



Child Protection Network Policy on Data Protection

Child Protection Network Foundation, Inc.

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I. BACKGROUND

Since 2002, the Child Protection Network (CPN) has been processing personal data related to reported cases of abuse and neglect involving women and children. In compliance with the Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA), which aims to protect personal data in information and communications systems both in the government and the private sector, CPN has developed this policy to establish measures and procedures that ensure the safety and security of personal data. CPN is committed to safeguarding the privacy and rights of individuals whose data we process.

I. POLICY STATEMENT

The Child Protection Network (CPN) is dedicated to ensuring the protection of personal data concerning children and families affected by abuse and violence. We recognize the sensitive nature of the information we handle and are committed to upholding the highest standards of data privacy and security in compliance with applicable Philippines laws, including the Data Privacy Act of 2012 (Republic Act No. 10173).

II. SCOPE

This policy applies to all employees of the Child Protection Network (CPN), regardless of their employment status or contractual arrangements, and mandates compliance with the procedures outlined herein. It encompasses all forms of data processing, including both electronic and paper records.

III. DEFINITIONS

Data Subject – refers to an individual whose personal, sensitive personal or privileged information is processed by the organization. It may refer to officers, employees, consultants, and clients of this organization.

Personal Information – refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

Processing - refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

Women and Children Protection Management Information System (WCPMIS) – refers to the stand-alone case management database and web-based administrative database.

IV. POLICY ELEMENTS

Data Collection

The Child Protection Network Foundation, along with the Philippine General Hospital – Child Protection Unit, all the Women and Children Units (WCPUs) will only collect personal data that is necessary for its purposes. Data will be collected through fair and transparent means, and patients and individuals will be informed of the purpose for which their data is being collected.

All the data collected will be stored in the Women and Children Protection Management Information System (WCPMIS).

Data Use

The data collected may be used solely for reporting and related research purposes, must be handled in accordance with all applicable laws, and shall not be utilized to obtain information about patients. The CPN will ensure that data is accurate, complete, and up to date.

Data Sharing

Personal data will not be disclosed to third parties without the explicit consent of the data subject, except in cases where it is required by law or there is a legitimate interest in sharing the data. Any third-party receiving data must provide adequate assurances that they will handle and protect personal data in full compliance with this policy.

All data shared or generated from the databases remains the exclusive property of the Child Protection Network (CPN) and the Women and Children Protection Units (WCPUs) that originally collected and encoded the data.

Data Retention

The Child Protection Network (CPN) will ensure that all data under its custody are protected against accidental or unlawful destruction, alteration, disclosure, and any other unlawful processing. CPN will implement appropriate security measures in storing collected personal information.

Patient data shall be retained in the database for as long as necessary to fulfill the purpose for which it was collected and to comply with legal obligations. All other personal data information gathered for conferences, trainings, and similar activities will be retained for no longer than five (5) years. After this period, all hard copies of personal information will be securely disposed of and destroyed, while soft copies may be retained on an external drive.

Data Security

The Organization will implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, destruction, or alteration. This includes access controls, encryption, and secure storage solutions.

Rights of Data Subjects

Patients, delegates, trainees, and other individuals have the right to the following:

- Access their personal data held by the CPN
- Request correction of inaccurate or incomplete data

- Request deletion of their personal data
- Object to the processing of their personal data

Inquiries and Complaints

Data subject have the right to inquire or request information regarding the processing of their personal data held by the organization, including details about the data privacy and security measures implemented to protect their data.

Inquiries should be submitted in writing to cpn@childprotectionnetwork.org, including a brief description of the inquiry and relevant contact details.

Complaints may be submitted either in printed copies or electronically via cpn@childprotectionnetwork.org. The DPO will acknowledge receipt of the complaint and provide a confirmation to the complainant.

V. BREACH AND SECURITY INCIDENTS

In the event of a data breach, the Child Protection Network, through its designated Data Protection Officer (DPO), will promptly investigate the incident, assess the potential risk to data subjects, and notify the relevant authorities, including the National Privacy Commission, as well as impacted individuals, in accordance with legal requirements.

The DPO will take immediate action in response to any security incident or personal data breach. An assessment will be conducted to determine the nature, scope, and extent of the breach.

To safeguard against data loss, CPN maintains backup files for all personal data under its custody. In the event of a security incident or breach, the backup will be compared with compromised file to determine any inconsistencies or alterations resulting from the incident.

The DPO is responsible for documenting all incidents or breaches in detail. This documentation will be submitted to CPN management and the National Privacy Commission for review and appropriate follow-up actions.

