



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ

1 September 2025

SCHOOLS DIVISION MEMORANDUM

No. 268,

s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 255, S. 2025 TITLED
“SUBMISSION OF LEARNER RIGHTS AND PROTECTION INCIDENTS FOR THE
SCHOOL YEARS (SY) 2023-2024 AND 2024-2025**

- To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public and Private Elementary and Secondary Schoolheads
Guidance Counselors and/or Guidance Designate/Advocate
All Others Concerned
1. Pursuant to Regional Memorandum No. 255, s. 2025, titled “Submission of Learner Rights and Protection Incidents for the School Years (SY) 2023-2024 and 2024-2025”, this Office, through the School Governance and Operations Division – Learner Rights and Protection (SGOD – LRP), directs all schools to comply on the submission of Learner Rights and Protection Incidents for the following school years in accordance with the schedule below:
School Year 2023-2024 – on or before September 8, 2025
School Year 2024-2025 – on or before November 7, 2025
 2. In relation to this, an online coordination meeting will be conducted on September 3, 2025, 11:00 a.m. via MS Teams through this link: <https://tinyurl.com/LRP-Consolidation-2324-2425>. Participants are the School Guidance Counselor and/or Guidance Designate/Advocate.
 3. In addition, School Guidance Counselor and/or Guidance Designate/Advocate shall submit a copy of the uploaded report through this link: <https://forms.office.com/r/jHgiNQYub> on or before September 8, 2025.
 4. Attached to this Memorandum are the following:
 - a. Enclosure No. 1 – Memorandum DM-OUOPS-2025-11-04284; and
 - b. Enclosure No. 2 – Regional Memorandum No. 255, s. 2025
 5. The school-based Consolidation Data Sheet can be download at <https://tinyurl.com/4vhn4sxf>.
 6. For questions and clarifications, please communicate with Mr. Allen Jhay C. Luquias, PDO I, through his email address allen.luquias@deped.gov.ph or cellphone number 0917-159-4590.



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7. Immediate and widest dissemination of this Memorandum is desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent ✕

*Encl: as stated
Reference: RM No. 255, s. 2025
To be indicated in the Perpetua Index
Under the following subjects:*

**LEARNER RIGHTS AND PROTECTION
INCIDENT SY 2023-2024 2024-2025**

*PDO I/LFD/validation and consolidation of bullying incidents
009/February 18, 2025*



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Enclosure No. 1 to Schools Division Memorandum No. 248 s. 2025



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025 11 - 04284

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-in-Charge,
Office of the Undersecretary for Operations

SUBJECT : **REQUEST FOR CLEARANCE TO COLLECT, CONSOLIDATE, AND
VALIDATE REPORTED LEARNER RIGHTS AND PROTECTION
CONCERNS FOR S.Y. 2023-2024**

DATE : July 7, 2025

The Office of the Undersecretary for Operations, through the Bureau of Learner Support Services-Learner Rights and Protection Division (BLSS-LRPD), proposes to collect, consolidate, and validate reported learner rights and protection (LRP) concerns from School Year 2023-2024.

The BLSS-LRPD systematically prepares, maintains, and submits data on LRP incidents and conditions affecting learners. To be able to develop, analyze, and interpret LRP data, the BLSS-LRPD must collect, consolidate, and validate information from the schools through the Child Protection Committees. Relatedly, the data that will be collected through this initiative will be utilized to support and validate the information being collected yearly by the Policy and Planning Service-Educational Management Information System Division.

For the consideration of the Undersecretary and Chief of Staff.

Should you find it favorable, we humbly request that you indicate your approval on the space provided below.

For questions and/or concerns, your staff may contact this Office through email at ouops@deped.gov.ph (cc: blss.od@deped.gov.ph and lrpo@deped.gov.ph).

Thank you very much.

☐ Approved
☐ Disapproved
☐ Further Comments/Remarks

SRP-C7Q



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Effectivity	03.23.23	Page	1 of 1



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Republika ng Pilipinas
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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025 - 11 - 04284

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

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Office of the Undersecretary for Operations

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

DATE : July 7, 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 for School Year (S.Y.) 2023-2024, 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:

¹ D.O. Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015.

