



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

March 13, 2025

**DIVISION MEMORANDUM**  
**No. 161, s. 2025**

**LEARNER RIGHTS AND PROTECTION (LRP) REPORTORIAL OBLIGATION OF SCHOOLS**

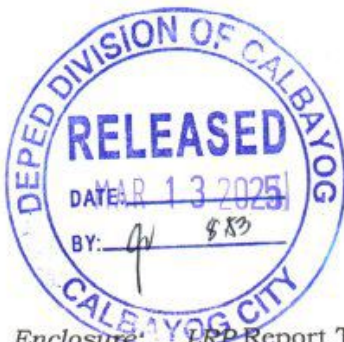
To : All Public and Private Schools  
 Public Schools District Supervisors  
 School Heads  
 Teachers  
 Child Protection Committees  
 All Others Concerned

1. Pursuant to DepEd Order No. 40, s. 2012, DepEd Order No. 55, s. 2013, and DepEd Order No. 18, s. 2015 all public and private schools are directed to accomplish the following required reports using the prescribed template enclosed in this memorandum.

REPORT		REMARKS
Enclosure 1	School Report on Bullying	<b>Deadline:</b> Monthly (every last Friday of the month) or <b>immediately if any case(s) arise in the school especially those involving DepEd/school personnel</b>
Enclosure 2	School Report on Child Abuse	
Enclosure 3	School Report on Child at Risk (CAR)	
Enclosure 4	School Report on Children In Conflict with the Law (CICL)	
Enclosure 5	School Report on the Other LRP Concerns	
Enclosure 6	Incident Report	<i>For reference</i>
Enclosure 7	Intake Sheet	
Enclosure 9	Other notes	

2. Moreover, all teachers are encouraged to incorporate anti-bullying campaigns and Child Protection Policy topics into their lessons and discussions. They are also reminded to review **DepEd Order No. 40, s. 2012, particularly on Section 3.0 "Corporal Punishment."**

3. Immediate dissemination of and compliance with this memorandum is earnestly desired.



*M. Margarito A. Cadayona Jr.*  
**MARGARITO A. CADAYONA JR. CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent  
 G.O. # 15 S. 2025

Enclosure: LRP Report Templates

Reference: DO 40, s.2012, DO 55, s. 2013, DO 18, s. 2015

To be indicated in the Perpetual Index under the following subjects:  
 Learner Rights and Protection







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**SCHOOL-BASED CONSOLIDATED REPORT ON CASES OF CHILDREN-AT-RISK (CAR)**

School: \_\_\_\_\_ School ID: \_\_\_\_\_  
 Period Covered: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_ Classification:  Public  Private Level:  Kindergarten  
 Elementary  Junior High School  Senior High School

**I. CHILDREN-AT-RISK (CAR)**

Classification	No. of Students		Action Taken	Present Status
	Male	Female		
1. Victim of abuse (sexual, physical, psychological, mental, economic and other mean)				
2. Victim of Neglect				
3. Coming from a dysfunctional family or without parent or guardian				
4. Being a member of a gang				
5. Living in a community with a higher level of criminality				
6. Living a situation of armed conflict				
7. Committed a status Offense under Section 57 of RA 9344, as amended				
8. Mendicant under PD 1563				
9. Solvent/ Rugby user				
10. Marijuana/ Drug Use/ Dependency				
11. Smoking				
12. Others				

**II. Concrete descriptions of actions taken by the school to alleviate the risk factors of the CAR:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Resolved Cases	
Cases for Monitoring	
Number of Cases referred to other Government Agencies	
Number of Cases referred to other Non-Government Agencies	

**Prepared by:**

**Validated by:**

\_\_\_\_\_  
 (Designation)  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Principal  
 Date: \_\_\_\_\_

Enclosure 4

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Appendix F

**School-Based Consolidated Report on Incidents of Children in Conflict with the Law (CICL)**  
School Year 20\_\_-20\_\_

School: \_\_\_\_\_  
Period Covered: \_\_\_\_\_

School ID: \_\_\_\_\_  
Classification:  Public  Private  
Level:  Kindergarten  Elementary  Junior High School  Senior High School

A. Consolidated Report on Incidents of Children in Conflict with the Law (CICL)						
Learner's Reference Number (LRN)	Age	Sex (M/F)	Case/Violation	Action Taken	Intervention/ Diversion Program	Remarks

**B. Concrete descriptions of any intervention program or diversion program that the school initiated or adopted which facilitated the reintegration of the CICL in the school and community**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Resolved Cases	
Cases for Monitoring	
Number of Cases referred to other Government Agencies	
Number of Cases referred to other Non-Government Agencies	

