



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Intramuros, Manila

DEPARTMENT OF LABOR AND EMPLOYMENT Administrative Service Central Records Section-GSD	
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ADMINISTRATIVE ORDER NO. 657  
Series of 2014

## GUIDELINES ON THE CERTIFICATION OF CHILD LABOR-FREE BARANGAY

In line with the Philippine Program Against Child Labor's vision of a Child Labor-Free Philippines and the HELP ME Convergence Program to Address Child Labor's goal of implementing a sustainable and responsive convergence program by providing community-based, focused, converged, and synchronized strategies, the following Guidelines for the certification of Child Labor-Free Barangay is hereby issued:

### A. Objective

This Guidelines shall govern the procedure for the certification of Child Labor-Free Barangay which aims to obtain commitment and support from various stakeholders to make barangays free from child labor.

### B. Coverage

This Guidelines shall apply nationwide to barangays who would like to be certified as Child Labor-Free Barangay, and to barangays targeted by the Regional Offices of the Department of Labor and Employment (DOLE) to be transformed as child labor-free barangay.

### C. Criteria

The barangay must meet the following criteria in order to be certified as child labor-free:

1. Profile of children in the barangay, including child laborers, regularly maintained and updated
2. Commitment of parents of child laborers not to engage their children in child labor
3. Commitment of school heads to monitor school attendance of identified child laborers
4. Commitment of barangay officials to support campaign against child labor
5. Barangay ordinances or resolutions against child labor enacted and implemented
6. 100% of identified child laborers needing health assistance have access to health and medical services
7. 100% of identified child laborers have access to education services
8. 100% of parents of identified child laborers have access to livelihood and employment services

9. 100% of reported child labor incidents are immediately acted upon by barangay officials
10. Functional Barangay Council for the Protection of Children
11. Inclusion of child labor and/or child protection agenda in the Barangay Development Plan with corresponding budget allocation
12. Partnership with at least four (4) government agencies and/or civil society organizations
13. Participation of barangay officials in capacity building activities on child labor and/or other child protection laws

#### **D. Documentary Requirements**

A barangay seeking certification as Child Labor-Free Barangay shall submit the following documents to the concerned DOLE Regional Office through its Field Offices:

1. Profile of child laborers in the barangay (Annex A) indicating the following:
  - a. Name, address, date of birth, sex, grade level (in school or out of school, educational attainment), nature of work of the child, name of parents or guardian, source of family income
  - b. Record of services provided to the children and/or their families indicating the agency, date/s, and type of services given, e.g. health, education, skills training, livelihood to parents of child laborers, legal assistance, psychosocial services
2. Copy of commitment of parents of child laborers not to engage or allow their children to engage in child labor (Annex B)
3. Copy of commitment of school heads to monitor school attendance of identified child laborers (Annex C)
4. Copy of commitment of barangay chairperson to support campaign against child labor (Annex D)
5. Copy of barangay ordinances or resolutions against child labor and/or on child protection
6. Copy of Barangay Development Plan for the current year indicating child labor and/or child protection agenda including budget
7. Proof of functionality of Barangay Council for the Protection of Children (minutes of BCPC meetings, attendance sheet, report on activities undertaken, certification of BCPC functionality level - mature or ideal level - for the current or preceding year issued by the city or municipal Inter-Agency Monitoring Task Force chaired by the DILG;
8. Copy of report by the Barangay Chairperson on child labor incidents acted upon, if any

9. Certification by at least four (4) government agencies and/or civil society organizations that they provide services to child laborers and/or their families in the barangay
10. Documentation of capacity building activities on child labor and/or other child protection laws attended by barangay officials, e.g., certificate of participation, photographs

#### **E. Certification Process**

The following procedure shall be observed in the certification of Child Labor-Free Barangay:

1. Upon receipt of documentary requirements, the DOLE Field Office shall determine the completeness and integrity of the documents submitted, and endorse the documents to the DOLE Regional Office.
2. The DOLE Regional Office, together with other members of the Regional Child Labor Committee (RCLC) or similar structure shall validate the documents, and conduct site visit and random interview of duty bearers and claim holders.
3. The RCLC shall then deliberate on the merits of conferring the Child Labor-Free Barangay Certificate to the candidate-barangay.
4. If the RCLC approves the conferment of the certification, the DOLE Regional Director shall sign and issue the Certificate of Recognition as Child Labor-Free Barangay.

#### **F. Incentives and Benefits**

In recognition of the Child Labor-Free Barangay's commendable action against child labor, the following incentives and benefits shall be given:

1. Certificate or Plaque of Recognition as Child Labor-Free Barangay (Annex E)
2. Priority endorsement to DOLE programs and services
3. Promotion of the certified barangay as partners in the Philippine Program Against Child Labor

#### **G. Validity**

The Child Labor-Free Barangay Certificate is valid for three (3) years from date of issuance. After three (3) years, the RCLC shall revalidate whether or not the barangay has sustained its status as Child Labor-Free Barangay. If the findings are positive, the DOLE Regional Office shall recertify the barangay as Child Labor-Free Barangay.

## **H. Decertification**

The RCLC, through the DOLE Regional Office, may decertify a barangay under the following grounds:

1. If there is any, validated reports on presence of child labor in the barangay
2. If there is fraud or misrepresentation in any of the supporting documents

## **I. Monitoring**

To ensure continuing compliance with existing laws and policies against child labor, the certified child labor-free barangays shall submit semestral report to the DOLE Regional Office through its Field Office.

