Republic of the Philippines Juvenile Justice and Welfare Council

User's Guide

Registry for Children in Conflict with the Law (CICL) and Children-at-Risk (CAR)

ARECOUNCIL

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THE JUVENILE JUSTICE AND WELFARE COUNCIL

Mandate

JJWC is a policy-making, coordinating and monitoring body tasked with the implementation of the Juvenile Justice and Welfare Act, as amended, through its member and coordinating agencies.

Vision

A Council leading a society that promotes and protects the rights of children at risk and children in conflict with the law under a restorative justice and welfare system.

Mission

To institutionalize a restorative justice and welfare system for children at risk and children in conflict with the law through the effective implementation of the law and coordination among stakeholders in a protective and enabling environment.

Goals

To prevent children at risk from committing crimes and to ensure that children in conflict with the law are rehabilitated and reintegrated with their families and communities. To strengthen institutional partnerships in pursuing collectively and effectively the Council's mission.

Organizational Functions

- Policies, Plans and Program Development
- Advocacy and Social Mobilization
- Research and Data Management
- Technical Assistance to Agencies, LGUs and Stakeholders
- Coordinating, Monitoring and Evaluation of the implementation of RA 9344 as amended

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Acronyms

BCPC – Barangay Council for the Protection of the Children

CAR – Children-at-Risk

CICL – Children in Conflict with the Law

DILG – Department of the Interior and Local Government

DSWD – Department of Social Welfare and Development

JJWC – Juvenile Justice and Welfare Council

LGU – Local Government Unit

LSWDO – Local Social Welfare and Development Office

PNP – Philippine National Police

RJJWC – Regional Juvenile Justice and Welfare Committee

INTRODUCTION TO REGISTRY



I.

Why do we need a Registry for Children at Risk (CAR) and Children in Conflict with the Law (CICL)?

- Republic Act 9344 as amended mandates the faithful recording of all pertinent information on children at risk and children in conflict with the law *to guarantee the correct application of the provision of the Act.*
- Collective information and statistics to be generated from the Registry shall be used by national agencies and local government units for evidence-based policy and program development.
- Data shall be used as one of the bases of JJWC in establishing the effectiveness of the implementation of the law.



What is the Registry?

- The Registry for Children at Risk and Children in Conflict with the Law (herein referred to in other parts of this Guide as CAR and CICL Registry or Registry) is an **online internet-based system** that will collect and process pertinent information of CAR and CICL.
- It aims to establish reliable and updated data for purposes as stated above.
- It records personal and other pertinent information about the CAR and CICL such as offense, address, IP groups, etc.
- It is also capable of saving images and pertinent documents such birth certificate, dental record and the like.
- The Registry allows the online transfer of records of a child's case from the barangay to police and LSWDO within the same jurisdiction.
- The Registry has two other features: 1) **knowledgebase portal** that contains information/reference materials on the process of managing CAR and CICL which also shows at what stage a duty bearer should create or update child profile and 2) the **dashboard** which

displays all data in graphical formats for better appreciation of the users.

• The Juvenile Justice and Welfare Council Secretariat serves as the administrator of the Registry. Only a limited number of staff are authorized to access the Registry to ensure security of information.



III. What are the Roles of the Users of the Registry?

USERS	ROLES
 Barangay Council for the Protection of Children (BCPC) Members Law enforcers LGU Social workers (both community and center- based) DSWD RRCY Social Workers 	 Records Child Profile Case Updates Child Profile Case Records Interventions provided Generates Local Report for use in developing local policies and programs Ensures confidentiality of personal data
Juvenile Justice and Welfare Council National Secretariat 	 Ensures appropriate utilization of the Registry through monitoring and technical assistance to users nationwide. Detects and responds to problems in the Registry Enhances the Registry as necessary Ensures non-duplication of data nationwide Ensures confidentiality of data at the national level Generates and analyzes national level data for policy and program development purposes
 Regional Secretariat 	 Conducts verification of account registration Provides technical assistance on the use of the data base/Registry

 Ensures protection of data at the regional level
Generates and analyzes
program development
purposes
 Reports issues encountered by
users
 Recommends areas for
improvement/enhancement as needed

User's Guide for Duty-Bearers

How to Use the Registry



I. Standard Button Description

Users are encouraged to familiarize themselves with the standard buttons being used in the Registry for the ease of creating and updating records.



Buttons are graphical control elements that give the user a simple way to trigger an event like searching for a query or confirming an action.

Button	Function		
9	Search record using keyword		
ç	Reload list or record		
🖨 PRINT	Print record		
Record	Show record details		
Thread	Show record thread		
+ ADD	Add record information such as family background, complainant, services		
🖍 EDIT	Edit child profile		
Ê	Show calendar for date inputs		

II. How to Register an Account

<u>Step 1.</u> Open browser. You may use Mozilla Firefox, Google Chrome or Safari.



Step 2. Enter <u>http://registry.jjwc.gov.ph</u> on the address bar. Then press enter. This will redirect you the homepage of the Registry.



