



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

November 14, 2025

DIVISION MEMORANDUM

No. 577, s. 2025

COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR S. Y. 2024-2025

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

1. Pursuant to the attached Regional Memorandum No. 1479, s. 2025 dated November 3, 2025, relative to the **Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for SY 2024-2025**.

2. Thus, this Office, through the SGOD-Youth Formation, instructs all private and public schools to collect and consolidate reported learner rights and protection concerns, in strict 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/4brr9bzk>
 - II. Elementary: <https://tinyurl.com/2m7m8jab>
 - III. Junior HS: <https://tinyurl.com/35xjr6ch>
 - IV. Senior HS: <https://tinyurl.com/5e9ebm4e>
- 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 Regional and Division levels. The disaggregated data shall thereafter be transmitted to the concerned field offices for



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

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 and shall ensure that all schools within their districts will complete the **collection and consolidation of the required data on or before December 15, 2025.**
4. For questions and concerns regarding this matter, you may contact the Youth Formation Unit- LRP focal person **Ms. Joanna Lou V. Portura** at **09271312151.**
5. Immediate dissemination of and compliance with this memorandum are desired.

for, Rhea P. Asuncion
MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent
S.O. # 85 S. 2025

Enclosures: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subject:
LRP DATA CONSOLIDATION

SGOD-SMN-YFD





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

November 3, 2025

REGIONAL MEMORANDUM

No. **1479** s. 2025

COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2024-2025

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUOPS-2025-11-05770 issued by Malcolm S. Garma, Undersecretary for Governance and Operations, dated September 17, 2025, relative to the **Collection, Consolidation, and Validation of Reported Learner Rights and Protection (LRP) Concerns for School Year 2024-2025**.
2. This Office, through the Education Support Services Division (ESSD), hereby instructs all public and private schools to collect and consolidate reported learner rights and protection concerns in strict conformity with the provisions of Phase I: Collection and Consolidation Process, as set forth therein, to wit:
 - a. Step 1: The school shall accomplish the School-Based Consolidation Data Sheet accessible through the following link: <https://tinyurl.com/4vhn4sxf>. Detailed instructions for the completion and submission of the consolidated LRP data are provided in the instructional guide accessible at <https://tinyurl.com/InstructionalGuideLRPData2324>.
 - 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/4brr9bzk>
 - ii. Elementary - <https://tinyurl.com/2m7m8jab>
 - iii. Junior High School - <https://tinyurl.com/35xjr6ch>
 - iv. Senior High School - <https://tinyurl.com/5e9ebm4e>
 - 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 LRP Focal Persons, shall ensure that all schools within their jurisdiction **complete the collection and consolidation of the required data on or before December 15, 2025**.
4. The Division LRP Focal Persons shall also actively participate in the validation process to ensure accuracy and integrity of data submitted to the Central Office.

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

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

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

Enclosures: As stated

References: None

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

DATA CONSOLIDATION

LRPD

VALIDATION

ESSD-SPPS-HRMC





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

DM-OUOPS-2025 - // - 05770

TO : Regional Directors
Schools Division Superintendents
School Heads
Regional and Division Learner Rights and Protection Focal Persons
All Others Concerned

FROM : MALCOLM S. GARMA
Undersecretary for Governance and Operations



SUBJECT : COLLECTION, CONSOLIDATION, AND VALIDATION OF
REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS
FOR S.Y. 2024-2025

DATE : September 17, 2025

The Bureau of Learner Support Services-Learner Rights and Protection Division (BLSS-LRPD) is mandated to lead in the planning, implementation, coordination, monitoring, and evaluation of programs, projects, and activities related to learner rights and protection at all governance levels of the Department.

As one of its fundamental mandates, the BLSS-LRPD **monitors and evaluates (M&E) programs** that uphold the rights and protection of learners across all levels of governance. As part of its M&E responsibilities, the BLSS-LRPD systematically prepares, maintains, and submits data on incidents and conditions affecting learners. These data are vital in shaping future policies, programs, advocacy campaigns, and other initiatives aimed at promoting learner welfare.