VI. CONFIDENTIALITY

All data and statistics generated by the WCPMIS program shall be treated with the highest level of confidentiality. No information or data may be disclosed, used, reproduced, or published by third parties without consent from CPN.

Likewise, CPN has no access on individual data, it can only see the demographics generated from the WCPMIS.

In line with the obligation to protect the identity and privacy of victims and families affected by child abuse, neglect, and violence, each party acknowledges the responsibility to limit the disclosure of information stored on the databases.

VII. TRAINING AND AWARENESS

All employees, relevant stakeholders, and end-users of the databases shall receive regular training on data protection and the provisions of this policy. This training will ensure compliance with data protection regulations and promote strong culture of data privacy and security within the organization.

VIII. POLICY REVIEW

This Data Protection Policy will be reviewed annually and updated as necessary to reflect changes in legislation, best practices, and the CPN's operations.

IX. CONTACT INFORMATION

For questions or concerns regarding this policy or data protection practices, please coordinate with the designated Data Protection Officer, Anna Teresa Clemente at cpn.childprotectionnetwork.org.

X. EFFECTIVITY

The provisions of this Manual are effective this 4th day of November 2024, until revoked or amended by this company, through a Board Resolution.

Annex 1: CONSENT



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Philippine General Hospital
The National University Hospital
Taft Avenue, Ermita, Manila

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Information Sheet para sa Pagpayag o Pagbibigay-pahintulot sa Teleconsultation

(Adapted from PGH Telemedicine Informed Consent Form)

Pagpapakilala at Layunin:

Ang Teleconsultation at Telemedicine ay paggamit ng telepono, cellphone, computer o elektronikong gadget na bibigyan ako ng kakayahan bilang pasyente para makipag-usap sa mga healthcare professionals tulad ng mga doctor, psychologists, social workers at iba pa, para sa pagtukoy ng aking posibleng sakit (diagnosis) at mga suliranin, lunas na gagawin o ibibigay (treatment), pangangasiwa o pagbantay (management), pagbibigay-kaalaman (education), at pangangalaga pagkatapos ng mga unang pagpapagamot o konsultasyon (follow-up care) sa pagkakataong hindi posible ang konsultasyon o pag-uusap na harapan o magkasama sa parehong lugar (face-to-face consultation).

Ang mga gagamiting sistemang elektroniko ay may angkop na hakbang pangseguridad (security protocols) sa gamit ng network at software upang mapangalagaan ang impormasyon sa identidad o pagkatao, pribadong buhay, at iba pang kaalamang hindi basta-basta ipinagkakatiwala sa iba (identity, privacy, and confidentiality), at upang mabantayan din ang datos at pigilan ang pagkasira (corruption) nito laban sa sinasadya o di-sinasadyang pagkasira o pagkabura.

Sa paglahok sa ganitong telekonsultasyon, tinatanggap at kinikilala kong may nabubuon isang **kasunduang doktor-pasyente** (physician-patient relationship) na ako mismo ang humiling.

Mga katangian ng Konsultasyong Teleconsultation:

Ipinaliwanag sa akin ng isang healthcare professional sa CPU na gagamit ng teknolohiya ng video conferencing para isagawa ang telekonsultasyon at telemedicine. Nauunawaan ko na tulad ng konsultasyong harapan o nasa parehong lugar, tatanungin ako sa aking mga dating naging sakit o karamdaman (history), ibabahagi rin ang mga dokumento tulad ng laboratory test, imaging result, at iba pang may mahalagang kaugnayan sa aking kalagayan. Dagdag pa dito, sa telemedicine, maaaring hilinging ipakita ko ang ilang bahagi ng katawang may maitutulong para makabuo ng diagnosis. Binabanggit ito dahil ang aking doktor ay hindi nakapuwesto sa parehong silid kung saan naroon ako at hindi niya direktang magagawa ang mga kinakailangang pisikal na pagsisiyasat (physical examination) para sa akin.

Benepisyo o Ambag: Sa tulong ng telekonsultasyon na ito, makakakuha ako ng ebalwasyong medical, psychological, legal at social at impresyon o pag-unawa sa aking kondisyon. Maaari akong mabigyan ng gabay sa pagbantay sa aking kondisyon at sa mga susunod na hakbang sakaling magbago ang kondisyong ito, maaaring mabigyan ng preskripsyon sa gamot na dapat inumin o tanggapin, pati ang pagkakaroon ng gabay sa kung ano ang mga maaaring gawing laboratory, imaging test o mga susunod na hakbang para sa aking ikabubuti.



