

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)**





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.



II. 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
<ul style="list-style-type: none"> ○ Barangay Council for the Protection of Children (BCPC) Members ○ Law enforcers ○ LGU Social workers (both community and center-based) ○ DSWD RRCY Social Workers 	<ul style="list-style-type: none"> • 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
<p>Juvenile Justice and Welfare Council</p> <ul style="list-style-type: none"> ○ National Secretariat 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> ○ Regional Secretariat 	<ul style="list-style-type: none"> • Conducts verification of account registration • Provides technical assistance on the use of the data base/Registry

	<ul style="list-style-type: none">• Ensures protection of data at the regional level• Generates and analyzes regional data for policy and program development purposes• Reports issues encountered by users• Recommends areas for improvement/enhancement as needed
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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.

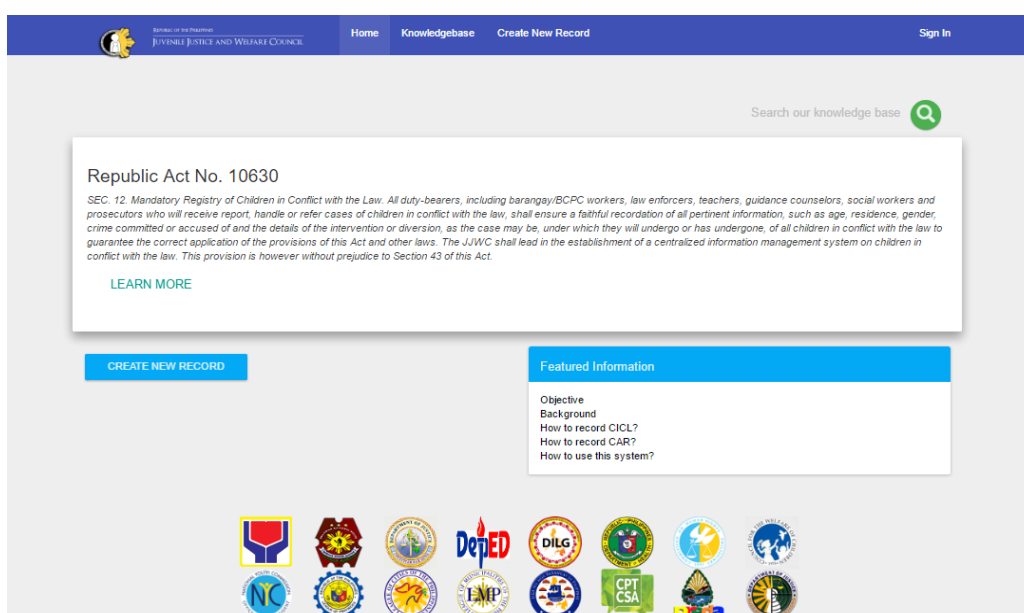
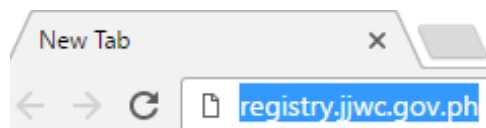
Button	Function
	Search record using keyword
	Reload list or record
 PRINT	Print record
 Record	Show record details
 Thread	Show record thread
 ADD	Add record information such as family background, complainant, services
 EDIT	Edit child profile
	Show calendar for date inputs

II. How to Register an Account

Step 1. Open browser. You may use Mozilla Firefox, Google Chrome or Safari.



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

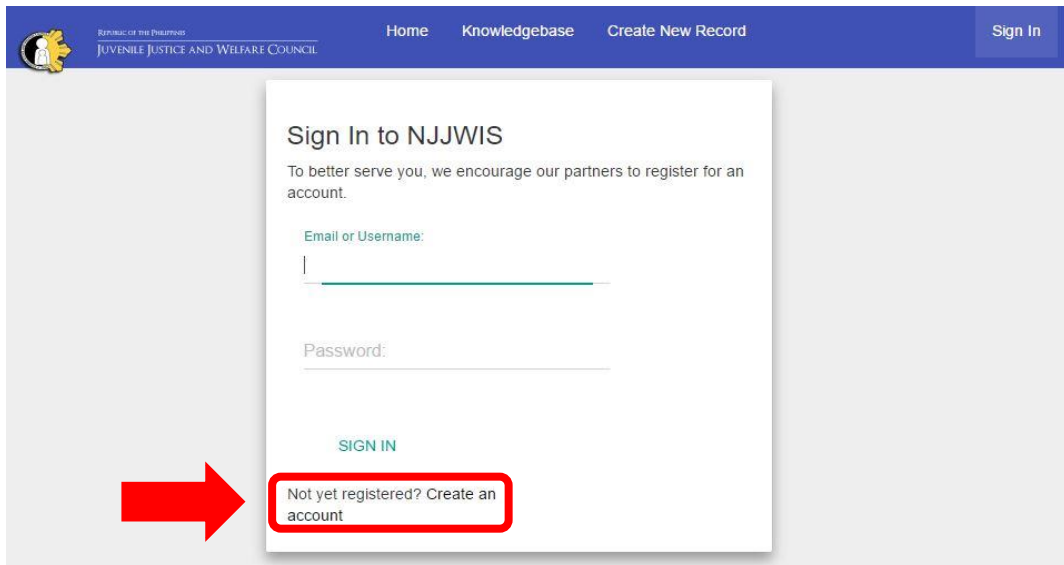


Step 3. Go to Sign in Page



*Note: Clicking **Create New Record** while not logged in yet will redirect you to **Sign in** page.*

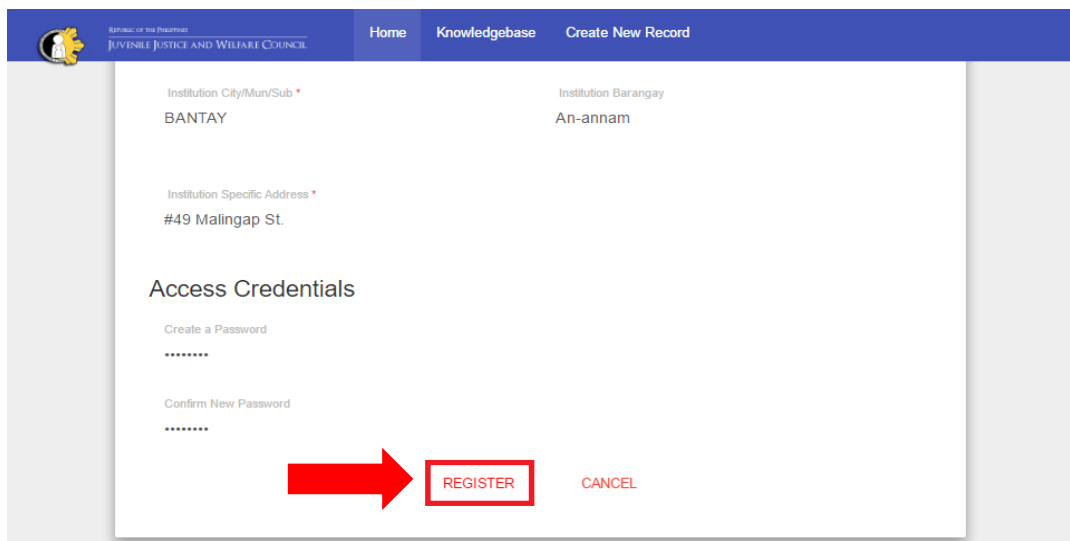
Step 4. Click **Create an account**.