Further, under the different learner rights and protection (LRP) policies¹ of the Department, as amended by DepEd Order (D.O.) No. 3, s. 2021,² all schools shall submit data on reported learner rights and protection concerns, which shall then be consolidated and validated by the Schools Division and Regional Offices (SDO and RO).

In light of the foregoing considerations, this Office earnestly calls for the attention and active cooperation of the schools, Schools Division Offices, and Regional Offices in the timely collection, consolidation, and validation of the reported LRP incidents

¹ D.O. Nos. 40, s. 2012, and 18, s. 2015.

² Creation of the Child Protection Unit and the Child Rights in Education Desk in the Department of Education.

for **School Year (S.Y.) 2024-2025**, recognizing the critical importance of accurate and complete data submission.

Implementation Phases

To ensure the accuracy and completeness of data, the collection, consolidation, and validation process shall be divided into three (3) phases:

Phase	Procedure	Expected Output
Phase 1: Collection and Consolidation	Step 1: The school shall fill in the School-Based Consolidation Data Sheet (Annex A-E of this memorandum).	Signed school-based consolidation data sheet
	Step 2: The school shall transfer the data from the School-Based Consolidation Data Sheet to the Google Forms link provided herein by answering it.	Accomplished Google Forms through the link provided herein
	Step 3: The Central Office (Operations Strand-BLSS-LRPD) shall consolidate the data submitted by the schools and disaggregate the number of reported incidents per Regional and Division level. The disaggregated data by governance level shall be released to the field offices for the validation of focal persons from the ROs and SDOs.	Consolidated data by the Central Office (Operations Strand-BLSS-LRPD) using the data submitted by the schools
Phase 2: Validation	Step 4: The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-BLSS-LRPD).	Validated data by the focal persons from RO and SDO
	Step 5: The ROs shall consolidate the validated data.	Consolidated data validated by the focal persons from RO and SDO
Phase 3: Analysis and Interpretation	Step 6: The focal persons from RO and SDO shall analyze and interpret the data.	Analyzed and interpreted LRP data (Regional level)
	Step 7: The LRPD shall collect and review the analysis and interpretation of LRP data.	Consolidated and complete reports on LRP incidents with analysis and interpretation

Note: The Memorandum for Phases II and III will be released after the commencement of Phase I

In view of the foregoing matters, all public and private elementary and secondary schools, together with the focal persons of BLSS-LRPD from the SDOs and ROs, are hereby instructed to observe the following guidelines for **Phase I: Data Collection and Consolidation**:

I. Timeline for the Collection and Consolidation of Data

The collection and consolidation process for the S.Y. 2024-2025 data shall begin in the fourth quarter of this year and shall close on **December 15, 2025**.

II. Data to be Collected and Consolidated

- a. Number of incidents of child abuse, violence, exploitation, neglect, bullying, children-at-risk (CAR), and children in conflict with the law (CICL);
- b. Number of schools with localized child protection policies, and anti-bullying policies; and
- c. Number of schools with established child protection committees (CPC).

III. Manner of Data Collection

All public and private elementary and secondary schools shall collect the reported LRP incidents in their respective schools. To ensure the accuracy of data, schools shall observe the following guidelines:

- a. Reporting/Listing of LRP incidents should be based on the definition provided under D.O. Nos. 40, s. 2012, and 18, s. 2015, as well as the Revised Implementing Rules and Regulations of Republic Act No. 10627, otherwise known as the "Anti-Bullying Act of 2013." School heads/administrators and guidance counselors/guidance designates are highly encouraged to review the said policies to ensure that the data to be provided is accurate.
- b. All LRP concerns to be reported/listed should have documentation (i.e., with incident/narrative reports, intervention plan, intake sheets, and other documents showing referral to partner agencies); and
- c. School heads/ administrators and guidance counselors/guidance designates shall be held liable for concealment of LRP incidents.

IV. Manner of Data Consolidation

- a. All public and private elementary and secondary schools shall consolidate the data collected using the **School-Based Consolidation Data Sheet** and submit it to the Central Office (Operations Strand-BLSS-LRPD) **through Google Forms**.
- b. The Central Office (Operations Strand-BLSS-LRPD) shall consolidate the submitted data by the schools. The data shall be disaggregated per RO and SDO, which shall then be released to the field offices for validation by the LRPD Focal Persons.

