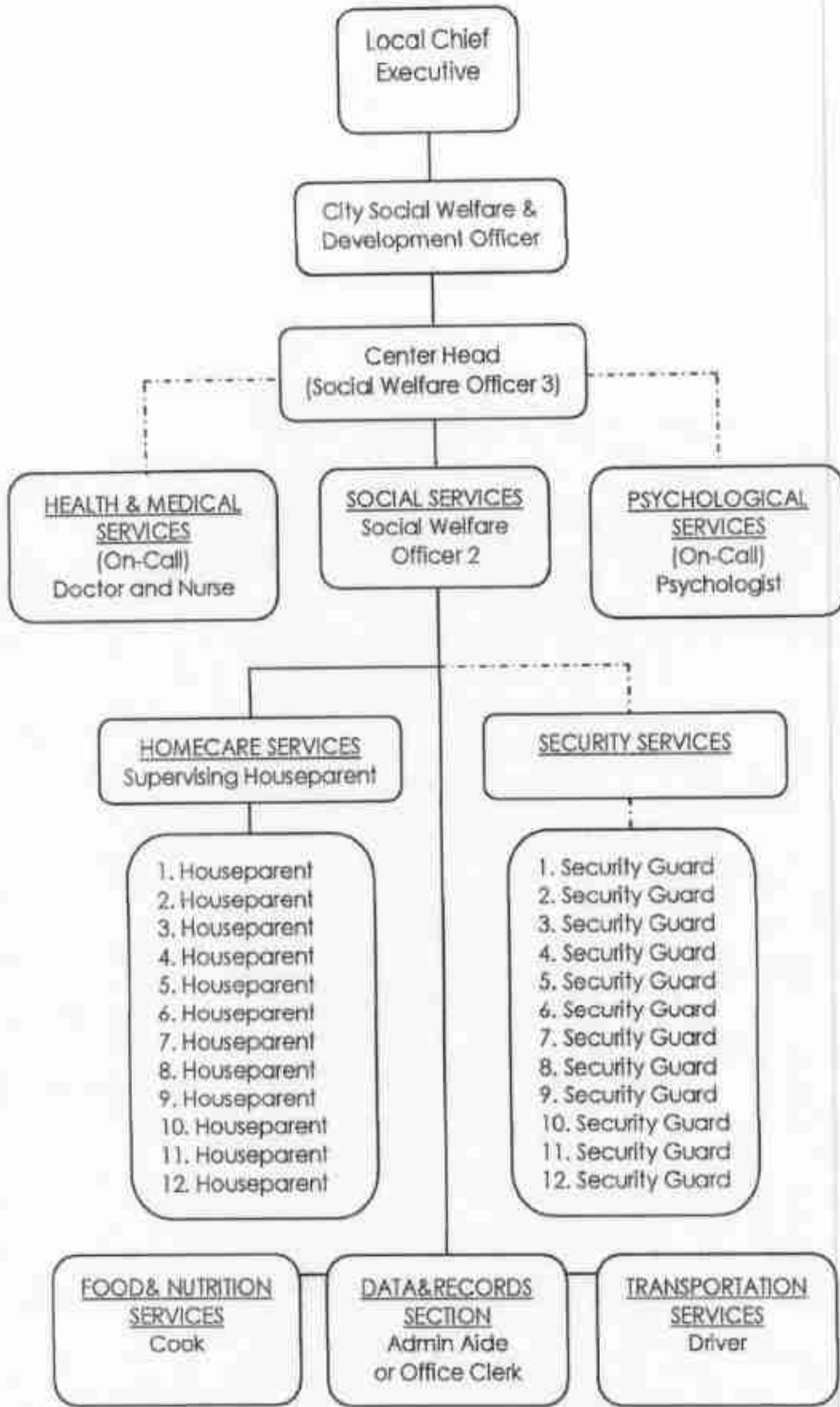
14.6 In addition, the staff members engage in frontline services shall observe the following decorum while in the residential care facility:

- a) Always involve children in matters that affect them according to their evolving capacities.
- b) Use a positive discipline approach and never use corporal punishment.
- c) Never force children to participate in activities or perform acts which are against their religious beliefs and practices.
- d) Never engage children in sexually-provocative performance or presentations.
- e) Never require a child to render or perform tasks which are beyond his/her ability due to age and physical built.
- f) Never expose children to violent video games and shows and pornographic materials either in printed or electronic form or introduce them to obscene websites.
- g) Never allow visitors, service providers, interns, volunteers, and visiting researchers to treat children inappropriately or in a manner that may be damaging to them.
- h) Ensure that media guidelines in the conduct of interviews with children victims of abuse and exploitation and whose cases are being managed by the Department are complied with.
- i) In the conduct of interviews, utmost care must be observed to avoid words and terms that may offend or harm a child.
- j) Take immediate appropriate action on any incident of bullying. The staff shall make an incident report to the Head Social Worker/Center Head, inform the parents of the child, and call for a case conference if necessary to determine critical actions to take. If the case falls under the coverage of Republic Act 9344 as amended, the social worker in-charge shall ensure that procedure applicable to cases of children in conflict with the law is followed.

## SECTION 15. ORGANIZATIONAL STRUCTURE.



**Naga Youth Holding Center  
ORGANIZATIONAL STRUCTURE**



**SECTION 16: CENTER STAFF QUALIFICATIONS, DUTIES AND FUNCTIONS**

**16.1 Center Head (Social Welfare Officer III)**

*Qualifications:*

- Must be a registered social worker with an updated license
- Has at least 3 years experienced in working with children, viz., CICL
- Has at least 2 years supervisory experienced
- Has the abilities to supervise, plan and direct work of staff
- Preferably same sex with the residents (male)

*Duties and Functions:*

- Supervise and manage the overall operations of the Center;
- Ensure that the Center is operated according to the standards set by the DSWD;
- Provide necessary care and protection to the disadvantaged children admitted in the facility;
- Lead the planning and implementation of rehabilitative activities in the Center;
- Lead the development of specific rules and regulations in the Center that adhere to child protection policies;



- f. Responsible for program direction and coordination exercises general supervision over the implementation of programs and makes periodic assessment of the same;
- g. Prepare budget proposals and supervises the expenditures;
- h. Network with non-organizations, faith-based organizations and members of the community;
- i. Ensure that the staff including himself/herself undergo continuous knowledge and skills enhancement training/seminars;
- j. Engage children and their parents/guardians in the planning and implementation of rehabilitative activities;
- k. Consolidate accomplishment reports of the disciplines and submits the same to the PSWDO; and
- l. Submit quarterly feedback and/or monitoring reports on the Center's operation to PSWDO and DSWD-VII.
- m. Should the Center exceed its bed capacity, may handle limited cases not to exceed five.

**16.2 Social Welfare Officer II**

*Qualifications:*

- a. Must be a registered social worker with an updated license
- b. 2 years relevant experienced
- c. 4 hours of relevant training
- d. Preferably same sex with the residents (male)

*Duties and Functions:*

- a. Act as the Case Manager;
- b. Handle and manage CICL cases to a maximum of 15 regular cases;
- c. Conduct group work to CICL in the attainment of their intervention goals;
- d. Implement programs and services of children and youth welfare program;
- e. Conduct home visit and mediation counseling of cases involving minor;
- f. Make assessment and submit reports in cases involving minor and abused children;
- g. Prepare Social Case Study Reports, Progress Reports, Manifestation Reports and other required reports in Court;
- h. Extend follow-up and after care services to released CICL and abused children;
- i. Attend court hearing involving the CICL and abused children;
- j. Escort and turn-over abandoned, neglected and abused children to appropriate child caring institution/licensed foster Parents for alternative care placement;
- k. Develop and maintain professional relationship with resources of referred cases; and
- l. Perform other related tasks delegated by the center head.

