



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

October 2, 2025

DIVISION MEMORANDUM

No. 484, s. 2025

**PARTICIPATION IN THE WORKSHOP ON REFERRAL FLOW
MECHANISMS AND CASE MANAGEMENT OF LEARNER RIGHTS AND
PROTECTION (LRP) RELATED INCIDENTS AND CASES**

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

1. Relative to the attached Regional Memorandum No. 1165, s. 2025 dated September 16, 2025, on the **Workshop on Referral Flow Mechanisms and Case Management of Learner Rights and Protection (LRP) Related Incidents and Cases** on **October 14-17, 2025** at Borongan City.


2. The participants of this Division are the following:

| NAME | POSITION | NAME OF OFFICE/DISTRICT |
|-----------------------|---|-----------------------------|
| Josephine Gallardo | Education Program Supervisor Designate | CID |
| Galina V. Panela | SEPS-Planning & Research/Division Information Officer | SGOD- Planning and Research |
| Joanna Lou V. Portura | LRP Focal Person /Division Youth Formator | SGOD SMN- Learner Formation |

3. The participants will be provided for with meals, accommodation, and training materials charged against RO-8-25-01063 dated July 30, 2025 downloaded to SDO Borongan City, while the travel and other incidental expenses shall be charged against their respective school/division MOOE/Local Fund/ESF subject to the usual government accounting and auditing procedures.

4. Immediate dissemination of and compliance with this memorandum are desired.




MARGARITO A. CADAYONA JR. PhD. CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent

Enclosures: None

Reference: As stated

To be indicated in the Perpetual Index under the following subject:

CASE MANAGEMENT

LRP PROGRAM

REFERRAL MECHANISMS

SGOD-SMN-YFD



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

September 16, 2025

REGIONAL MEMORANDUM

No. **J165** s. 2025

**WORKSHOP ON REFERRAL FLOW MECHANISMS AND CASE MANAGEMENT
OF LEARNER RIGHTS AND PROTECTION (LRP) RELATED
INCIDENTS AND CASES**

To: Schools Division Superintendents
All Others Concerned

1. Aligned with DepEd Order No. 40, s. 2012, which ensures a timely and effective response to cases of abuse, bullying, and exploitation in schools, this Office, through the Education Support Services Division (ESSD) - Special Programs and Projects Section (SPPS), shall conduct the **Workshop on Referral Flow Mechanisms and Case Management of Learner Rights and Protection (LRP) Related Incidents and Cases** on October 14-17, 2025, to be hosted by the Schools Division Office of Borongan City at a venue to be announced in a separate issuance.

2. The 46 participants selected for this activity are specified as follows:

A. Technical Working Group

| Office | Designation | Pax |
|----------------------------|--------------------------------------|-------------------------------------|
| Regional Office (5) | Regional Director | Dr. Ronelo Al K. Firmo PhD, CESO IV |
| | SPPS and Delivery Unit Head | Edgar Y. Tenasas, CESO VI |
| | Project Development Officer IV | Eden A. Dadap |
| | Project Development Officer II, LRPP | Hannah Rose M. Cuaderno |
| | Technical Assistant II, LRPP | Elkanah G. Gasparang |
| Borongan City (2) | LRP Division Focal Person | Franklin E. Pabello |
| | Technical Working Group | To be identified |

B. Schools Division Offices (46)

| SDO | LRP Focal Person | Information Officer | Public Schools District Supervisor | Learner | Number of Pax |
|---------------|------------------|---------------------|------------------------------------|---------|---------------|
| Baybay | 1 | 1 | - | 1 | 3 |
| Biliran | 1 | 1 | - | 1 | 3 |
| Borongan | 1 | 1 | - | 1 | 3 |
| Calbayog | 1 | 1 | 1 | - | 3 |
| Catbalogan | 1 | 1 | - | 1 | 3 |
| Eastern Samar | 1 | 1 | 1 | - | 3 |
| Leyte | 1 | 1 | 1 | - | 3 |
| Maasin City | 1 | 1 | - | 1 | 3 |

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

| | | | | | |
|----------------|---|---|---|---|---|
| Northern Samar | 1 | 1 | 1 | | 3 |
| Ormoc City | 1 | 1 | | | |
| Samar | 1 | 1 | 1 | 1 | 3 |
| Southern Leyte | 1 | 1 | 1 | | 3 |
| Tacloban City | 1 | 1 | | 1 | 3 |

3. The Region requests the Division LRP Focal Persons to identify their respective participants and ensure their registration on or before October 3, 2025, through the link tinyurl.com/LRPROVIICaseReferralPathways for the preparation of certificates, noting that non-registration or changes of participants after the deadline will result in the late issuance of certificates.

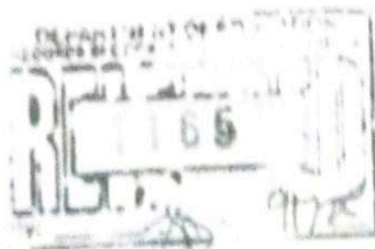
4. The Division LRP Focal Persons shall likewise ensure the safety and security of learner participants by acting as their chaperones, requiring the submission of accomplished Parent Consent Forms and Data Privacy Forms, and facilitating their transportation.

5. Participants shall be provided with meals, accommodation, and training materials charged against RO-8-25-01063 dated July 30, 20245 downloaded to SDO Borongan City, while their travel and other incidental expenses shall be charged against their respective MOOE/Local Fund/ESF subject to the usual government accounting and auditing procedures.

6. Accommodation shall be available starting Day 0, August 11, 2025, with check-out at lunchtime of Day 2, August 13, 2025, and meals shall be provided according to the following schedule:

| Day | Breakfast | AM Snacks | Lunch | PM Snacks | Dinner |
|-------|-----------|-----------|-------|-----------|--------|
| Day 0 | | | | | |
| Day 1 | / | / | / | / | / |
| Day 2 | / | / | / | / | / |
| Day 3 | / | / | / | / | / |

7. Immediate dissemination of and compliance with this Memorandum are desired.



RONEL K. FIRMO PhD, CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subject:
CASE MANAGEMENT
LRP PROGRAM
REFERRAL MECHANISMS

ED-RO-2025-01063