



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

September 1, 2025

DIVISION MEMORANDUM

No. 421, s. 2025

COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR S. Y. 2023-2024

TO: Asst. Schools Division Superintendent
SGOD and CID Chiefs
All Others Concerned

1. Pursuant to the Memorandum issued by Malcolm S. Garma, Assistant Secretary and Officer-In-Charge, Office of the Undersecretary for Operations, dated July 7, 2025, and the Regional Memorandum No. 998, s. 2025, this Office through the School Governance and Operations Division particularly the Learner Formation Unit, instructs all schools to undertake the **Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for SY 2023-2024 on or before September 15, 2025.**

2. Thus, all private and public schools are instructed to undertake the collection and consolidation of reported learner rights and protection concerns, in strict compliance and conformity with the provisions of Phase 1: Collection and Consolidation Process as set forth therein, to wit:

- a. **Step 1:** Accomplish the School-Based Consolidation Data Sheet accessible through the following link:
<https://tinyurl.com/4vhn4sxf>.
- b. **Step 2:** Transcribe the accomplished data into the prescribed Google Form corresponding to the grade level, through the following links:
 - I. Kindergarten: <https://tinyurl.com/5daeeeb8>
 - II. Elementary: <https://tinyurl.com/4npkkfdj>
 - III. Junior HS: <https://tinyurl.com/cjrhe99d>
 - IV. Senior HS: <https://tinyurl.com/yc4xujkw>
- c. **Step 3:** The Central Office (Operations Strand – BLSS-LRPD) shall undertake the consolidation of the submitted data and effect the disaggregation of the number of the reported incidents at the



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Department of Education
Region VIII-Eastern Visayas
Schools Division of Calbayog City

Regional and Division levels. The disaggregated data shall thereafter be transmitted to the concerned field offices for validation by the duly designated focal persons at the Regional Offices and Schools Division Offices.

3. The District Child Protection Focal Person shall monitor the compliance of the schools in their designated district.
4. For questions and concerns regarding this matter, you may contact the Learner Formation Unit LRP focal person **Ms. Joanna Lou V. Portura** at **09271312151**.
5. Immediate dissemination of and compliance with this memorandum are desired.

Ms.
MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

SO # 062 B. 2025 *Jr*





Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 18, 2025

REGIONAL MEMORANDUM

No. **998** s. 2025

**COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER
RIGHTS AND PROTECTION CONCERNS
FOR S.Y. 2023-2024**

To: Schools Division Superintendents
All Others Concerned

1. Attached is a Memorandum issued by Malcolm S. Garma, Assistant Secretary and Officer-In-Charge, Office of the Undersecretary for Operations, dated July 7, 2025, relative to the Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for School Year 2023-2024.
2. Pursuant to the aforementioned issuance, this Office, through the Education Support Services Division (ESSD), instructs all public and private schools to undertake the collection and consolidation of reported learner rights and protection concerns, in strict compliance and conformity with the provisions of Phase I: Collection and Consolidation Process as set forth therein, to wit:
 - a. Step 1: Accomplish the School-Based Consolidation Data Sheet accessible through the following link: <https://tinyurl.com/4vhn4axf>.
 - b. Step 2: Transcribe the accomplished data into the prescribed Google Form corresponding to the grade level, through the following links:
 - i. Kindergarten: <https://tinyurl.com/5daeeeb8>
 - ii. Elementary: <https://tinyurl.com/4npkkfdj>
 - iii. Junior High School: <https://tinyurl.com/cjrhe99d>
 - iv. Senior High School: <https://tinyurl.com/vc4xulkw>
 - c. Step 3: The Central Office (Operations Strand - BLSS-LRPD) shall undertake the consolidation of the submitted data and effect the disaggregation of the number of reported incidents at the Regional and Division levels. The disaggregated data shall thereafter be transmitted to the concerned field offices for validation by the duly designated focal persons of the Regional Offices (ROs) and Schools Division Offices (SDOs).
3. The Schools Division Offices (SDOs), through their respective Learner Rights and Protection Focal Persons, shall ensure the faithful compliance of all schools within their jurisdiction and to actively participate in the validation process.
4. Immediate dissemination of and compliance with this Memorandum are desired.