**16.3 Psychologist**

*Qualifications:*

- a. BS Psychology Graduate
- b. Preferably with Master's Degree
- c. Has at least 2 years experienced in clinical setting, guidance and counseling
- d. Preferably same sex with the residents (male)

*Duties and Functions:*

- a. Administer oral and written psychological tests to determine the degree of intelligence, interest and attitudes of the CICL;
- b. Conduct psychological assessment and psychotherapy sessions to the clients;
- c. Conduct interview to appraise their personality structures;
- d. Study and analyze life and family history of the CICL;
- a. Interpret and evaluate test results to provide adjustments on CICL's institutional life;
- b. Report test results and recommends actions to be undertaken by the Multi-disciplinary Intervention Team Members;
- c. Provide lecturers on understanding the behavior of the CICL;
- d. Advise parents on the proper management of the CICL;
- e. Provide guidance and counseling to CICL especially to those who are diagnosed to have personal, occupational, social and emotional problems; and
- e. Do other related tasks as may deem necessary.



#### 16.4 Medical Doctor (On Call)

##### *Duties and Functions:*

- a. Conduct medical examination to the CICL;
- b. Interpret laboratory test results (i.e., drug test, HIV test, etc.);
- c. Prescribe drug medicine to treat the ailment of the CICL; and
- d. Provides overall management of CICL's health concerns.

#### 16.5 Facility Nurse (On Call)

##### *Qualifications:*

- a. Registered nurse;
- b. Preferably same sex with the resident (male)

##### *Duties and Functions:*

- a. Attend to the basic medical and health needs of the clients;
- b. Administer medicines and other intervention prescribed by the physician;
- c. Recommend cases for referrals for necessary medical interventions;
- d. Conduct lectures on health education and hygiene;
- e. Assist in the conduct of the counseling of clients along health care and sanitation;
- f. Act as center dietician and as such prepare weekly menus;
- g. Spearhead in the conduct of sports and wellness activities of children in the Center;
- h. Responds to health concerns of the CICL.

#### 16.6 Supervising Houseparent

##### *Qualifications:*

- a. College Graduate
- b. Has at least 2 years experienced in houseparenting
- c. Preferably same sex with the residents (male)
- d. Preferably has attended 48 hours of training in caregiving
- e. With good leadership and interpersonal relationship skills

##### *Duties and Functions:*

- a. Supervise the houseparenting activities;
- b. Coordinates with the members of the multi-disciplinary intervention team in implementing social activities and work assignments as well as initiating tutorial activities;
- c. Attend meetings and case conferences;
- d. Conduct sessions along homelife (e.g. spiritual, housekeeping); and
- e. Perform other related tasks delegated by the center head.

#### 16.7 Houseparents

##### *Qualifications:*

- a. High school graduate
- b. 18 years old and above
- c. Preferably same sex with the resident (male)
- b. Experience in child caring

##### *Duties and Functions:*

- a. Perform the role of parent to the CICL;
- b. Conduct sessions along home life and coordinate with the members of the multi-disciplinary intervention team in implementing social activities and work assignments as well as initiating tutorial activities;
- c. Maintain daily records of activities undertaken on home management;
- d. Update daily logbook;
- e. Prepare individual anecdotal reports;
- f. Perform other related tasks delegated by the center head; and
- g. Prepare food of the children



**16.8 Administrative Aide or Office Clerk**

*Qualifications:*

- a. College Graduate;
- b. At least 2 Years Office Experience and
- c. Computer literate and proficient in typing

*Duties and Functions:*

- a. Perform routine clerical typing/encoding jobs;
- b. Keep Center records/files organized;
- c. Keep professional records and reproduces file forms;
- d. Prepare correspondence and coordinates with professional staff on activities to be conducted outside or inside the facility;
- e. Act as property custodian;
- f. Perform other related tasks delegated by the center head.