The DOLE Regional Offices shall regularly monitor the certified child labor-free barangays. The Regional Offices shall submit semestral reports to the Bureau of Workers with Special Concerns on the status or progress of the campaign for child labor-free barangays including documentation on good practices of the barangays and/or partners.

The Bureau of Workers with Special Concerns, as Program Manager, shall be responsible for ensuring the sustainability of the child labor-free barangay campaign.

## **J. Funding**

Funds for the implementation of the Child Labor-Free Barangay campaign shall be sourced from the regular funds of the DOLE Regional Office, subject to existing accounting and auditing rules and procedures.

## **K. Effectivity**

This Guidelines shall take effect immediately.

  
**ROSALINDA DIMAPILIS BALDOZ**  
Secretary

15 December 2014

## COMMITMENT OF PARENTS/GUARDIANS

We, the parents/guardians of (name of child laborer/s) and residing at \_\_\_\_\_ (address)  
Barangay \_\_\_\_\_, City/ Municipality of \_\_\_\_\_, Province of \_\_\_\_\_  
\_\_\_\_\_, hereby commit to the following:

1. That we will uphold, promote and protect the rights of our child/children enshrined in the United Nations Convention on the Rights of the Child and in national and local laws;
2. That we will not engage our child/children or allow them to engage in any form of child labor;
3. That we will support the Philippine Program Against Child Labor which works to transform the lives of child laborers, their families and communities, towards their sense of self-worth, empowerment and development through participation in advocacy activities;
4. That we will avail of programs or services of government agencies and/or civil society organizations for the welfare and protection of our child/children.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ (month), (year).

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(Name/s of Parent/s or Guardian/s)

## COMMITMENT OF SCHOOL OFFICIAL

I, \_\_\_\_\_ (name of school head), the \_\_\_\_\_ (designation)  
of \_\_\_\_\_ (name of school) located in \_\_\_\_\_,  
hereby commit to the following:

1. That I will support the campaign for child labor-free barangay by determining the existence of pupils/students who may be engaged in child labor and ensure that they are given remedial activity to prevent drop-out;
2. That I will monitor school attendance and performance of identified child laborers; and
3. That I will coordinate with the Barangay Council for the Protection of Children to provide assistance and/or other services to the family of the pupil/student engaged in child labor.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, (year) .

\_\_\_\_\_  
Name and Signature of School Head

## COMMITMENT TO ACTION TO ATTAIN A CHILD LABOR-FREE BARANGAY

Barangay \_\_\_\_\_ of the City/Municipality of \_\_\_\_\_, is fully committed to eliminate the worst forms of child labor and protect children from all forms of abuse, neglect, cruelty, exploitation and discrimination and other conditions prejudicial to their development.

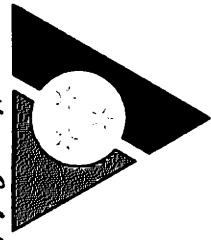
The best interest of the child will be the paramount consideration in all actions of our barangay.

To carry this out, we commit to:

<input checked="" type="checkbox"/>	<b>A. Establish functional information system</b>
	1. Profile and regularly maintain and update information on children in the barangay including those who are not attending school and those who are engaged in child labor
<input checked="" type="checkbox"/>	2. Conduct mapping of existing service providers in the barangay
	<b>B. Institutionalize and strengthen partnership</b>
<input checked="" type="checkbox"/>	1. Establish or maintain a functional <i>Barangay Council for the Protection of Children</i>
<input checked="" type="checkbox"/>	2. Obtain active community participation through the formation of <i>community watch groups</i> or designation of barangay residents who can act as child labor monitors
	<b>C. Provide access to services</b>
<input checked="" type="checkbox"/>	1. Facilitate the return-to-school of children who are not attending formal school or alternative learning sessions
<input checked="" type="checkbox"/>	2. Facilitate access of families of child laborers to skills training and livelihood assistance for income-generating projects
	<b>D. Mainstream child labor agenda</b>
<input checked="" type="checkbox"/>	1. Include the concerns of child labor in the barangay development plan and allocate budget for the implementation of necessary projects and activities
<input checked="" type="checkbox"/>	2. Pass and implement ordinances and/or resolutions for the prevention and prohibition of child labor
	<b>E. Conduct advocacy activities</b>
<input checked="" type="checkbox"/>	1. Conduct awareness raising campaigns on anti-child labor law and other child-protection laws
<input checked="" type="checkbox"/>	2. Conduct parent effectiveness/responsible parenthood/ family development sessions
	<b>F. Strengthen enforcement and compliance to laws</b>
<input checked="" type="checkbox"/>	1. Ensure compliance to RA 9231, RA 9208 and other child protection laws
<input checked="" type="checkbox"/>	2. Immediately act on reports of child labor incidence
<input checked="" type="checkbox"/>	3. Collaborate with proper authorities the rescue of child laborer(s) and provision of appropriate post-rescue services

Signed this \_\_\_\_ day of \_\_\_\_\_ at the \_\_\_\_\_.

\_\_\_\_\_  
Name and Signature of Punong Barangay



Republic of the Philippines

DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office No. \_\_\_\_

awards

CLFB Annex E

**Name of Barangay**

City/Municipality/Province

as

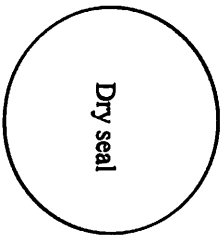
**CHILD LABOR-FREE BARANGAY**

for its commitment and support to the Philippine Program Against Child Labor's

vision of a Child Labor-Free Philippines through implementation of

community-based anti-child labor program in the barangay.

Given this (day) of (month and year) at (place) .



**(Name and Signature)**

Regional Director