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Mga Posibleng Panganib: Nauunawaan ko ang mga posibleng panganib sa paggamit ng teknolohiyang ito, kasama ang problemang teknikal, pagkaistorbo (interruptions), hindi magandang image transmission na maaring magresulta ng di-angkop na diagnosis (misdiagnosis) at dahil doon ay di-angkop na paggagamot (mistreatment), kawalan ng access sa pisikal na kopya ng paper charts/ medical records, pagkaantala at mga pagkukulang dulot ng maling paggana (malfunction) ng mga kagamitang elektroniko at ng software, Di-pinahintulatang (unauthorized) access na magiging dahilan sa pagkasira (breach) ng data privacy at confidentiality.

Itinuturing bilang pribado o confidential ang lahat ng konsultasyon pero dahil sa mga katangian ng ginagamit na teknolohiya, nauunawaan kong sa gitna ng mga isinagawang angkop na hakbang, hindi masisigurado ng healthcare professional ang kaligtasan ng aking personal na datos mula sa pagnanakaw rito (data hacking). Kaya naman hindi ko ipapasa sa CPU ang pananagutan (liability) sa anumang datos na mawawala, mabubura, o masisira o mananakaw, maging ang ilegal na paggamit ng impormasyong magmumula sa isang security breach.

Pribadong Datos at Impormasyong Hindi Basta-basta Ipinagkakatiwala sa Iba: Sang-ayon akong ibahagi ang aking personal na datos sa mga kawani sa CPU o PGH (clinic or hospital staff) upang mapasimulan at maisagawa ang pagtatakda ng schedule sa aking konsultasyon at upang maproseso ang pagkuwenta ng mga bayarin (billing). Pumapayag akong hindi i-record sa anyo ng video o audio gayon din ang pagbabahagi sa iba ng mga detalye tungkol sa aking konsultasyon bilang pagtugon sa Data Privacy Act of 2012.

Mga Karapatan: May karapatan akong:

1. Hilingin ang mga non-CPU staff na umalis sa teleconsultation room.
2. Tapusin ang teleconsultation at ang kasunduang doctor/healthcare professional-pasyente sa anumang oras.
3. Magkaroon ng kopya ng impormasyong nakuha at naitala mula sa konsultasyong telemedicine.
4. Matulungan ng isang kapamilya o caregiver at ng kawani ng barangay (violence against women and children/VAWC o barangay council for the protection of children/BCPC officers, at iba pa) para mag-set-up ng teleconsultation sa sariling tahanan o sa barangay vawc office at para sumagot sa ilang katanungan.

Mga Limitasyon: Ang linaw ng mga imahen o larawan, linaw ng tunog, bilis ng internet, at pagkakaroon ng ingay sa paligid (background noise), lahat ng ito ay may epekto sa kalidad at resulta ng teleconsultation. Ang pisikal na pagsisiyasat na ginagawa sa karaniwang harapang konsultasyon ay hindi posible at dahil doon ay nagiging isang malaking limitasyon o balakid ito sa pagbibigay ng diagnosis.

Sakaling may kagyat o madaliang ikinakabahala: Responsibilidad ng CPU healthcare professionals ang i-refer o ipatingin ako sa pinakamalapit na ospital sa pagkakataong sa suri niya'y lubhang mahalaga ang aking kalagayan o nararamdaman at nangangailangan ito ng mabilisang tugon at tulong ng mga doctor o sa pinakamalapit na ahensiya na nagbibigay tulong sa aking kalagayan kung



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kinakailangan halimbawa, DSWD o PNP. Matatapos ang ganitong responsibilidad ng CPU healthcare professionals sa pagtatapos ng aking teleconsultation.

Ang paglagda sa Informed Consent na ito ay nangangahulugang pinahihintulutan ang mga CPU Service Providers na magsagawa ng Teleconsultation services ayon sa pangangailangan at pahintulot ng pasyente, magulang, at/o tagapag-alaga. Hindi kinakailangan ang pahintulot mula sa magulang sa mga kasong tinitiyak o pinaghihinalaan na may naganap na pang-aabuso. Maaaring magbigay ng pahintulot ang isang social worker o sino mang nakatatanda na tumatayong tagapag-alaga sa bata. Kung may mga katanungan, maaari pong makipag-ugnayan sa DSWD sa inyong lugar.