**16.9 Security Guards**

*Qualifications:*

- a. High School Graduate
- b. 18 years old and above
- c. Physically and mentally fit
- d. Preferably same sex with the resident (male)

*Duties and Functions:*

- a. Provides protection to residents and staff within the facility and during court hearings as well as to the facility and all resources within the compound;
- b. Patrol center premises to prevent and detect signs of intrusion, and ensure security of doors, windows, and gates;
- c. Investigate disturbances;
- d. Monitor and authorize entrance and departure of employees, visitor, and other persons to guard against theft and maintain security of premises;
- e. Monitor head count of CICL;
- f. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences;
- g. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons per instruction by the Center Security Head; and
- h. Circulate among visitors, patrons, and employees to preserve order and protect property; and
- i. Do other related tasks as may deem necessary.

**16.10 Cook**

*Qualifications:*

- a. High School Graduate
- b. 18 years old and above
- c. Willing to stay more than 8 hours in the center, if necessary

*Duties and Functions:*

- a. Prepares menu plan as recommended and/or approved by the health nutritionist
- b. Supervises and monitors food management in the center, including purchasing and storage of food supplies;
- c. Teaches table etiquette to children;
- d. Maintains the cleanliness of the kitchen;
- e. Prepares required reports to be submitted to the center head;
- f. Performs other related tasks delegated by the center head.

**16.11 Driver**

*Qualifications:*

- a. High School Graduate
- b. Experience in driving
- c. Professional Driver's License

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- d. Willing to stay more than 8 hours in the center, if necessary

*Duties and Functions:*

- a. Transports center staff and clients to official destinations;
- b. Maintains the center's vehicle in good running condition;
- c. Performs other related tasks as assigned by the center head.

**16.12 The selection and appointment of staff shall be in accordance with the existing Civil Service Commission (CSC) Rules and Regulations, namely:**

1. experience and trainings,
2. civil service eligibility,
3. psychological capacity, and
4. commitment to working with children.

**16.13** The Sangguniang Panlungsod shall issue a Resolution designating the Head Social Worker as one of the members of the Personnel Selection Board to ensure that those selected personnel to form part of the multi-disciplinary team are fit and competent, so as not to sacrifice the quality of intervention provided for CICL.

**SECTION 17. MANDATORY TRAININGS AND ORIENTATIONS FOR CENTER STAFF.** The minimum trainings and orientation for staff members in relation to the service delivery for CICL are as follows:

*Head Social Worker and Social Workers*

- Orientation on DSWD Child Protection Policy
- Gender Sensitivity Training
- Management of CICL Cases in accordance to RA 9344 as amended
- Training on Behavior Management and on various therapy models applicable to CICL cases

*Supervising Houseparent and Houseparents or Home Management Officers*

- Orientation on DSWD Child Protection Policy
- Gender Sensitivity Training
- Orientation on RA 9344 as amended
- Training on Behavior Management

*Psychologist*

- Orientation on DSWD Child Protection Policy
- Gender Sensitivity Training
- Orientation on RA 9344 as amended
- Training on Behavior Management and on various therapy models applicable to CICL cases

*Security Personnel, Medical Doctor, Nurse, Clerk/Admin, Cook, Driver*

- Orientation on DSWD Child Protection Policy
- Gender Sensitivity Training
- Orientation on RA 9344 as amended

**SECTION 18. RECORDING AND REPORTING SYSTEM.**

18.1 The Center shall establish a recording, reporting, and data management that will promote efficiency and transparency in its operations.

18.2 In adherence to R.A. 10630 Section 12, the Center shall execute the Juvenile Justice Welfare Council (JJWC) mandatory online registry of the CAR and CICL.

18.3 All records should be filed properly with utmost confidentiality:

**a. Logbooks:**

- a.1 Admission and Discharged Logbook
- a.2 Visitor's Logbook
- a.3 Donor's Logbook



**b. Case folder of the Child (Confidential Records)**

- b.1 Intake Sheet
- b.2 Body Search Sketch
- b.3 Photograph
- b.4 Admission Sheet
- b.5 Medical Record and Dental Record
- b.6 Birth Certificate
- b.7 Referral Letter/Slip
- b.8 Police Report
- b.9 Social Case Study Report
- b.10 School Record
- b.11 Intervention Plan
- b.12 Progress Report
- b.13 Anecdotal Note
- b.14 Incident Report
- b.15 General Pleadings, Court Order, Resolutions, and Information
- b.16 Copy of Petition for Involuntary Commitment
- b.17 Discharge Slip
- b.18 Affidavit of Undertaking/Waiver of Parents
- b.19 Manifestation Report
- b.20 Other Relevant Documents