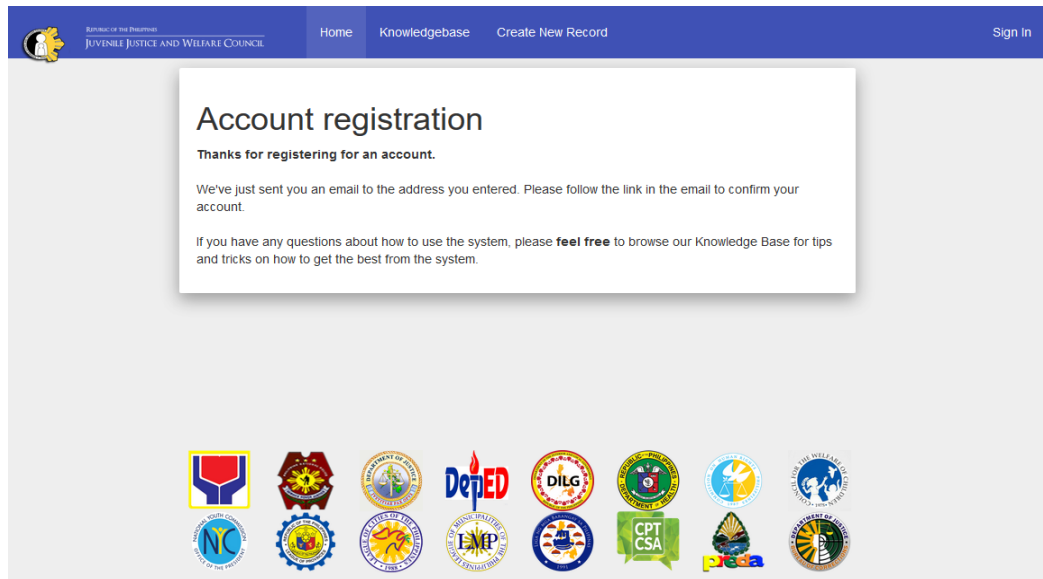
Step 5. In the **Account Registration Page**, provide:

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

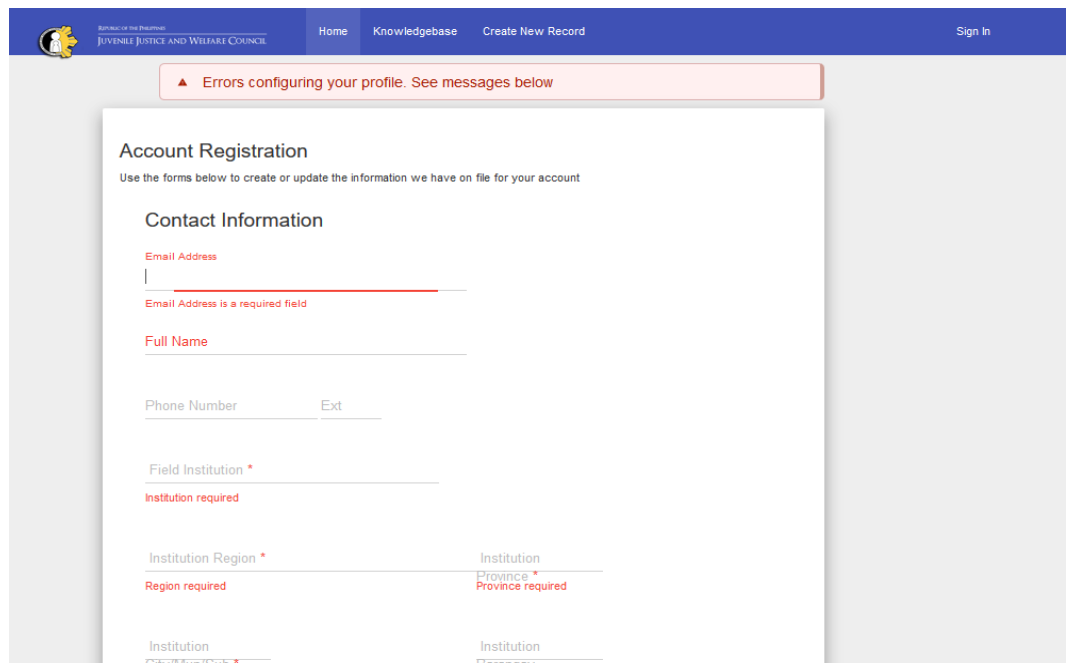
Submit form by clicking **REGISTER** button.



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



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.

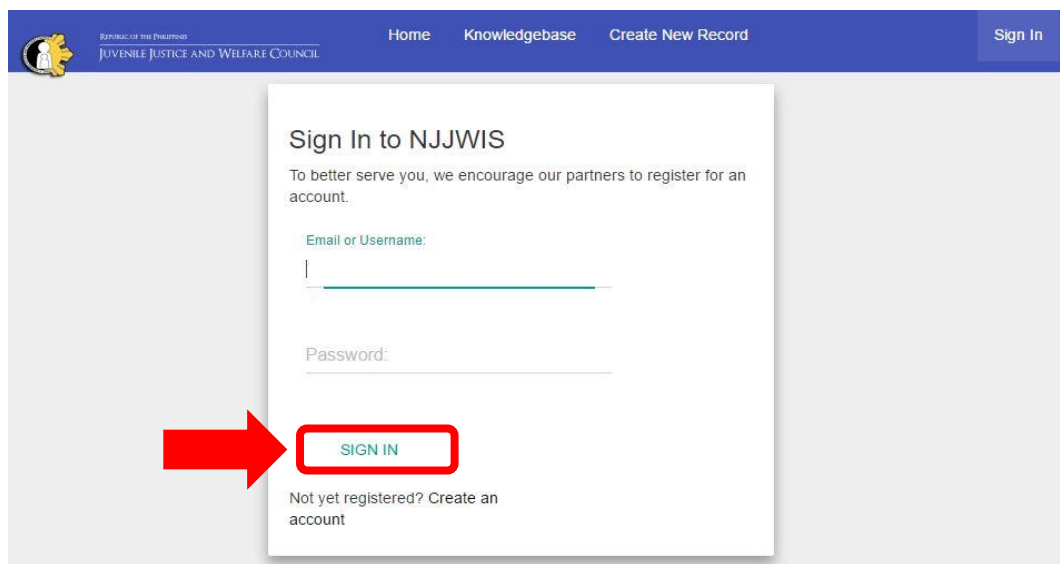
III. How to Sign In

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

Step 2. Go to **Sign In** page.



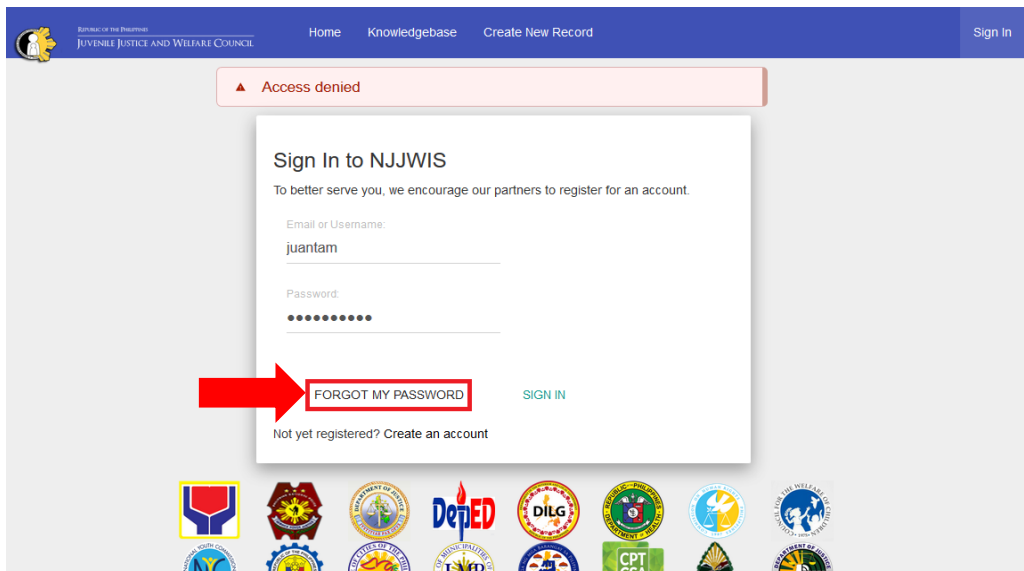
Step 3. Sign in using your **USERNAME** and **PASSWORD**. Click **SIGN IN**.

A screenshot of the 'Sign In to NJJWIS' form. The form is centered on a light gray background. At the top, it says 'Sign In to NJJWIS' and 'To better serve you, we encourage our partners to register for an account.' Below this are two input fields: 'Email or Username:' and 'Password:'. At the bottom of the form is a 'SIGN IN' button, which is highlighted with a red rectangular box. A red arrow points from the left towards the 'SIGN IN' button. Below the button, there is a link that says 'Not yet registered? Create an account'.