				Search or	ur knowledge base 🝳
Republic Act No. 10	0630				
SEC. 12. Mandatory Registry of C prosecutors who will receive repo crime committed or accused of an guarantee the correct application conflict with the law. This provision	hildren in Conflict with rt, handle or refer cas nd the details of the in of the provisions of th a is however without	th the Law. ses of child ntervention his Act and prejudice to	All duty-bearers, inclu fren in conflict with the or diversion, as the c other laws. The JJW	vding barangay/BCPC workers, law enforcers, teachers, guidance co law, shall ensure a fathful recordation of all pertinent information, su see may be, under which they will undergo or has undergone, of all c C shall lead in the establishment of a centralized information managen	unselors, social workers and ch as age, residence, gender, hildren in conflict with the law to nent system on children in
LEARN MORE	ris nowever without j	prejudice to	o dection 45 or tims Ac	4.	
		-			
CREATE NEW RECORD				Featured Information	
CREATE NEW RECORD	1			Featured Information Objective Background	
CREATE NEW RECORD	I			Featured Information Objective Background How to record CICL? How to record CAR? How to record CAR?	
CREATE NEW RECORD				Featured Information Objective Background How to record CICL? How to record CAR? How to use this system?	
CREATE NEW RECORD				Featured Information Objective Background How to record CICL? How to record CAR? How to use this system?	
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CREATE NEW RECORD			Det Det	Featured Information Objective Background How to record CAC? How to use this system? Image: State S	



Note: Clicking <u>Create New Record</u> while not logged in yet will redirect you to <u>Sign in</u> page.



e pheippars Justice and Welfare Council	Home	Knowledgebase	Create New Record	Sign In
Sigr To bett accour Ema	n In to NJ. er serve you, w it. I or Username:	JWIS e encourage our par	iners to register for an	
Pas	sword.			
Not ye accour	SIGN IN registered? Cr t	eate an		
		_		

<u>Step 5.</u> In the Account Registration Page, provide:

- Email Address
- Full Name
- Phone Number
- Institution (Please note that Institution refers to the User's Agency/Office or Organization.)
- Office Address
- Password

Submit form by clicking **REGISTER** button.

<u>(</u>	RUMER OF THE PHERINGS JUVENILE JUSTICE AND WELFARE COUNCEL	Home	Knowledgebase	Create New Record
~	Institution City/Mun/Sub * BANTAY			Institution Barangay An-annam
	Institution Specific Address * #49 Malingap St.			
	Access Credentials			
	Create a Password			
	Confirm New Password			
			REGISTER	CANCEL

If registration is **complete**, you will see success notification message.



Otherwise, you will see **error notification message**. User must fill/update the required fields highlighted in red. Then, re-submit

nuc of the Phartnes /Enile Justice and Welfare Council	Home Know	ledgebase Create New Record	Sign In
Errors conf	iguring your profile	See messages below	
Account Registrat	tion or update the information	we have on file for your account	
Contact Inform	ation		
Email Address			
Email Address is a required	d field		
Full Name			
Phone Number	Ext		
Field Institution *			
Institution required			
Institution Region *		Institution	
Region required		Province required	
Institution Citv/Mun/Sub *		Institution Barangay	

Step 6. Confirm account

- After successful registration, the web application will send confirmation message to the email address used during registration.
- Login to your email address and check your inbox.
- Open the confirmation message from the web application and **click the link** to confirm the account.
- Once confirmed, you may now login to the CAR/CICL Registry using your email address and the password you provided during registration.

III. How to Sign In

Step 1. Access CAR/CICL Registry (URL: http://registry.jjwc.gov.ph).

Step 2. Go to Sign In page.

Refunction for Preasures JUVENILE JUSTICE AND WELFARE COUNCIL	Home	Knowledgebase	Create New Record	Sign In

<u>Step 3.</u> Sign in using your **USERNAME** and **PASSWORD**. Click **SIGN IN**.

REALESC OF THE PAREMONS JUVENILE JUSTICE AND WELFAF	E COUNCIL Home Knowledgebase Create New Record	Sign In
	Sign In to NJJWIS To better serve you, we encourage our partners to register for an account. Email or Username:	
	Password:	
	SIGN IN Not yet registered? Create an account	

If the **USERNAME** or **PASSWORD** is invalid, the user will be notified with "Access Denied".

To reset password,

Reference for Dorations JUVENILE JUSTICE AND WELFARE COUNCIL	Home Knowledgebase Create New Record	Sign In
	Access denied	
	Sign In to NJJWIS To better serve you, we encourage our partners to register for an account. Email or Username:	
	Juantam Password:	
-	FORGOT MY PASSWORD SIGN IN Not yet registered? Create an account	

<u>Step 1.</u> Click the **FORGOT MY PASSWORD** button.

<u>Step 2.</u> Provide email address used during registration. Click the **SEND EMAIL** button. The application sends password resent link.

Forgot My Pas	sword
Enter your username or e Email button to have a p	mail address in the form below and press the Send assword reset link sent to your email account on file.
Enter your username o	r email address below
Username:	
SEND EMAIL	

<u>Step 3.</u> Change **PASSWORD** using the password reset link.

- Login to your email address and check your inbox.
- Open the Password Reset message from the web application and click the link to change the password of the account.
- After changing the password, you may now login to the CAR/CICL Registry using your email address and the new password you provided.

IV. How to Create New Record

- Step 1. Access CAR/CICL Registry (URL: http://registry.jjwc.gov.ph).
- **<u>Step 2.</u>** Sign in using your **USERNAME** and **PASSWORD**. Click **SIGN IN**.