By signing the Informed Consent form, you authorize CPU Service Providers to perform teleconsultation services as needed and approved by the patient, parent, and/or guardian. Parental consent for an evidential examination is not legally required in cases of known or suspected child abuse. A social worker, or other adult acting as the child's guardian, may authorize the exam in place of the child's parent(s). If you have questions, please contact your local Department of Social Welfare and Development office.

Multidisciplinary Informed consent to PGH-CPU TELECONSULTATION SERVICES
Pagbibigay Pahintulot para sa PGH-CPU Teleconsultation Services
(Adapted from PPS Guidelines, 2020)

Petsa (Date):			
Pangalan ng Bata: <i>(Name of Child)</i>		Pangalan ng Tagapangalaga: <i>(Name of Guardian)</i>	
Edad ng Bata: <i>(Age of Child)</i>		Relasyon sa Bata: <i>(Relationship to the child)</i>	

Ang may lagda ay sumasang-ayon sa isang online virtual consultation na binibigay ng The Philippine General Hospital – Child Protection Unit ayon sa mga sumusunod na mga kondisyon at panuntunan:

*Kung ikaw ay sumasang-ayon, ayon, icheck ang “sumasangayon”.
Kung hindi sumasang-ayon, icheck ang “hindi sumasangayon”.

*The undersigned hereby agrees to an online virtual consultation with The Philippine General Hospital – Child Protection Unit under the following terms and conditions:
Kindly check “I agree” if you are agreeing to the statement. Check “I do not Agree”, if you are not agreeing.



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	Sumasang-ayon <i>I Agree</i>	Hindi Sumasang-ayon <i>I do not Agree</i>
<p>1. Nauunawaan ko na ang online virtual consultation o telemedicine ay hindi kapalit nang isang regular o face to face consultation sa mga klinika o ospital. Ito ay may kaukulang limitasyon, tulad ng kakulangan sa pisikal na pagsusuri at kakulangan ng kagamitan sa pagsusuri. Maari rin na magkaroon ng pagkakaiba sa kawastuhan ng gamutan gamit ang mga larawan na nakuha online kung ihahalintulad sa face-to-face na pagsusuri.</p> <p><i>I understand that online virtual consultation is not a substitute for a regular or face-to-face consultation at the out-patient clinic due to its inherent limitations, like, among others, the inadequacy of physical examinations, and/or lack of access to medical tools and difference between the accuracy of treatment using photographs/videos as compared to face-to-face clinical assessment and/or physical presence in the clinic setting.</i></p>		
<p>2. Naipaliwanag sa akin ng lubos ng kawani ng Philippine General Hospital – Child Protection Unit ang nilalaman ng information sheet patungkol sa teleconsultation (tungkulin, layunin at proseso ng teleconsultation, mga benepisyo, mga panganib, mga limitasyon, atbp.). Naipaliwag rin ang aking mga Karapatan at kung paano makakapekto ang limitasyon ng proseso ng telemedicine sa kawastuhan ng konsulta at mga payo.</p> <p><i>The Philippine General Hospital – Child Protection Unit team has fully explained to me the contents of the information sheet on teleconsultation (aims, goals, process, benefits, limitations, etc.) and how teleconsultation may affect such consultation and the accuracy of the advice, given the system’s limitations and imperfections.</i></p>		



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	Sumasang-ayon <i>I Agree</i>	Hindi Sumasang-ayon <i>I do not Agree</i>
<p>3. Maaring hindi ipagpatuloy ng The Philippine General Hospital – Child Protection Unit ang teleconsultation kung hindi ito magiging sapat upang suriin ang kondisyon ng pasyente. Ang konsultasyon ay maaring ipag-paliban kung ito ay mas makakabuti sa interes ng pasyente at ng healthcare professional.</p> <p><i>The Philippine General Hospital – Child Protection Unit can discontinue the teleconsultation if it is felt that the video-conference connections are not adequate for the situation, and or continuation thereof may not be to the best interest of the parties.</i></p>		
<p>4. Nauunawaan ko na walang katiyakan sa teleconsultation na maalis ang pangangailangan na makipagkita ako sa aking healthcare and service providers o sa iba pang healthcare professional’s ng personal. Dahil dito, walang pananagutan ang aking service providers, The Philippine General Hospital - Child Protection Unit at ang kanyang mga kasamahan para sa kakulangan ng gamutan/ management o kawastuhan ng diyagnosis lalo na kung ito ay dulot ng kakulangan sa ibinigay na impormasyon, limitasyon ng teleconsultation o anumang hindi inaasahan na pagkakataon.</p> <p><i>I understand that there is no guarantee that this teleconsultation will eliminate the need for me to see my healthcare and service provider at the Philippine General Hospital – Child Protection Unit or any healthcare professional in person. Accordingly, I shall not hold my service providers, The Philippine General Hospital – Child Protection Unit and his/her staff liable for any incomplete or inadequate treatment/management and or misdiagnosis if the same was a result of my having withheld any material information or due to inherent limitations of this teleconsultation, and other unforeseen and unavoidable circumstances.</i></p>		