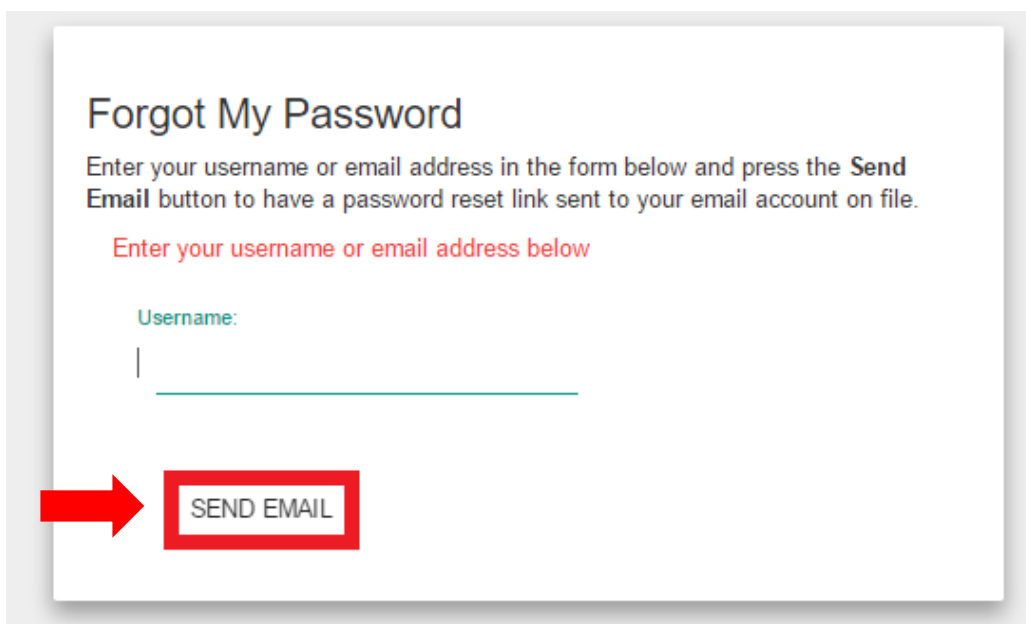
If the **USERNAME** or **PASSWORD** is invalid, the user will be notified with "Access Denied".

To reset password,

Step 1. Click the **FORGOT MY PASSWORD** button.



Step 2. Provide email address used during registration. Click the **SEND EMAIL** button. The application sends password reset link.



Step 3. Change **PASSWORD** using the password reset link.

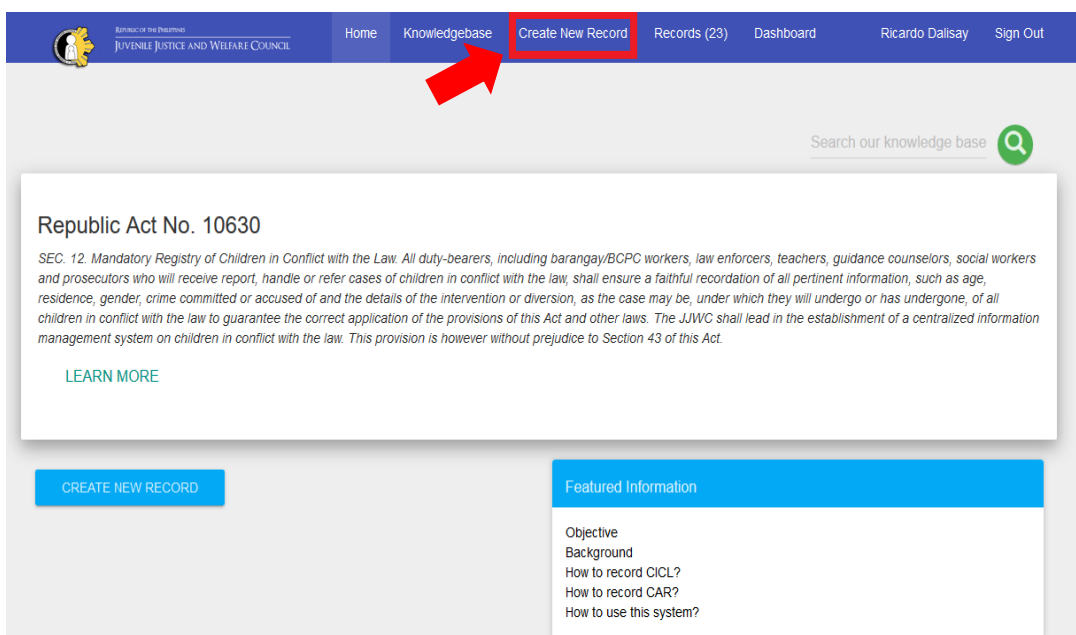
- Login to your email address and check your inbox.
- Open the Password Reset message from the web application and click the link to change the password of the account.
- After changing the password, you may now login to the CAR/CICL Registry using your email address and the new password you provided.

IV. How to Create New Record

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

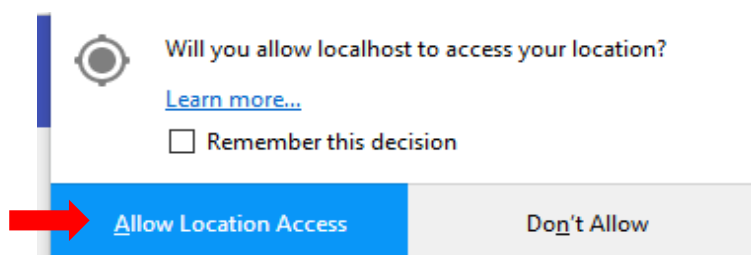
Step 2. Sign in using your **USERNAME** and **PASSWORD**. Click **SIGN IN**.

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



Step 4. Fill up form

- Allow **Location Access**



Step 5. Fill up **New Record Form**.

Create New Record
Please fill in the form below to open a new Record.

Lastname * | Firstname * | Middlename | Extension

Nickname * | Sex * | Gender | Date of Birth *

Educational Attainment *

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.

Step 6. Click **Create Record** button.



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

Dela Cruz, Angelo Matanghari #CAR-000052 PRINT

Profile Violation Complainant Services Record Thread

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

EDIT

Family Background

Name	Sex	Birthdate	Contactno	Occupation	Monthlyincome	Relation	Remarks
ADD							

- 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.

▲ Unable to create a Record. Correct any errors below and try again.

Create New Record

Please fill in the form below to open a new Record.

Lastname * Dela Cruz	Firstname * 	Middlename Matanghari	Extension
First name required			
Nickname * Uno	Sex * Male	Gender	Date of Birth * 05/01/2002

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 Background

Name	Sex	Birthdate	Contactno	Occupation	Monthlyincome	Relation	Remarks	+ ADD
								+ ADD

Profile
Violation
Complainant
Services
Record

Violation	Others	Datecommitted	Placecommitted	Fine	+ ADD
Gambling		2017-04-05 15:24:00	Park		+ ADD

Profile
Violation
Complainant
Services
Record


Name	Alias	Sex	Birthdate	Victim	Relation	Remarks	+ ADD	
								+ ADD


Profile
Violation
Complainant
Services
Record

Organization	Type	Service	Specific	Others	Date Provided	+ ADD	
							+ ADD

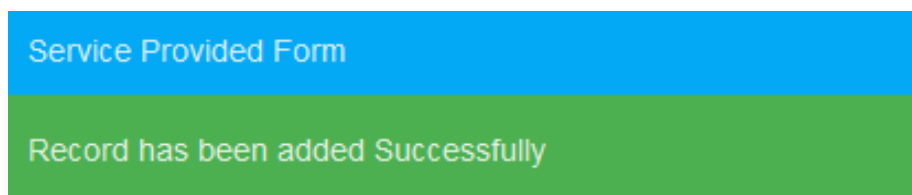
Step 8. Data form will pop up and the user needs to fill up information. Click **Submit** button.

Service Provided Form✕

Type	<input type="text" value="Community-based Program"/>
Service	<input type="text" value="Diversion"/>
Specific	<input type="text" value="Written or oral apology"/>
Others	<input type="text" value="Enter Others"/>
Date Provided	<input type="text" value="2017-04-27"/> 