Step 3. Go to **Create New Record.**

6	Riference of the Delembers JUVENILE JUSTICE AND WELFARE COUNCIL	Home	Knowledgebase	Create New Record	Records (23)	Dashboard	Ricardo Dalisay	Sign Out
-							ch our knowledge base	B Q
Republ	ic Act No. 10630							
SEC. 12. Ma and prosecu residence, g children in c managemen LEARI	andatory Registry of Children in Conflict w itors who will receive report, handle or ret render, crime committed or accused of an onflict with the law to guarantee the corre it system on children in conflict with the law N MORE	with the Law fer cases o nd the deta ect applicat aw. This pro	w. All duty-bearers, in of children in conflict ils of the intervention ion of the provisions svision is however with the provision is however with the provision is the prov	ncluding barangay/BCPC with the law, shail ensure or driversion, as the cas of this Act and other law thout prejudice to Sectio	C workers, law enfo e a faithful recorda e may be, under w rs. The JJVC shal n 43 of this Act.	proers, teachers, gu tion of all pertinent thich they will under I lead in the establi	ildance counselors, socia information, such as age rgo or has undergone, of shment of a centralized ii	al workers ?, f all nformation
CREAT	E NEW RECORD			Featured In	formation			
				Objective Background How to recom How to recom How to use th	d CICL? d CAR? his system?			

Step 4. Fill up form



Allow Location Access

<u>Step 5.</u>	Fill up New Record Form.
----------------	--------------------------

Lastname *				
	Firstname *	Middlename	Extension	
			Data of Didt *	
Nicknama *	Cov *	Condor	Date of Birth *	
NICKHAITIE	JUX	Genuel		

Please note that:

- 1. Fields with asterisk are mandatory which means that information should be supplied.
- 2. In supplying information regarding *Gender*, users should not ask direct questions as this may be a sensitive issue to some children. Users are instructed not to supply answer based on their observations. Only the information voluntarily and categorically expressed/stated by the child should be recorded. If a child did not voluntarily and categorically state his/her gender preference, the user should click the "no data" response.
- 3. At the bottom of the Create Record page, there is a field labelled as Client Category. To supply an accurate response, users should remember that:

Children at Risk (CAR) refers to those who are vulnerable to and 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.

CAR also refers to those who violated ordinances enacted by local governments concerning juvenile status offenses such as but not limited to curfew violations, truancy, parental disobedience, anti-smoking and anti-drinking laws. Moreover, this includes those involved in a) light offenses such as but not limited to disorderly conduct, public scandal, harassment, drunkenness, public intoxication, criminal nuisance, vandalism, gambling, mendicancy, littering, public urination and trespassing and b) decriminalized acts when committed by children such as prostitution, mendicancy and sniffing of rugby.

On the other hand, children in conflict with the law refers to a child is alleged as, accused of, or adjudged as, having committed an offense under the Philippine laws.

4. In the **Record Details** field, the user may include all other relevant information about the children and their cases including complaints of abuse and/or torture, narrative of events, presence of threat to their safety, etc. The user may also attach picture and relevant documents such as birth/medical certificates, etc.

<u>Step 6.</u> Click **Create Record** button.



• If the information provided is complete, child recorded profile will be shown.

ି Dela	Cruz, Angelo N	/latanghari #	CAR-000052	🖨 PRINT
Profile Violation	Complainant Services			Record 🔳 Thread
Lastname:	Dela Cruz	Educational Attainment:	2nd Year Highschool	🖍 EDIT
Firstname:	Angelo	Region:	NATIONAL CAPITAL REGION (NCR)	
Extension:	Matangnari	Province:	NCR, CITY OF MANILA, FIRST DISTRICT (Not a Province)	
Nickname:	Uno	City/Municipality:	SAN MIGUEL	
Sex:	Male	Barangay:	Barangay 640	
Gender:		Specific:	#49 Malingap St.	
Birthdate:	01/05/2002			
Family Backgrou	INCI Indate Contactno Occu	upation Monthlyincor	ne Relation Remarks	

• Otherwise, error notification will be prompted. In this case, the user needs to update or add information on the marked fields. Then the user needs to resubmit the form.

reate New I				
icale new i	Record			
ease fill in the form l	pelow to open a new Record.			
Lastname *	Firstname *	Middlename		
Dela Cruz		Matanghari	Extension	_
	First name required			
Nickname *	First name required		Date of Birth *	

Step 7. Add more information.

• After creating child record, the user can add more information such as family background, previous/other violations or offense, complainants and services provided to them by clicking the **add** button.

Family	Backgro	ound						
Name	Sex E	Sirthdate (Contactno Occ	upation Mo	onthlyincome	Relation	Rema <mark>rks</mark>	+ ADD
Profile	Violation	Complainant	Services					Record 🗐
Violation		Others	Datecommitted		Placecommitte	ed	Fine	+ ADD
Gambling			2017-04-05 15:24:00)	Park		1	
Profile	Violation	Complainant	Services					Record
Name	Alias	Sex	Birthdate	Victim	Relation	Rem	arks	+ ADD
L Profile	Violation	Complainant	Services					Record
Organizat	tion	Туре	Service	Specific	Others	Date Provideo	ł	+ ADD
							1	

<u>Step 8.</u> Data form will pop up and the user needs to fill up information. Click **Submit** button.