**Prepared by:**  
\_\_\_\_\_  
(Designation)

**Date:** \_\_\_\_\_

**Validated by:**  
\_\_\_\_\_  
Principal

**Date:** \_\_\_\_\_





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Enclosure 6

Incident Report No. \_\_\_\_\_

**INCIDENT REPORT FORM**

RO/SDO: CALBAYOG CITY DIVISION

School:

<b>TYPE OF INCIDENT</b> <i>(Specify the incident. i.e. vehicular incident, harassment, personnel affairs, armed conflict, bullying, etc.)</i>	
<b>DATE OF INCIDENT</b>	
<b>TIME OF INCIDENT</b>	
<b>PLACE/EXACT LOCATION OF INCIDENT</b>	
<b>PERSONS INVOLVED AND THEIR SPECIFIC PARTICIPATION</b> <i>(Indicate full name, age, gender, position/designation/grade level. Involvement in the incident. Names of minors should be withheld; use of alias is suggested.)</i>	
<b>DESCRIPTION/DETAILS OF THE INCIDENT)</b> <i>(Describe/narrate how the incident happened, sustained figures, damages incurred, emotional state of the involved persons, and impact on the school/workplace/community.</i>	
<b>ACTIONS TAKEN</b>	



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<i>(State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors.)</i>	
<b>FOLLOW UP RECOMMENDATIONS</b> <i>(State suggestions that the other concerned DepEd Officials/Offices must consider or must do to respond to the situation fully.)</i>	
<b>PREPARED BY</b>	
<b>DATE PREPARED</b>	
<b>RECEIVED AND REVIEWED BY</b> <i>(Designate Information Officer)</i>	
<b>DATE AND TIME RECEIVED</b>	
<b>NOTED BY</b>	



Enclosure 7



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In compliance with the Data Privacy Act of 2012, the Learner Rights and Protection Office (LRPO), all personal data obtained from this form is entered and stored within DepEd's authorized information and communications system and will only be accessed by authorized personnel. Moreover, Section 18 of the DepEd Child Protection Policy ensures that the identity or other information pertaining to the learner/s or individuals involved shall be withheld from the public to protect their privacy.

INTAKE SHEET

I. INFORMATION

A. VICTIM:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Gr./Yr. And Section: \_\_\_\_\_ Adviser \_\_\_\_\_

Parents:

Mother: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Father: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

B. COMPLAINANT:

Name: \_\_\_\_\_

Relationship to the Victim: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

C. RESPONDENT:

C-1. If respondent is a School Personnel

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

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C-2. If respondent is a Student

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Gr./Yr. and Section: \_\_\_\_\_

Parents/Guardian:

Mother: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

Father: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

**II. DETAILS OF THE CASE:**

**III. ACTION TAKEN:**

1

2

3

**IV. RECOMMENDATIONS:**

1

2

3

**Prepared by:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

**Noted by:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date



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**ANNEX C**

**Objective**

The Department of Education promotes zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse.

**Principles**

1. Schools shall be conducive to learning and children shall have the rights to education free from fear;
2. All children shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence;
3. Schools shall advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem;
4. Corporal punishment shall not be imposed on any child in school for the purpose of discipline, training or control;
5. School Heads shall take steps to prevent bullying and ensure that the appropriate interventions, counselling and other services, are provided for the victims of abuse, violence, exploitation, discrimination and bullying;
6. Pupils, students or learners shall respect the rights of others and refrain from committing acts of bullying and peer violence;
7. Parents shall be actively involved in all school activities or events that raise awareness on children's rights, positive discipline, and the prevention of bullying;
8. Visitors and guest shall be oriented on the Child Protection Policy;
9. All schools shall establish a Child Protection Committee (CPC) which shall be composed of the following members:
  - a. School Head/ Administrator – Chairperson
  - b. Guidance Counselor/ Teacher – Vice Chairperson
  - c. Representative of the Teachers as designate by the Faculty Club
  - d. Representative of the Parents as designated by the Parents-Teachers Association
  - e. Representative of pupils, students and learners as designated by the Supreme Student Council Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC).





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Annex D

**Department of Education Child Protection Policy  
Referral and Monitoring System**

Complaint

School Head/  
Principal

Child Protection  
Committee

Fill-up Intake Sheet (Annex "B")

For possible filing of  
criminal action

Other assistance

PNP (Women  
and Children's  
Protection Desk)

NGO's and other  
government  
agencies

- assessment
- psychosocial intervention
- protective measures

LSWDO

DSWD Regional  
Office (Crisis  
Intervention  
Units)

Division Office

Regional Office

Central Office

**Referral System**

(coordination of immediate  
response)

**Monitoring System**

Consolidate reports on incidents and cases of all schools and submit a Division Reports (Annex "A") to the Regional Office

Consolidate reports on incidents and cases of the Division Offices within the Region and submit a Regional Report (Annex "A") to the Undersecretary for Legal and Legislative Affairs

Central repository of Regional Reports (Annex "A")