SUBMIT

There will be **Success Notification** for successful transaction

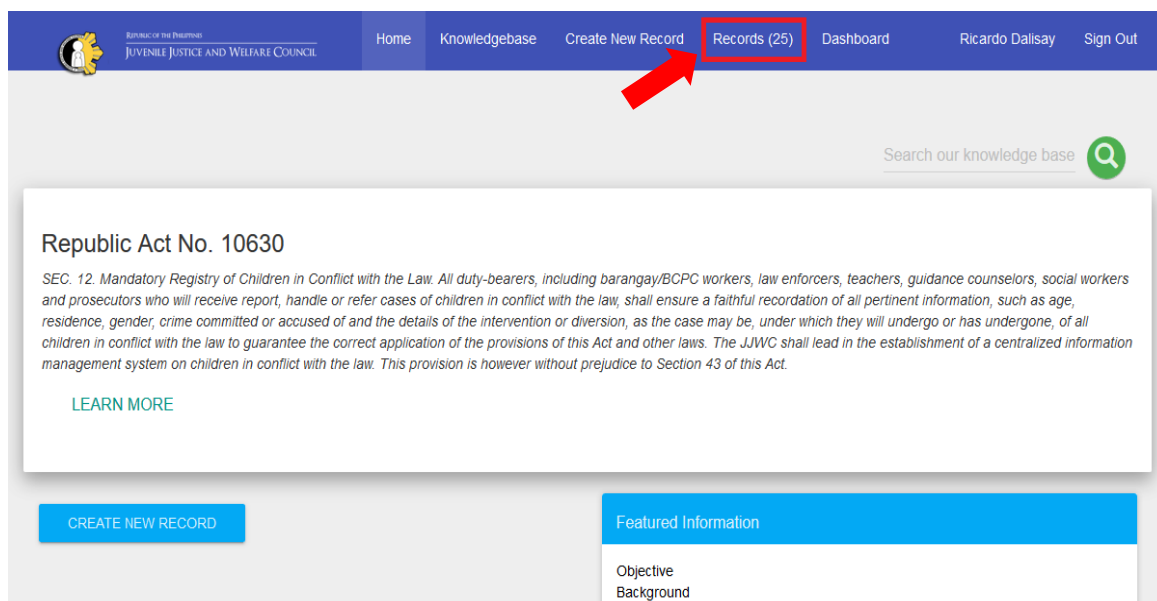


V. How to view Listing of Records

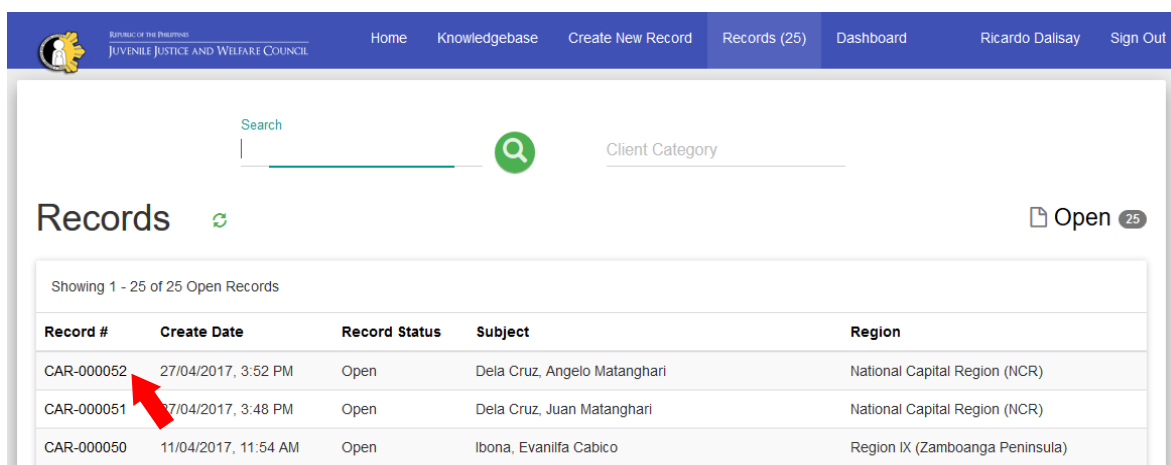
Step 1. Access **CAR/CICL Registry** (URL: <http://registry.jjwc.gov.ph>).

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.



VI. How to Update an Existing Record

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

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.

Showing 1 - 25 of 25 Open Records

Record #	Create Date	Record Status	Subject	Region
CAR-000052	27/04/2017, 3:52 PM	Open	Dela Cruz, Angelo Matanghari	National Capital Region (NCR)
CAR-000051	27/04/2017, 3:48 PM	Open	Dela Cruz, Juan Matanghari	National Capital Region (NCR)
CAR-000050	11/04/2017, 11:54 AM	Open	Ibona, Evanilfa Cabico	Region IX (Zamboanga Peninsula)

Dela Cruz, Angelo Matanghari #CAR-000052

Profile Violation Complainant Services

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

Family Background

Name	Sex	Birthdate	Contactno	Occupation	Monthlyincome	Relation	Remarks
+ ADD							

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.

Family Background

Name	Sex	Birthdate	Contactno	Occupation	Monthlyincome	Relation	Remarks
------	-----	-----------	-----------	------------	---------------	----------	---------

Profile Violation Complainant Services Record

Violation	Others	Datecommitted	Placecommitted	Fine
Gambling		2017-04-05 15:24:00	Park	

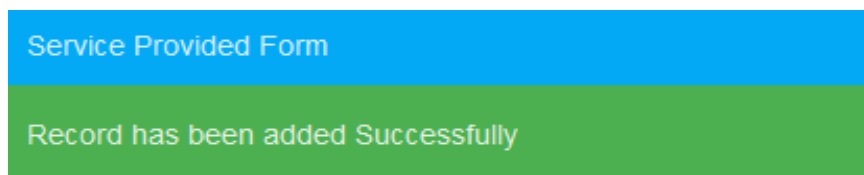
Profile Violation Complainant Services Record

Name	Alias	Sex	Birthdate	Victim	Relation	Remarks
------	-------	-----	-----------	--------	----------	---------

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

Step 1. 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	[REDACTED]	06/15/2017 11:11:52 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000191	[REDACTED]	06/15/2017 11:09:10 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000190	[REDACTED]	06/15/2017 11:03:22 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000189	[REDACTED]	06/15/2017 10:59:38 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000188	[REDACTED]	06/15/2017 10:56:41 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000187	[REDACTED]	06/15/2017 10:50:52 AM
BCPC Barangay 176 CALOOCAN CITY	CICL-000186	[REDACTED]	06/15/2017 10:47:09 AM

Step 2. Go to referral tab

Profile
 Violation
 Complainant
 Services
 Referral
 Record
 Thread

Referred By	Referred To	Date Referred	Reason	Request

Step 3. Click Refer button

Profile
 Violation
 Complainant
 Services
 Referral
 Record
 Thread


Referred By	Referred 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 -



Referred To

 - Select Referred To -

Date Referred

Reason

SUBMIT

Step 5. Indicate date and reason of the referral.

Referral Form

Region REGION XI (DAVAO REGION)

Province DAVAO DEL SUR

City CITY OF DIGOS (Capital)