Service Provided Fo	m	×
Туре	Community-based Program	-
Service	Diversion	-
Specific	Written or oral apology	-
Others	Enter Others	-
Date Provided	2017-04-27	-
\		
SUBMIT		

There will be Success Notification for successful transaction

Service Provided Form Record has been added Successfully

- V. How to view Listing of Records
 - <u>Step 1.</u> Access CAR/CICL Registry (URL: <u>http://registry.jjwc.gov.ph</u>).
 - **<u>Step 2.</u>** Sign in using your **USERNAME** and **PASSWORD**. Click **SIGN IN**.
 - **<u>Step 3.</u>** Click **Records** button.

6	Refune co the Presentes JUV ENILE JUSTICE AND WELFARE COUNCIL	Home Knowledge	base Create New Record	Records (25)	Dashboard	Ricardo Dalisay	Sign Out
						ch our knowledge bas	e Q
Republ	lic Act No. 10630						
SEC. 12. Ma and prosect residence, g children in o managemer	andatory Registry of Children in Conflic utors who will receive report, handle or r gender, crime committed or accused of a conflict with the law to guarantee the con tt system on children in conflict with the	with the Law. All duty-bea efer cases of children in (and the details of the inter rect application of the pro law. This provision is how	arers, including barangay/BCP(conflict with the law, shall ensure rvention or diversion, as the cas wisions of this Act and other law ever without prejudice to Sectio	C workers, law enfo e a faithful recorda se may be, under w ws. The JJWC shall n 43 of this Act.	rcers, teachers, gu tion of all pertinent hich they will under I lead in the establis	idance counselors, soci information, such as age rgo or has undergone, o shment of a centralized i	al workers e, f all information
LEAR	N MORE						
CREAT	E NEW RECORD		Featured In	formation			
			Objective Background				

<u>Step 4.</u> Click any record to view its details.

	ng Pheliptnas Le Justice and Welfare Council	Home	Knowledgebase	Create New Record	Records (25)	Dashboard	Ricardo Dalisay	Sign Ou
	Search		Q	Client Catego	ſy			
Record	s s						🗅 Ope	en 25
Showing 1 - 25	of 25 Open Records							
Record #	Create Date	Record Status	s Subject			Region		
CAR-000052	27/04/2017, 3:52 PM	Open	Dela Cruz, A	ngelo Matanghari		National Capit	al Region (NCR)	
CAR-000051	27/04/2017, 3:48 PM	Open	Dela Cruz, J	uan Matanghari		National Capit	al Region (NCR)	
CAR-000050	11/04/2017, 11:54 AM	Open	Ibona, Evani	ilfa Cabico		Region IX (Zai	nboanga Peninsula)	

VI. How to Update an Existing Record

Step 1. Access CAR/CICL Registry (URL: <u>http://registry.jjwc.gov.ph</u>).

Step 2. Sign in using your USERNAME and PASSWORD. Click SIGN IN.

Step 3. Click Records button.

Step 4. Click any Record to view its details.

	the Presentas LE JUSTICE AND WELFARE COUNCIL	Home I	Knowledgebase	Create New Record	Records (25)	Dashboard	Ricardo Dalisay	Sign Out
	Search			Client Categor	y			
Record	s c						🗅 Ope	n 25
Showing 1 - 25	of 25 Open Records							
Record #	Create Date	Record Status	s Subject			Region		
CAR-000052	27/04/2017, 3:52 PM	Open	Dela Cruz, A	ngelo Matanghari		National Cap	pital Region (NCR)	
CAR-000051	27/04/2017, 3:48 PM	Open	Dela Cruz, Ju	uan Matanghari		National Cap	bital Region (NCR)	
CAR-000050	11/04/2017, 11:54 AM	Open	Ibona, Evani	lfa Cabico		Region IX (Z	amboanga Peninsula)	

Profile Violation C	complainant Services			Record 🔳 Th
Lastname:	Dela Cruz	Educational Attainment:	2nd Year Highschool	🖍 EDIT
Firstname:	Angelo	Region:	NATIONAL CAPITAL REGION (NCR)	
Middlename: Extension:	Matanghari	Province:	NCR, CITY OF MANILA, FIRST DISTRICT (Not a Province)	
Nickname:	Uno	City/Municipality:	SAN MIGUEL	
Sex:	Male	Barangay:	Barangay 640	
Gender:		Specific:	#49 Malingap St.	
Birthdate:	01/05/2002			

Step 5. Update or add more information

• After creating child record, the user can add more information such as family background, previous/other violations or offense, complainants and services provided to them by clicking the **add** button.

Name Sex Birthdate Contactno Occupation Monthlyincome Relation Remarks + L Profile Violation Complainant Services Image: Record services	ADD
Profile Violation Complainant Services Record Violation Others Datecommitted Placecommitted Fine +	
Violation Others Datecommitted Placecommitted Fine +	
	ADD
Gambling 2017-04-05 15:24:00 Park	
Profile Violation Complainant Services	
Name Alias Sex Birthdate Victim Relation Remarks	ADD
Profile Violation Complainant Services Record	
Organization Type Service Specific Others Date Provided	

• There will be Success Notification for successful transaction



VII. How to Refer to other Institutions

<u>Step 1.</u> Click **Records** button. Click the record number of the child.