**SECTION 19. ROLES AND FUNCTIONS OF THE AGENCIES**

**Department of Social Welfare and Development**

- 1) Ensure the compliance of the City Government with the national standards on construction and maintenance of the residential care facility in coordination with the DPWH and the standards on management of residential care facility.
- 2) Coordinate with the P/CSWDO on the conduct of orientation to stakeholders on center case management and operations.
- 3) Conduct a regular program review and evaluation.
- 4) Develop/enhance model of interventions to improve response to needs of CICL.
- 5) Provide technical assistance in the design and implementation of a capability building plan for residential care facility staff during the first three years of operation. It shall assist the LGU in implementing its own capability plan for the continuous enhancement of the knowledge and skills of the staff on the succeeding years.
- 6) Document good practices and develop knowledge products.
- 7) Review/enhance as necessary the guidelines on standards for residential care facility and cost of care and maintenance of children.
- 8) Conduct accreditation of residential care facility managed and operated by LGUs and registration, licensing, and accreditation.

**Department of the Interior and Local Government (DILG)**

- 9) Ensure compliance and monitor the establishment of the residential care facility in the city.

**Department of Education**

- 10) Ensure that the CICL in the residential care facility are provided with the opportunity to continue their learning under an alternative learning system.
- 11) Build capacity of educational and guidance counselors who are members of the Multi-disciplinary Team (MDT).

**Regional Juvenile Justice and Welfare Committee through its member agencies shall:**

- 12) Monitor and provide technical assistance to the multi-disciplinary team in the operation of the residential care facility and in ensuring that the standards in center operation are complied.
- 13) Submit accomplishment reports on services provided to children at risk and CICL.

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**Local Government Unit**

- 14) Allocate and ensure the availability of funds for the center's operation to include the budget for personnel services, maintenance and cost of care of CICL. It shall also allocate funding for capital outlay which will be necessary in the initial year of operation.
- 15) Manage the overall operations of the residential care facility.
- 16) Recruit and hire competent staff and ensure that they undergo appropriate capability building along gender-sensitivity, case management, and implementation of intervention for CICL.
- 17) Ensure accreditation of both the center and social workers managing court-related cases.
- 18) Submit quarterly and annual reports on the center's operation to the Regional Juvenile Justice and Welfare Committee and DSWD Regional Office, through the Provincial/City Local Government Operations Office.
- 19) Implement capability building activities for the staff of the residential care facility.

**SECTION 20. APPROPRIATION.** The corresponding amount for the personal services and operating costs shall be appropriated in the General Fund budget of the City Government of Naga, Cebu.

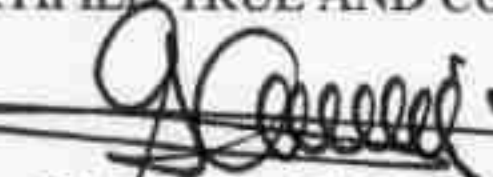
**SECTION 21. AUTHORITY.** This Ordinance is pursuant to R.A. 7160, "The Local Government Code of 1991."

**SECTION 22. EFFECTIVITY.** This Ordinance shall take effect immediately upon its approval.

**APPROVED UNANIMOUSLY** this 15<sup>th</sup> of November 2019 on motion of Hon. Charmaine R. Navarro, seconded by Hon. Porferio V. Resaba, Jr.

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CERTIFIED TRUE AND CORRECT:

  
GARRY A. CABOTAJE  
Secretary to the Sanggunian

ATTESTED BY:

  
VIRGILIO M. CHIONG  
Acting Vice Mayor/Presiding Officer Pro Tempore

APPROVED BY:

  
KRISTINE VANESSA T. CHIONG  
Acting City Mayor