Barangay - Please Select Barangay -

Referred To LSWDO CITY OF DIGOS (Capital), DAVAO DEL SUR

Date Referred 06/15/2017 08:10

Reason For assessment

SUBMIT

Step 6. 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 -

Referred To LSWDO CITY OF DIGOS (Capital), DAVAO DEL SUR

Date Referred 06/15/2017 08:10

Reason For assessment

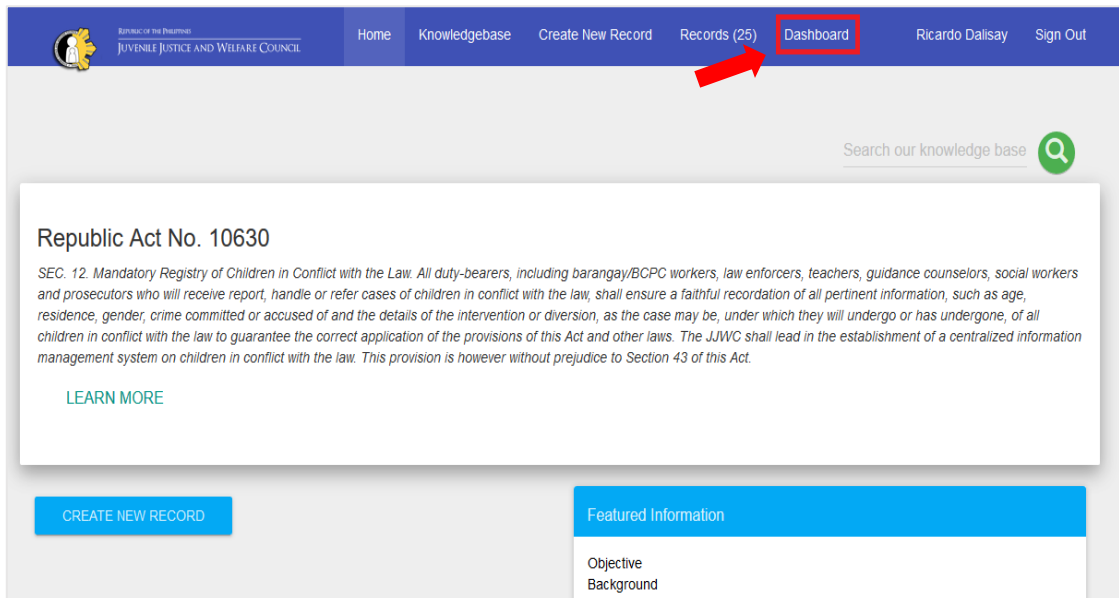
SUBMIT

VIII. How to Generate Local Reports

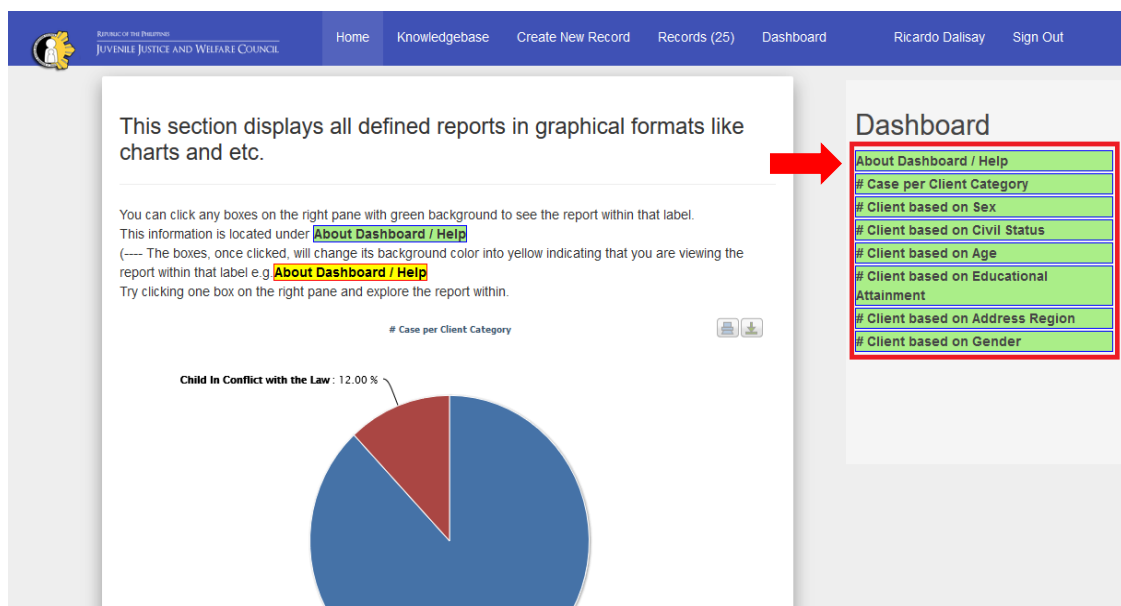
Step 1. Access **CAR/CICL Registry** (URL: <http://registry.ijwc.gov.ph>).

Step 2. Sign in using your username and password.

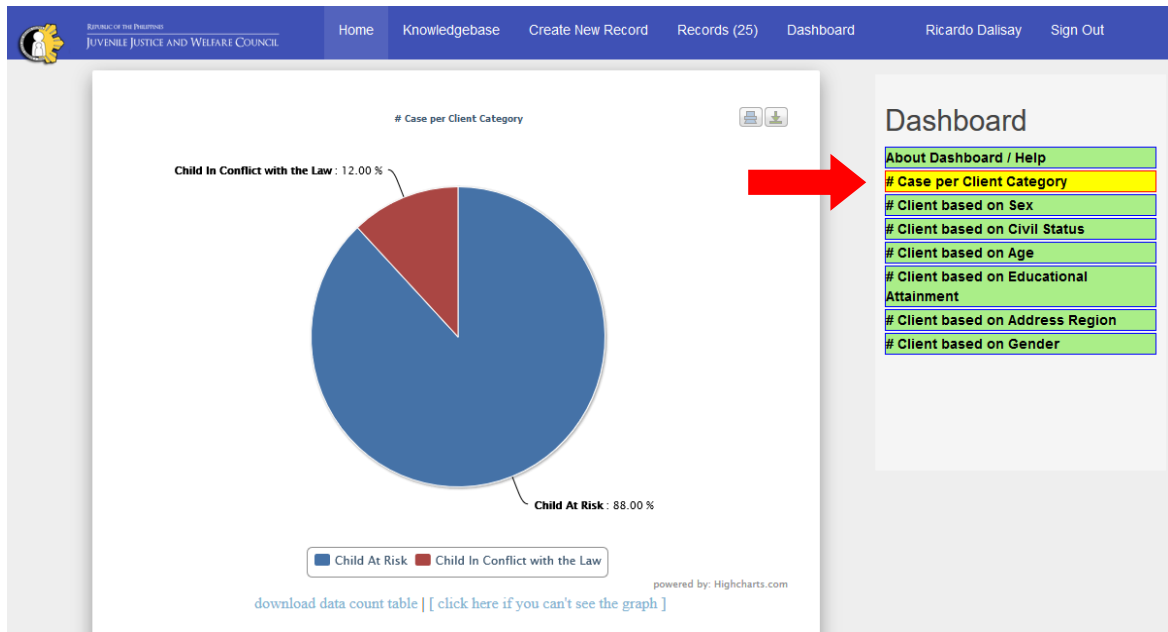
Step 3. Go to **Dashboard**.



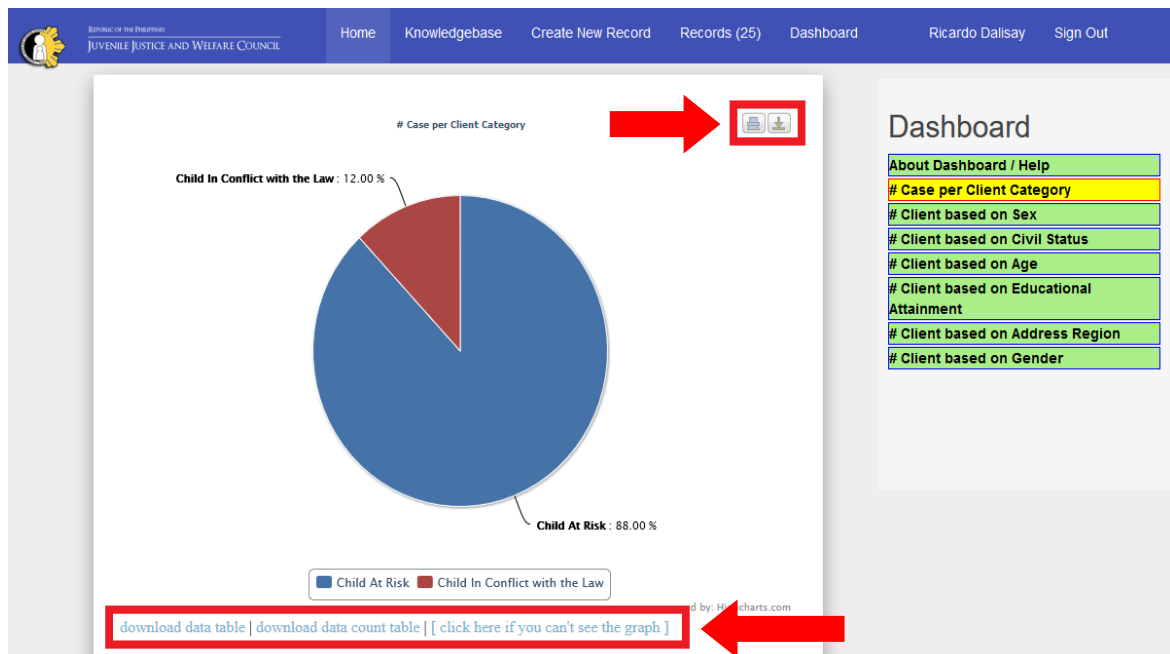
- Click any **Report** to highlight its details.



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



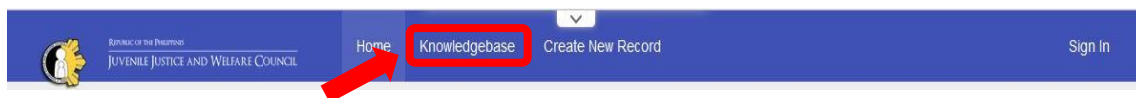
- Chart** can be downloaded using the **icons** on top. **Data** can also be downloaded using the **links** below.