Records ~

Showing 1 - 25 of 69 Records			
Organization	Record #	Subject	Create Date
BCPC Barangay 176 CALOOCAN CITY	CICL-000192		06/15/2017 11:11:52 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000191		06/15/2017 11:09:10 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000190		06/15/2017 11:03:22 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000189		06/15/2017 10:59:38 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000188		06/15/2017 10:56:41 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000187		06/15/2017 10:50:52 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000186		06/15/2017 10:47:09 AM

Step 2. Go to referral tab

Profile Viol	lation Complainant	Services Referra	ral			Record	Thread
Referred By	Reffered T	o Dat	te Referred	Reason	Request	× RE	FER

<u>Step 3.</u> Click Refer button

L Profile Violation	Complainant Services	Referral			Record 🗏 Thread
Referred By	Reffered To	Date Referred	Reason	Request	

Step 4. Select **Organization**.

• To refer the child to LGU social worker, PNP and other youth care facilities, select **Region**, **Province** and **City or Municipality** where the institution is located. Then click **Referred To** and select the organization.

To further reduce the options of organizations, select **Barangay** where the institution is located.

Referral Form	×
Region	- Select Region -
Province	- Select Province -
City	- Select City -
Barangay	- Select Barangay -
Reffered To	- Select Reffered To -
Date Referred	Enter Date_referred
Reason	Enter Reason
SUBMIT	

Referral Form	×
Region	REGION XI (DAVAO REGION)
Province	DAVAO DEL SUR
City	CITY OF DIGOS (Capital)
Barangay	- Please Select Barangay -
Reffered To	LSWDO CITY OF DIGOS (Capital), DAVAO DEL SUR
Date Referred	06/15/2017 08:10
Reason	For assessment
SUBMIT	

<u>Step 5.</u> Indicate date and reason of the referral.

<u>Step 6.</u> Click **Submit** to record activity.

Referral Form		×
Region	REGION XI (DAVAO REGION)	
Province	DAVAO DEL SUR	
City	CITY OF DIGOS (Capital)	
Barangay	- Please Select Barangay -	
Reffered To	LSWDO CITY OF DIGOS (Capital), DAVAO DEL SUR	
Date Referred	06/15/2017 08:10	
Reason	For assessment	
SUBMIT		

VIII. How to Generate Local Reports

Step 1. Access CAR/CICL Registry (URL: http://registry.jjwc.gov.ph).

<u>Step 2.</u> Sign in using your username and password.

Step 3. Go to Dashboard.

6	Rithwal of the Insultings JUVENILE JUSTICE AND WELFARE COUNCIL	Home Knowledgebas	e Create New Record	Records (25)	Dashboard	Ricardo Dalisay	Sign Out
						ch our knowledge bas	ie Q
Republ	lic Act No. 10630						
SEC. 12. Ma and prosect residence, g children in c managemer	andatory Registry of Children in Conflict v utors who will receive report, handle or re gender, crime committed or accused of ar conflict with the law to guarantee the corre tt system on children in conflict with the la	with the Law. All duty-bearer: fer cases of children in confi nd the details of the interven ect application of the provision ww. This provision is however	s, including barangay/BCPC ict with the law, shall ensure tion or diversion, as the cas ons of this Act and other law without prejudice to Sectio	Workers, law enfoi e a faithful recordati e may be, under wh s. The JJWC shall n 43 of this Act.	rcers, teachers, gu ion of all pertinent hich they will under lead in the establis	idance counselors, soci information, such as ag 'go or has undergone, c shment of a centralized	ial workers e, of all information
LEAR	NMORE						
							_
CREAT	E NEW RECORD		Featured In	formation			
			Objective Background				

• Click any **Report** to highlight its details.

	Riphalic of the Pheatings JUVENILE JUSTICE AND WELFARE COUNCIL	Home Knowledge	ebase Create New Record	Records (25)	Dashboard	Ricardo Dalisay	Sign Out
-	This section displays charts and etc.	all defined re	ports in graphical	formats like	-	Dashboard	Ip
	You can click any boxes on the right This information is located under (The boxes, once clicked, will c report within that label e.g. About <u>T</u> Try clicking one box on the right pa	It pane with green backy bout Dashboard / Hel hange its background or Dashboard / Help ine and explore the repo # Case per Clief	ground to see the report within olor into yellow indicating that ort within. at Category	that label. you are viewing the	±	# Client based on Sex # Client based on Civi # Client based on Age # Client based on Edu Attainment # Client based on Add # Client based on Gen	I Status cational ress Region der
	Child In Conflict with the La	w: 12.00 %					



• Selected **Report** will be highlighted and will show its details.

• **Chart** can be downloaded using the **icons** on top. **Data** can also be downloaded using the **links** below.



IX. How to access the Knowledgebase Portal

Step 1. Access CAR/CICL Registry (URL: http://registry.jjwc.gov.ph).

Step 2. Click Knowledgebase button.

RATION OF THE PRESENCE AND WELFARE COUNCIL	Home	Knowledgebase	Create New Record	Sign In
Jordina Jordia Mathia Conca				

<u>Step 3</u>. Select specific topic you are interested in.