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	Sumasang-ayon <i>I Agree</i>	Hindi Sumasang-ayon <i>I do not Agree</i>
<p>5. Nauunawaan at kusang loob kong ibinibigay ang aking pahintulot sa The Philippine General Hospital – Child Protection Unit upang mangalap, kunin at suriin ang mga personal na impormasyon, tulad ng medical na datos, maging ang mga sensitibong kaalaman tungkol sa nakalagda at sa pasyenteng nakatala.</p> <p><i>I hereby certify that I freely, knowingly, and voluntarily give my consent to The Philippine General Hospital – Child Protection Unit to obtain, collect, examine, process, and store copies of any personal information, including sensitive personal and medical data, privileged information and medical records pertaining to me or the patient hereunder named.</i></p>		
<p>6. Anumang impormasyon na naitala ay mananatiling lihim/kumpidensyal ayon sa Data Privacy Law (R.A No. 10173) at iba pang umiiral na batas. Pumapayag akong hindi i-record sa anyo ng video o audio gayon din ang pagbabahagi sa iba ng mga detalye tungkol sa aking konsultasyon bilang pagtugon sa Data Privacy Law (R.A. No. 10173).</p> <p><i>Any information obtained relative to the authority herein given shall be treated with utmost confidentiality in accordance with our Data Privacy Law (R.A. No. 10173) and other applicable laws. I agree not to record in video or audio or share with others the details of the teleconsultation in compliance with the Data Privacy Law (R.A. No. 10173).</i></p>		
<p>7. Lahat ng impormasyon na aking isinumite/isiniwalat sa The Philippine General Hospital – Child Protection Unit at sa kanyang mga kasamahan ay tunay at wasto ayon sa aking kaalaman at paniniwala. Kusang loob ko na inilalagda ang aking pahintulot alinsunod sa mga kasunduan na nabanggit.</p> <p><i>All the information I submitted/disclosed to The Philippine General Hospital – Child Protection Unit and its service providers is true and</i></p>		



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	Sumasang-ayon <i>I Agree</i>	Hindi Sumasang-ayon <i>I do not Agree</i>
<i>correct to the best of my knowledge and belief, and I hereby freely and voluntarily affix my consent and conformity to this agreement.</i>		
<p>8. Batid ko rin na tungkulin ng mga pagamutan/ospital at/o dalubhasa/doktor na ipagbigay-alam sa mga ahensiya para sa pangangalaga ng mga bata, tulad ng DSWD, ang pangyayari at naiintindihan ko na aking dadalhin ang pasyente sa pinakamalapit na hospital kung kinakailangan at ayon sa payo ng CPU service provider.</p> <p><i>I further understand that hospitals and physicians are required by law to notify child protective agencies (e.g. DSWD) about the incident and in case of emergency, I understand the need to bring the patient to the nearest healthcare facility as needed and as advised by the CPU service provider.</i></p>		

Name and Signature of Patient/Guardian

Lagda ng Tagapangalaga

Conforme: _____

Signature of Patient (if Adolescent 13-18 yo)

Lagda ng Pasyente (if Adolescent 13-18 yo)

Name and Signature of PGH-CPU staff who explained and obtained the Consent



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PATIENT'S COPY

Petsa (Date):			
Pangalan ng Bata: <i>(Name of Child)</i>		Pangalan ng Tagapangalaga: <i>(Name of Guardian)</i>	
Edad ng Bata: <i>(Age of Child)</i>		Relasyon sa Bata: <i>(Relationship to the child)</i>	

Tirahan (City at Barangay): _____

Nauunawaan kong ako ay nagbigay at pumirma ng
Multidisciplinary Informed consent to PGH-CPU TELECONSULTATION SERVICES o
Pagbibigay Pahintulot para sa PGH-CPU Teleconsultation Services

Ang kopya nito ay matatagpuan sa rekords ng The Philippine General Hospital –
Child Protection Unit.

TeleCPU Center sa Barangay (VAWC office) na malapit sa bata at kanyang tagapangalaga:



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