V. Manner of Submission

- a. The school shall submit its report to the Central Office (Operations Strand-BLSS-LRPD) by completing the **Google Form and attaching the School-Based Consolidation Data Sheet (Annexes A-E)** and the corresponding documentation of the reported LRP

incidents (i.e., incident/narrative reports, intervention plan, intake sheets, and other documents showing referral to partner agencies).

- b. Schools may download the **School-Based Consolidation Data Sheet** from <https://tinyurl.com/4vhn4sxf>.
- c. Separate Google Form links will be provided for **Elementary**, **Junior High School**, and **Senior High School** levels. Each school is required to accomplish the appropriate form based on the school levels they offer (i.e., School ABC is offering Elementary and Junior High School. Therefore, School ABC shall accomplish the forms for Elementary and Junior High School). Schools may access the designated forms through the following links:

- i. Kindergarten: <https://tinyurl.com/4brr9bzk>
- ii. Elementary: <https://tinyurl.com/2m7m8jab>
- iii. Junior High School: <https://tinyurl.com/35xjr6ch>
- iv. Senior High School: <https://tinyurl.com/5e9ebm4e>

All ROs and SDOs are encouraged to disseminate the foregoing information by issuing regional and division memoranda. Finally, all LRPD Focal Persons are enjoined to collaborate with each other to implement this Memorandum.

For queries and clarifications, you may contact Dr. Miguel Angelo S. Mantaring, Director IV, Bureau of Learner Support Services, through email at weprotectlearners@deped.gov.ph (cc: blss.od@deped.gov.ph).

For immediate dissemination and compliance.

Classification: (Private/PA/MS)

School ID: _____

Level: Kindergarten/Elementary/Secondary

[illegible][illegible]

Author _____

Classification: (Private/Public)

Subject: 123456789

Level: Kindergarten/Elementary/Secondary

[illegible]

	Number of Reached Cases	
	Number of cases with existing implementation of intervention	
	Number of cases referred to other Government Agencies	
	Number of cases referred to other non-Government Organizations	

Physical Abuse refers to acts that inflict bodily harm and which subjects children to perform tasks which are injurious to their physical well-being.

Sexual abuse refers to acts that are sexual in nature such as rape, sexual harassment, sexually harassing remarks, forcing children to watch obscene publications or shows, etc. and

Verbal Abuse refers to any act by words or words which belittles, degrades, or diminishes the intrinsic worth and dignity of a child as a human being.

Psychological notes to note of activities involving or likely to cause mental or emotional suffering or the child with mental health problems. **Psychological notes** to note of activities involving or likely to cause mental or emotional suffering or the child with mental health problems.

Relationship to the victim: victim is identified (father, mother, cousin, etc.) or subject presented (family hearing and family non-speaking staff)

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Prepared by: _____

Validated by: _____

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Therapeutic success

2. **CONCLUSIONS AND RECOMMENDATIONS**

9) **Transfer the stockpiles** of surplus items by the school to support the day business of the club

1. What is the purpose of the study?
 2. What are the research questions?
 3. What is the significance of the study?
 4. What are the limitations of the study?
 5. What are the conclusions of the study?

Keywords: *work, stress, coping, organizational commitment, organizational citizenship behavior*

[illegible]

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

CONFIDENTIAL

School: _____
 Period Covered: _____

School ID: _____
 Classification: _____

A. Consolidated Report on Incidents of Children in Conflict with the Law (CICL)								
Learner's Reference Number (LRN)	Age	Gender			Learner with disability		Case/Violation	Action/s Taken
		M	F	LGBTQIA+	1 (Yes)	0 (No)		

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	
Number of cases with on-going implementation of intervention	
Number of cases referred to other Government Agencies	
Number of cases referred to other non-Government Organizations	

Prepared by: _____

(Designation): _____

Date: _____

Validated by: _____

Principal: _____

Date: _____