Step 4. View topic details.

		Repaile of the Diservises JUVENILE JUSTICE AND WELFARE COUNCIL	Home	Knowledgebase	Create New Record
1					
	All Cate	gories / NJJWIS / Background			
	Backg	JFOUND Ited 4 months ago			
l	The Juv monitori amende	venile Justice and Welfare Council ng body tasked to oversee the effective d, and its revised rules and regulations	(JJWC) is a e and efficien s.	n inter-agency policy nt implementation of	making, coordinating and the Republic Act 9344 , as
	Republic Section	ic Act 10630 or the An Act Strengthen 12, prescribes that…	ing the Juve	nile Justice System in	the Philippines under

For **RJJWC** Secretariat

How to Use the Registry

Monitoring and validation of accounts registered should be conducted to limit the access of the registry to authorized users only. The end users must send a request to the **RJJWC Secretariat** for the approval and assignment of the Organization for the access of the data encoded in the system. Accounts that are not verified will be tagged as **unauthorized registration** and will be blocked from using of the CAR/CICL Registry.

I. How to Create an Account

<u>Step 1.</u> Request for account creation by sending an email to <u>secretariat@jjwc.gov.ph</u> with the subject heading "Request for Account Creation".

Include the following account details needed in your request:

- Full name (Last name, First name, and Middle name)
- Email Address
- Phone Number
- Mobile Number
- Preferred username
- Region
- Step 2. Check your e-mail Inbox.

After the System Administrator has created an account, the system will send the confirmation link. The user needs to confirm the account by clicking the link.

W	Welcome to CAR/CICL Registry Inbox x	
?	? National Secretariat <	2:27 PM (2 minutes ago) 📩
	We've created an account for you at our CAR/CICL	Registry at http://registry.jjwc.gov.ph.
	Please follow the link below to confirm your account	and gain access to your records.
	http://registry.jjwc.gov.ph/scp/pwreset.php?token=I1 bvAL4Gcseeoggsvj3m	6N0kUFm03TCmx2AZ6gdC3pJ_9F_

Juvenile Justice Welfare Council

<u>Step 3.</u> Enter email address provided in the request.

Clicking the <u>link</u> will redirect you to the confirmation page. You may enter the **email address** or preferred **username** in the account creation request.



Step 4. Set your account Password.

After the confirmation of the account, you will be redirected to the *setting of password* for your account.

Change Password	۲
Confirm your current password and enter a new password to continue Enter a new password: *	
New Password	
Confirm Password	
Reset Cancel	Update

Step 5. Logout

After setting the password, you are automatically logged in and you will see the list of records within your region. Click the **Log Out link** located on the topmost left section of the page.

Dashboard	Users	Tasks	Records	Activity	Knowledgebase		
🗊 Closed 🛛 🔒	New Transaction						
		Q [advan	ced] 🕜				↓F Sort 👻
Open Reco	ords st Updated •	Subject		۰ ا	From	♦ Priority ♦ Assi	gned To

<u>Step 6.</u> Sign in using your **new account credentials**.

You may try your username/email address and your set password. In case you forgot your password, you may use forgot password.

II. How to Sign In

Step 1. Open browser.

You may use Mozilla Firefox or Google Chrome or Safari.



registry.jjwc.gov.ph/scp

Step 2. Access CAR/CICL Registry RJJWC Login Page.

To access CAR/CICL Registry for RJJWC Staff:

D)

- Enter <u>http://registry.jjwc.gov.ph/scp</u> on the address bar.
- Press enter.

<u>Step 3.</u> Provide **User Credentials**.

• Provide username and password. Then, click Log In.



• If the username and password are valid, the user will be redirected to records list page.

Dashboard	Users	Tasks	Records	Activity	Knowledgeba	ise		
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Open Reco	ords							

If the **username** and **password** are invalid, the user will be notified with "Access Denied" and **Forgot Password** button will appear.



• Click the Forgot My Password button.

•



• Provide the **email address** used during registration and click the **Send Email** button. The web application will send a password reset link to your mail.



• Change Password using the **Password reset link**.

Login to your email address and check your inbox.

Open the Password Reset message from the web application and click the link to change the password of the account.

After changing the password, you may now login to the CAR/CICL Registry using your email address and the new password you provided.

III. Adding Account in an Organization

Step 1. Access CAR/CICL Registry RJJWC Login Page.

- Enter <u>http://registry.jjwc.gov.ph/scp</u> on the address bar.
- Log in using Email Address or Username and Password.



If the **credentials** are valid, the user will be redirected to record list page.

					Wel	come, Angelo . <mark>Agent Pa</mark>	anel Profile Log	g Out
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,	•	Q [advan	ced] 🔞				↓₹ Sort	i 🔻
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Number Last There are no Reco	st Updated 4 rds matching you	Subject r criteria.		¢	From	♦ Priority ♦	Assigned To	¢

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<u>Step 2.</u> Click the **Users** tab and the **Organizations** subtab.

Select '**None**' organization. Then, it will list users not yet included in an organization within your Region.