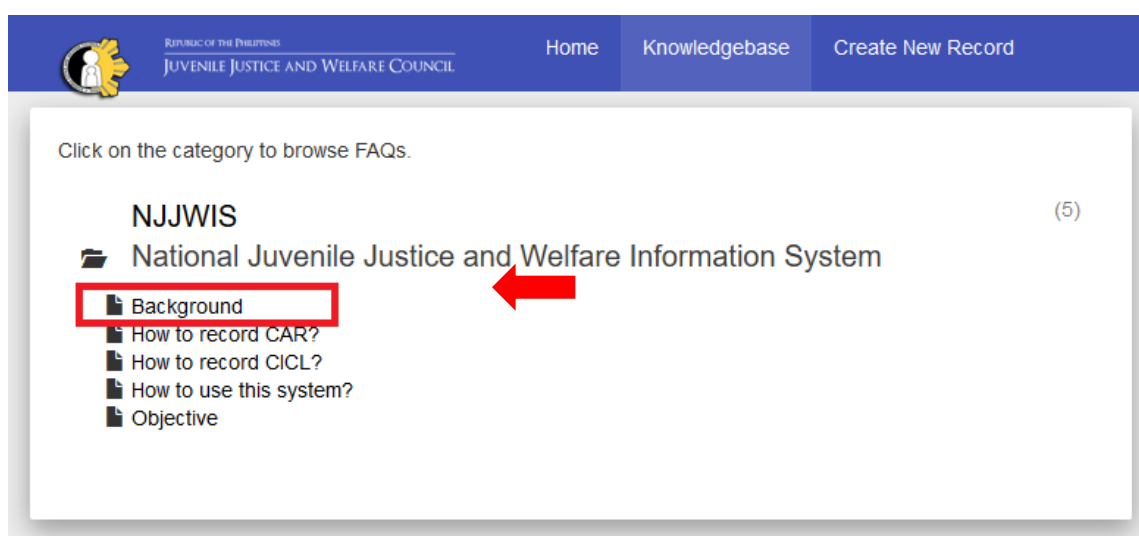
IX. How to access the Knowledgebase Portal

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

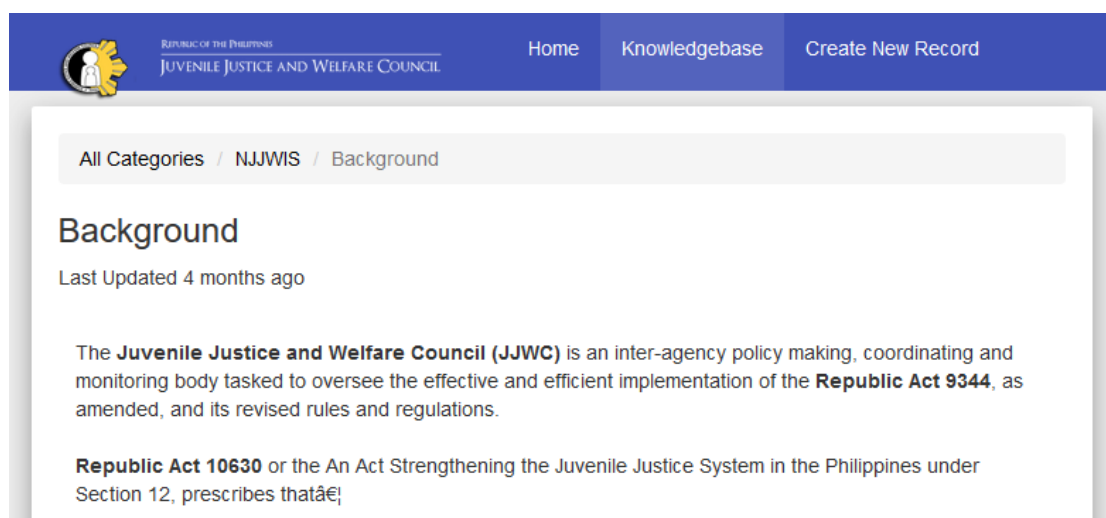
Step 2. Click **Knowledgebase** button.



Step 3. Select specific topic you are interested in.



Step 4. View topic details.



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

Step 1. Request for **account creation** by sending an email to secretariat@jjwc.gov.ph 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.

Welcome to CAR/CICL Registry Inbox x

? **National Secretariat** <[redacted]> 2:27 PM (2 minutes ago) ☆
to me ▾

Hi [redacted]

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.

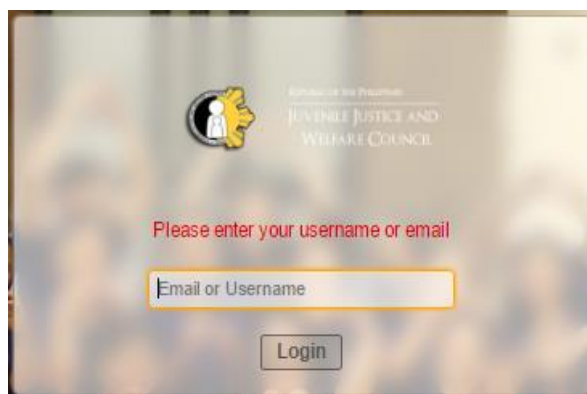
http://registry.jjwc.gov.ph/scp/pwreset.php?token=11I6N0kUFm03TCmx2AZ6gdC3pJ_9FbvAL4Gcseeogsvj3m



Juvenile Justice Welfare Council

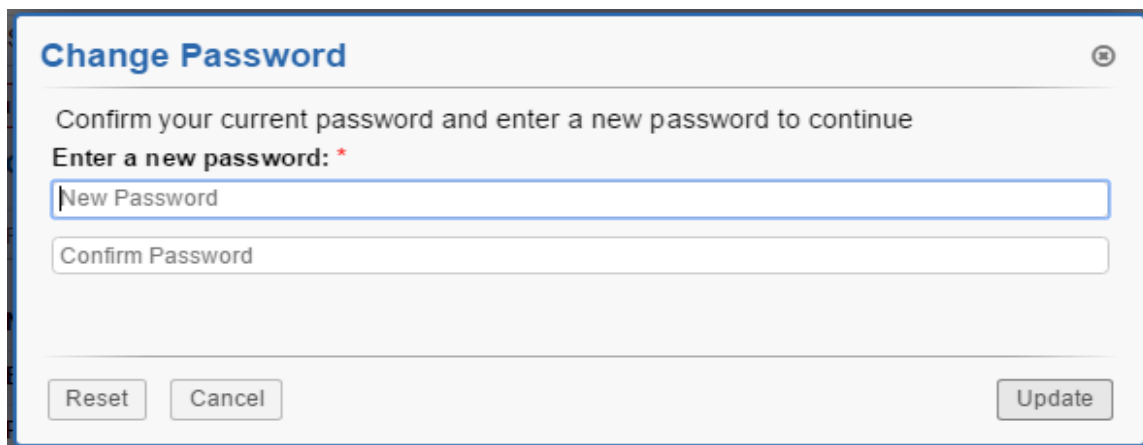
Step 3. Enter email address provided in the request.

Clicking the [link](#) 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.



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.



Step 6. 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.



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

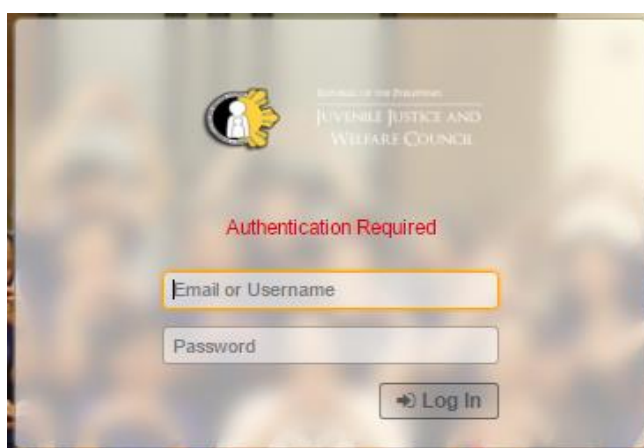
To access CAR/CICL Registry for RJJWC Staff:

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

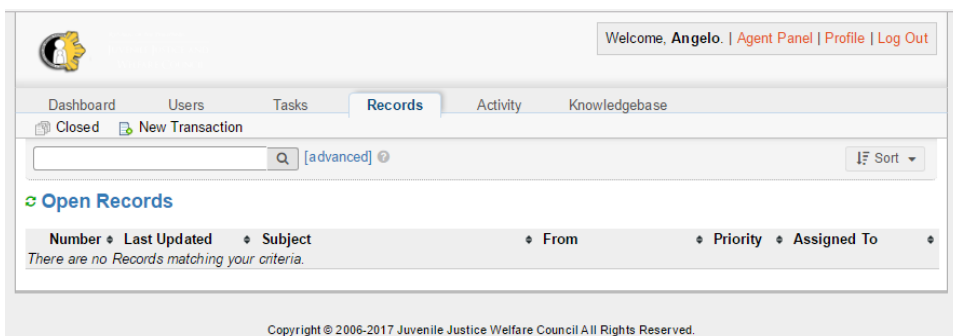


Step 3. Provide **User Credentials**.

