



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

June 22, 2026

DIVISION MEMORANDUM

No. 236, s. 2026

TO: Asst. Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
School Heads of Private Elementary and Secondary Schools
All Others Concerned

GUIDELINES ON ENSURING A SAFE AND MOTIVATING LEARNING ENVIRONMENT (ESMLE) OR DEPED ORDER NO. 6, S. 2026

1. In compliance with DepEd Order No. 6, s. 2026 entitled, **Guidelines on Ensuring a Safe and Motivating Learning Environment (ESMLE)**, this Office instructs all public schools to strictly comply with the said DepEd issuance which aims to protect learners from any incident related to Learner Rights and Protection (LRP) concerns which include bullying, gender-based violence and other forms of violence and abuse involving learners. On the other hand, Private schools are highly encouraged to adopt this DepEd Order.
2. This DepEd Order harmonizes all DepEd policies involving learner rights and related policies on Child Protection and Anti Bullying Policy. It has simplified guidelines from prevention to response measures that covers common security protocols, consistent procedures for incident reporting, and the provision of mental and psychosocial support for victims.
3. Relative to this issuance, **school heads are directed to designate a Learner Formation Officer (LFO)**, preferably a non-teaching personnel, **who shall also be referred to as the Discipline Officer**. The LFO shall:
 - a. Maintain a safe and respectful learning environment by enforcing school policies and managing learner behaviour; and
 - b. As a separate entity, coordinate and partner with the Guidance Office in the implementation of LRP protocols.

4. The work of an LFO is different from that of a School Counselor or Counselor Associate (Registered Guidance Counselor/Coordinator or Guidance Teacher Designate). (Article VI, Section 23, a)

5. The said DepEd Order contains the following Annexes:

Annex A: Adult to Learner Protection Concern

Annex B: Learner to Learner Protection Concern

Annex C: Learner to Community Protection Concern

Annex D: DepEd's Anti-Bullying Policy Template for Schools

Annex E: Random Routine Bag Inspection Plan

Annex F: Confiscation Slip for Prohibited Items

Annex G: Administrative Sanctions and Penalties for Using Portable

Electronic Devices during Instructional Hours

Annex H: Initial Risk Assessment Form

Annex I: Classification of Offenses and Penalties for Non-Bullying Related Incidents

Annex J: Confiscation Slip for Violation of Responsible Use of Portable Electronic Device Policy

6. To ensure efficient implementation of this DepEd Order, the Division Office shall guide schools, by providing capacity building and technical assistance on the execution of the roles and responsibilities of schools, school personnel, learners and education stakeholders.

7. The policy can be accessed in this link:

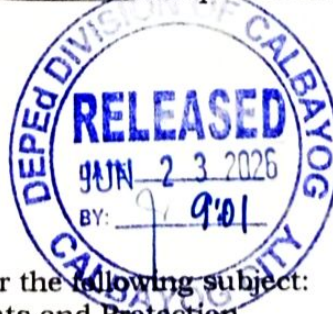
<https://tinyurl.com/ESMLEandRevisedABP>.

8. For clarifications and other matters related to this Memorandum and learner rights and protection concerns, schools may coordinate with the Division Office LRP Focal Persons.

9. Immediate dissemination of and strict compliance with this Memorandum are desired.

MARGARITO A. CADAYONA JR. PhD, CESO VI

Schools Division Superintendent



Enclosures: As stated

Reference: As stated

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

SGOD-SMN-YFD