			Welcome	, Angelo. Agent Panel Profile Log Out
Dashboard Users	Tasks	Records	Activity	Knowledgebase
au User Directory 🛔 Organizati	ons			
	Q			
Organizations				Add Organization
Name		 Users 	 Created 	♦ Last Updated ♦
None None		4	12/10/2016	02/02/2017 12:17:55 PM
Page: [1] Export				
	Copyright © 2006-2017 Ju	venile Justice Welfare C	ouncil All Rights Res	erved.

Step 3.	Select an account	you want to include in a	an organization
<u> 3tep 3.</u>		you want to menduc m	

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a User Directory 🛔 🔒 🛛	rganizations							
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Name:	None			Created:		12/10/2016 1	0:20:32 AN	1
Account Manager:				Last Update	ed:	02/02/2017 12	2:17:55 PN	1
LUsers Re	ecords	₽ Notes						
Showing 1 - 4 of 4						+ Add Use	r 🔒 li	mport 📋 Remove
Name			Email				Status	Created
juleen vicente							Active	04/10/2017
Lilibeth Gallego							Active	03/31/2017
Loida E. Pangilinan							Active	04/05/2017
📄 Ricardo Dalisay 🛛	(6)						Active	12/20/2016
Select: All None Toggle	•							
Page: [1]								

<u>Step 4.</u> Change **Organization**.

Click the current organization he/she belongs to.

	'None (Not yet defined)	C N	lanage 🔒 🤇
🗶 🕛 🧕	rganization Information		
Organiz	ation for Loida E. Pangilinan		
 Search 	existing organizations or add a new one.		
Poblacion			
RegionV	Poblacion PNP WCP Unit	× Add New O	rganization
	Organization Information		
	Address: not available Phone: not available		
	Website: not available		
			Continuo
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After s organiz	uccessful transaction, the use zation. ion for Juan Dela Cruz	r will be included	in an
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IV. Deactivating an Account in an Organization

<u>Step 1.</u> Access registry (<u>http://registry.jjwc.gov.ph/scp</u>) and log in using Username and Password.

						Welcome, A	ungelo. Ager	nt Panel P	rofile Log	Out
Dashboard	Users New Transaction	Tasks	Records	Activity	Know	ledgebase				
		Q [advan	ced] 🕜						↓₹ Sort	•
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Number La There are no Rec	ast Updated	Subject criteria.		0	From		 Priority 	Assign	ned To	۰
		Copyright © 20)06-2017 Juvenile	e Justice Welfare C	ouncil A II	Rights Reserve	ed.			

<u>Step 2.</u> Click **Users** tab and the **Organizations** subtab. Select organization.

& (Iser Directory 🔮 Organizations					
Org	anizations		C	Add	Organization 🗘 More	e 🔻
	Name	Users \$	Created	¢	Last Updated	¢
	Barangay Sasa BCPC	0	05/22/2017		05/22/2017 03:39:21 F	м
	Batasan Hill BCPC	3	05/04/2017		05/04/2017 11:26:53 A	M
	BCPC Barangay 176 CALOOCAN CITY	3	06/14/2017		06/14/2017 11:35:21 A	M
	Davao CSWDO	18	05/22/2017		05/22/2017 02:46:30 F	M
	LSWDO Vincenzo Sagun	2	05/19/2017		05/19/2017 12:15:35 F	м
	None (Not yet defined)	11	12/10/2016		06/14/2017 11:15:10 A	M
	WCPU Caloocan	2	05/12/2017		05/12/2017 12:19:00 F	M

Select an organization the user account belongs to.

<u>Step 3.</u> Select the **account** to be deactivated.

<mark>≎</mark> B(CPC Barangay 176 CALOOCAN CITY		💼 D	Delete Organization			
Name	e: 🕜 BCPC Barangay 176 CALOC	CAN CITY	Created:	06/14/2017	11:30:05 AM	N	
Acco	unt Manager:		Last Updated:	06/14/2017	11:35:21 AM	N	
	& Users						
Show	ing 1 - 3 of 3			+ Add Us	ser 🚹	Import 🔒 Remove	
	Name	Email			Status	Created	
	bendigo t. alutaya 🗎 (32)	marjoben	_25@yahoo.com		Active	05/10/2017	
	Juan Dela Cruz	01 anghe	101@gmail.com		Active	05/02/2017	
	Ricardo Dalisay alestipular@jjwc.gov.ph				Active	12/20/2016	
Selec	t: All None Toggle						
Page	[1]						

Step 4. Deactivate account.

Click the manage account access.

a User Dire	Se User Directory 🔒 Organizations								
<i>≎</i> Juan De	la Cruz		2 M	Aanage Account 🗎 Delete User 🕏 More 💌					
	Name:	🕑 Juan Dela Cruz	Status:	Active (🛛 Send Password Reset Email	Ì				
	Email:	01anghe101@gmail.com	Created:	un d2 2	L				
	Organization:	BCPC Barangay 176 CALOOCAN CITY	Updated:	06/14/2 🖪 Manage Forms					
Record	ds ∓Notes								

<u>Step 5.</u> Check the **Locked option** and then **"Save Changes**".

Juan Dela Cruz		۲
Luser Information	Manage Access	
Account Access		
Status: Username: New Password: Confirm Password:	Active (Registered)	
Account Flags Administratively Loci Password Reset Rec User cannot change Reset Cancel	xed ulired password	ave Changes

Important Reminders!