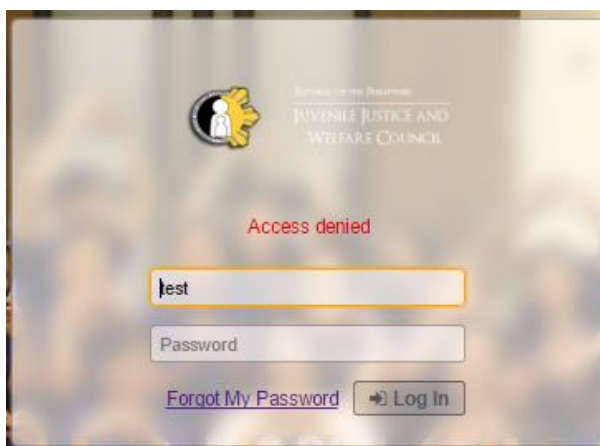
- Provide username and password. Then, click **Log In**.



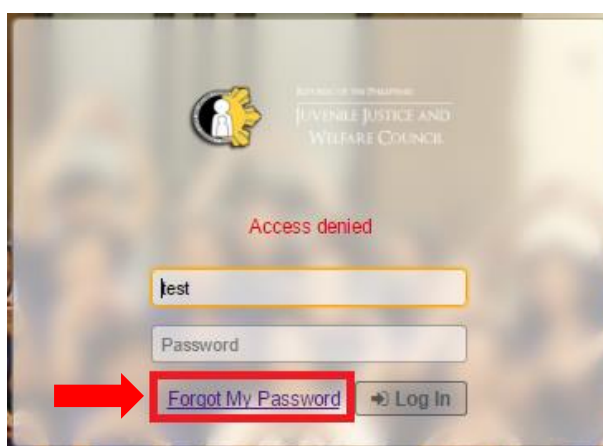
- If the username and password are valid, the user will be redirected to records list page.



- 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.

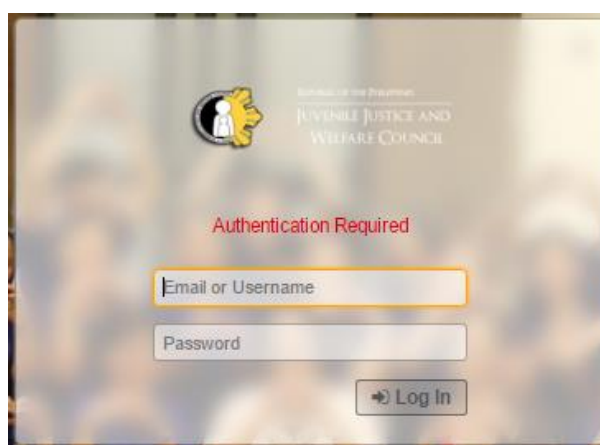
Open the Password Reset message from the web application and click the link to change the password of the account.

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

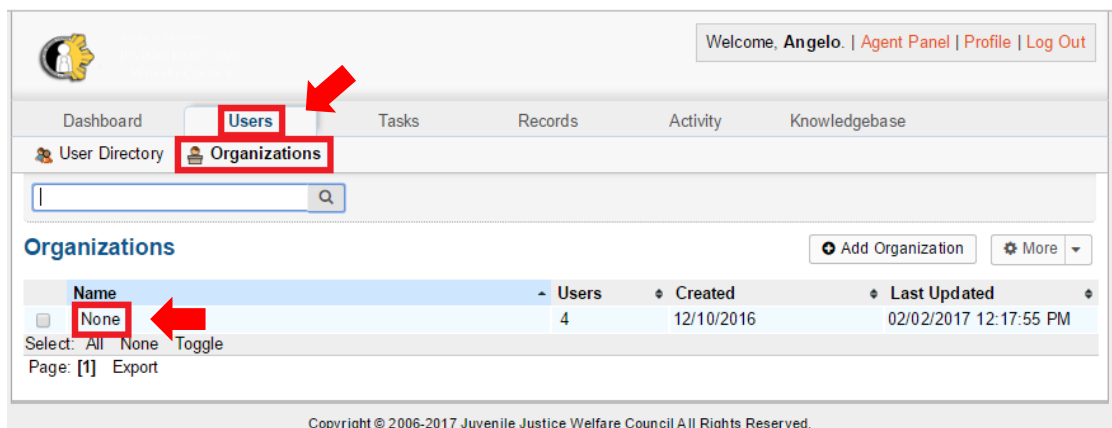


If the **credentials** are valid, the user will be redirected to record list page.

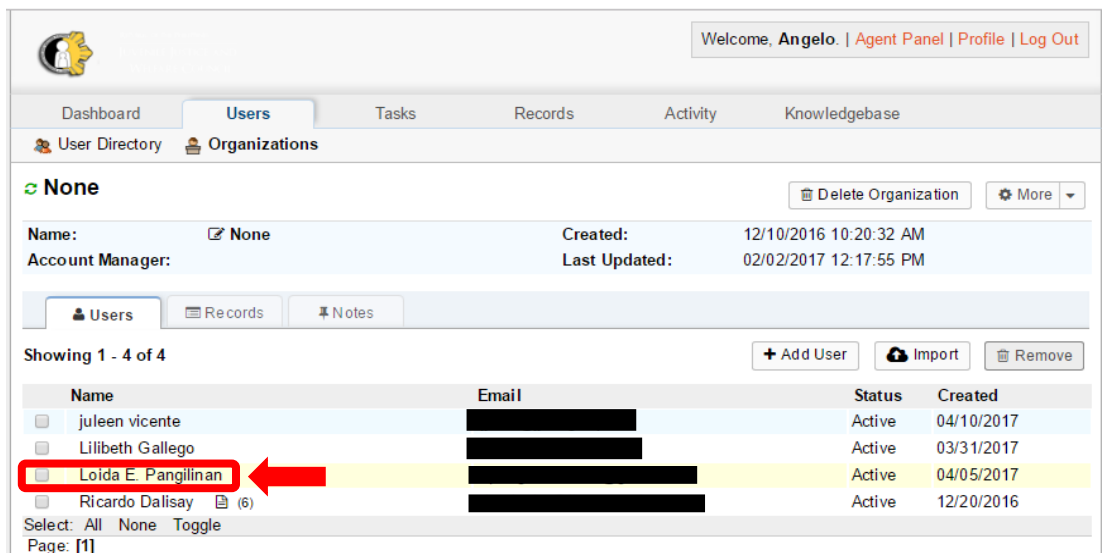


Step 2. Click the **Users** tab and the **Organizations** subtab.

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

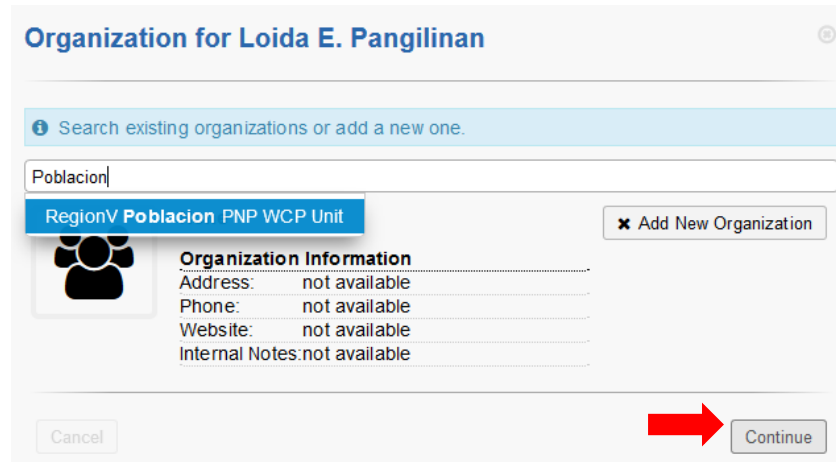
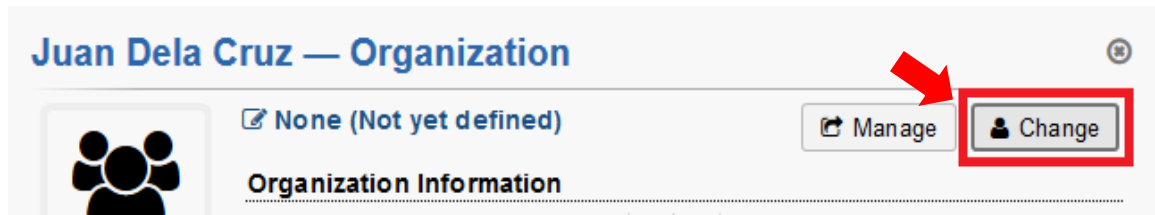


Step 3. Select an account you want to include in an organization.

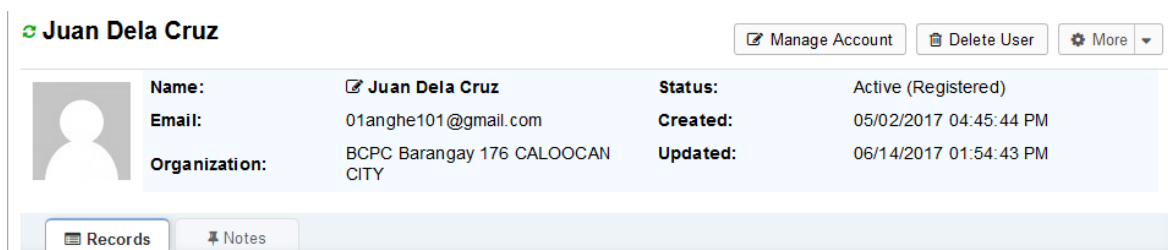
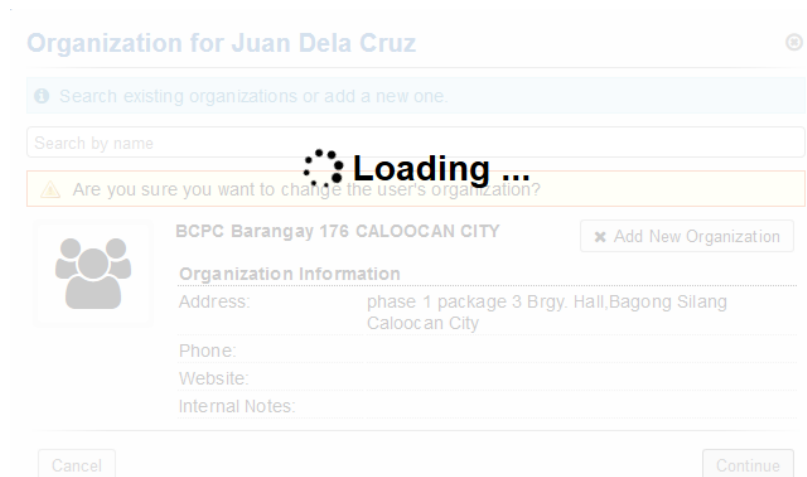


Step 4. Change **Organization**.

Click the current organization he/she belongs to.



After successful transaction, the user will be included in an organization.

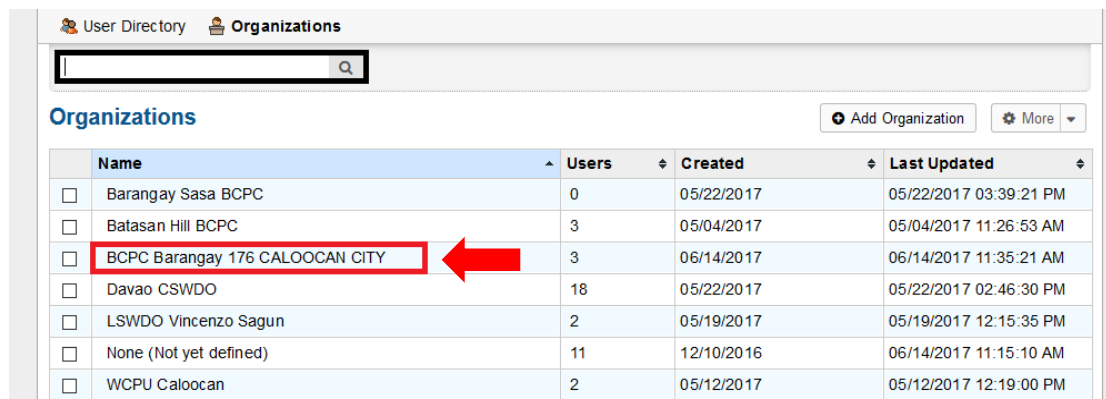


IV. Deactivating an Account in an Organization

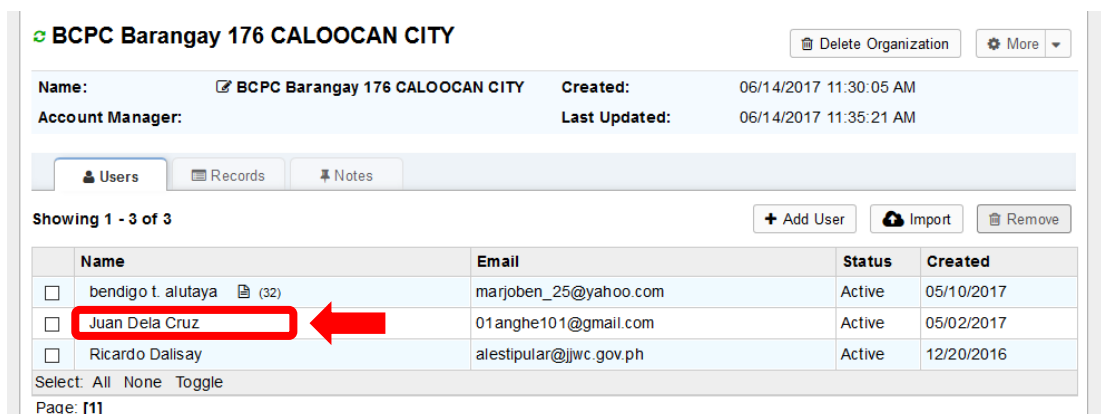
Step 1. Access registry (<http://registry.ijwc.gov.ph/scp>) and log in using Username and Password.



Step 2. Click **Users** tab and the **Organizations** subtab. Select organization. Select an organization the user account belongs to.

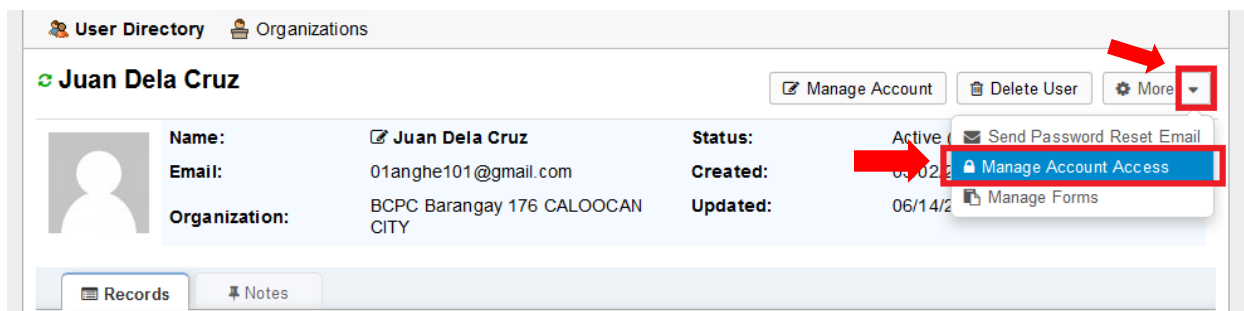


Step 3. Select the **account** to be deactivated.

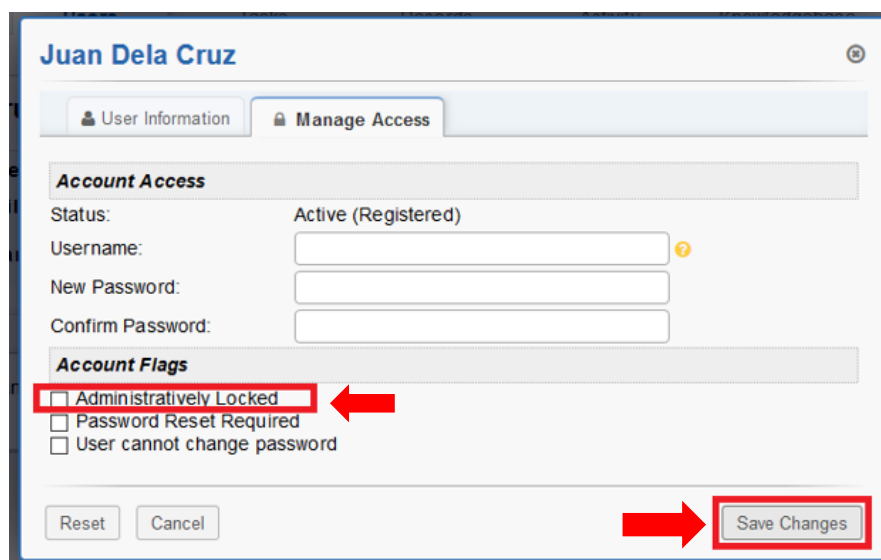


Step 4. Deactivate account.

Click the manage account access.



Step 5. Check the Locked option and then "Save 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.