Personal information recorded in the Registry should be held under strict confidentiality for the best interest of the child. The use of the Registry is bound by the requirements of Republic Act 9344 as amended and the Data Privacy Act of 2012 to ensure **confidentiality and privacy of personal information**.

- 1. All duty bearers shall ensure **faithful recordation** of CAR & CICL cases and update existing records in the Registry. (*Rule 101 of RIRR 9344 as amended*);
- 2. The right to privacy of the children in conflict with the law (CICL) shall be respected at all times. All records shall be considered privileged and confidential. (*Par. 1 of Rule 7.a of RIRR 9344 as amended*);
- 3. All concerned duty bearers shall undertake all measures to protect the identity of the child to include the non-disclosure of personal information recorded in the Registry to the media. Likewise, records of a CICL in the Registry shall not be used or made available to anyone as reference during court proceedings for cases involving the same offender as an adult, except when beneficial to the offender and upon offender's written consent. (*Par. 3 of Rule 7.a of RIRR 9344 as amended*);
- 4. A child's record shall be removed from the Registry as soon as he/she reaches age 21 or upon completion of intervention or rehabilitation program. There may be instances when data will be retained for research purposes especially longitudinal ones. However, the consent of the subjects shall be sought first before their personal information will be used.
- 5. Prior to the entry of their personal information into the Registry, children should be informed of the purpose of recording their personal information in the Registry, how such information will be processed, where it will be stored, who will have the access to their records, and the period that this will be stored in the database. Likewise, before saving their personal information in the Registry, the duty bearer should validate the data gathered. Children shall be requested to sign a form indicating that the above has been explained to them and the data has been validated with them. They shall also be informed of any updates made in their record. (Section 34(a) of the Republic Act 10173 or the Data Privacy Act of 2012);

- 6. Children have right to damages due to inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of their personal data or for any injury that may have been incurred due to a violation of their rights and freedoms as data subject (Section 34(f) of R.A 10173 or the Data Privacy Act of 2012).
- 7. Only authorized staff of the JJWC, LGUs, PNP and DSWD shall access the Registry. Only statistics should be shared with the members of the JJWC and the RJJWC unless details of a particular case need to be discussed with a member agency for more appropriate management of the case.



What are the Duties of Agencies and LGUs?

Juvenile Justice and Welfare Council (JJWC)

- 1. Issue Guidelines on the Use of the Registry.
- 2. Lead team in the development and institutionalization of the database system.
- 3. Manage the operation of the database system for access of the duty bearers.
- 4. Maintain the web application and data base system both at the national and regional respectively, including the LGU's, PNP and Barangays.
- 5. Continuous enhancement of the data base system based on needs and the User's Manual.
- 6. Conduct online and actual monitoring to ensure smooth implementation of the database system and as necessary provide technical assistance as to its responsiveness and usability.
- 7. Provide technical assistance to all duty bearers through capacity building for continuous knowledge and skills.
- 8. Monitor the database, determine problems and report to JJWC for appropriate action as well as to provide technical assistance as to the usability of the registry, as necessary.

Local Government Unit

- 1. Adopt the Guidelines on the Use of the Registry of the JJWC.
- 2. Institutionalize the use of the Registry by the concerned duty bearers.
- 3. Allocate resources (including purchase of desktop or laptop, Wi-Fi connectivity, etc.) needed for the sustained use of the Registry.

- 4. Ensure religious and appropriate recording of CICL and CAR cases in the registry.
- 5. Abide by the mandate of Republic Act 9344 as amended and the Data Privacy Act of 2012 on confidentiality and privacy of data.

Department of the Interior and Local Government (DILG)

- 1. Issue a memorandum to PNP, LGUs and barangays on the access and use of the database system and ensure religious recording of data and updating of the existing profile of CAR & CICL.
- 2. Monitor compliance of the PNP, LGUs and barangays in terms of using/accessing the data base system for effective implementation of the Registry.

Philippine National Police (PNP)

- 1. Issue a memorandum to all police stations on the access and use of the database system.
- 2. Allocate resources to ensure the sustained use of the Registry.
- 3. Ensure that all police stations shall efficiently and effectively comply on faithful recordation of CICL and CAR cases in the registry.
- 4. Facilitate training of personnel designated to access the Registry and monitor their compliance.
- 5. Abide by the mandate of Republic Act 9344 as amended and the Data Privacy Act of 2012 on confidentiality and privacy of data.

Department of Social Welfare and Development

- 1. Allocate resources to ensure the sustained use of the Registry in all Regional Rehabilitation Center for Youth.
- 2. Abide by the mandate of Republic Act 9344 as amended and the Data Privacy Act of 2012 on confidentiality and privacy of data.

JJWC Quality Policy



In realizing the JJWC's Vision and Mission, the JJWC Secretariat adheres to the standards set by the International Organization for Standardization on Quality Management System and adopt the following Quality Policy:

We provide quality technical services along program development, policy formulation, advocacy, research, monitoring and evaluation focused on restorative juvenile justice to support JJWC in performing its mandate.

We support the Council in strengthening partnerships to achieve its mission through strategic and purposive coordination.

We pledge highest degree of professionalism and integrity as public servants. We are committed to comply with requirements and continually improve the effectiveness of the quality management system.