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



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Enclosure No. 2 to Schools Division Memorandum No. 268 s. 2025



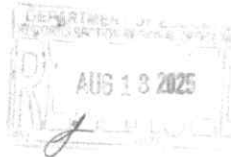
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SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ



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REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 255, s. 2025

**SUBMISSION OF LEARNER RIGHTS AND PROTECTION INCIDENTS FOR THE
SCHOOL YEARS (SY) 2023-2024 AND 2024-2025**

To : Schools Division Superintendents
Chiefs, School Governance and Operation Division
Division Learner Rights and Protection Focal Persons
Public and Private Secondary and Elementary School Heads
All Others Concerned

1. In line with the Department of Education's commitment to uphold learner protection and promote a safe and nurturing school environment, it is imperative that all reports are accurate, complete, and submitted in a timely manner. The Learner Rights and Protection Division (LRPD) is mandated to collect consolidate, and analyze data on learner rights and protection concerns for policy recommendation and resource allocation on the implementation of the learner rights and protection programs, projects and activities.
2. In this regard, the Learner Rights and Protection Division (LRPD) requests all public and private secondary and elementary schools to submit the reported learner right and protection cases for the school years (SY) 2023-2024 and 2024- 2025.
3. The primary objective of gathering data on Learner Rights and Protection is to systematically document, assess, and respond to incidents and concerns affecting the safety, rights and well-being of learners within at the school level.
4. Furthermore, the Division Learner Rights and Protection Coordinators are requested to monitor the submission of their respective schools and submit to this Office the summary of submission for **SY 2023-2024** on **September 15, 2025** while, for **SY 2024-2025** on **December 20, 2025**.



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5. For inquiries and clarifications, you may directly coordinate with **Dr. Ginno Jhep A. Pacquing**, Project Development Officer IV, Education Support Services Division through email address at ginnojhep.pacquing@deped.gov.ph.
6. For immediate dissemination and compliance.



RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: Instructional Guide for Submission
Reference: DM- OUOPS-2025-11-04284
To be indicated Perpetual Index
under the following subjects:

LEARNER RIGHTS AND PROTECTION
DATA COLLECTION

ESSD 1/spp1
August 04, 2025



To send feedback
regarding any of
our services,
kindly scan the
QR Code.



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**INSTRUCTIONAL GUIDE FOR THE PROPER SUBMISSION OF LEARNER
 RIGHTS AND PROTECTION INCIDENTS**

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	<p>Step 1: The school- CPC chairperson shall fill in the School-Based Consolidation Data Sheet (Bullying, Abuse, CAR, CICL and Other LRP concerns). https://tinyurl.com/4vhn4sxf</p> <p>Step 2: The school- CPC chairperson shall transfer the data from the School-Based Consolidation Data Sheet to the Google Forms link provided herein.</p> <p>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.</p>	<p>Signed school-based consolidation data sheet.</p> <p>Accomplished Google Forms through the link provided herein.</p> <p>Consolidated data by the Central Office (Operations Strand-BLSS-LRPD) using the data submitted by the schools</p>
Phase 2: Validation	<p>Step 4: The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-BLSS-LRPD).</p> <p>Step 5: The ROs shall consolidate the validated data.</p>	<p>Validated data by the focal persons from RO and SDO</p> <p>Consolidated data validated by the focal persons from RO and SDO</p>



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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

All public and private elementary and secondary schools are hereby instructed to observe the following guidelines for **Phase I: Data Collection and Consolidation**:

- I. Timeline for the Collection and Consolidation of Data
It shall be noted that separate timelines shall be observed for the collection and consolidation of data for S.Y. 2023–2024 and S.Y. 2024–2025. The following schedule shall apply:
 - a. Data Collection for S.Y. 2023–2024
The collection process shall commence upon the issuance of this Memorandum and shall be concluded on **September 15, 2025**.
 - b. Data Collection for S.Y. 2024–2025
The collection process shall begin in the fourth quarter of this year and shall close on **December 15, 2025**. There will be a separate Memorandum for the commencement of the collection process for S.Y. 2024–2025.
- II. Data to be Collected and Consolidated
 - a. Number of incidents on 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, 55, s. 2013, and 18, s. 2015. School heads/administrators and guidance counselors/guidance designates are highly encouraged to review the said policies to ensure that the data to be provided are accurate.



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- 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-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 accomplishing the **Google Form and attaching the School-Based Consolidation Data Sheet (Bullying, Abuse, CAR, CICA and Other LRP concerns)** and the corresponding documentations 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/5daeeeb8>
 - ii. Elementary: <https://tinyurl.com/4npkkfdj>
 - iii. Junior High School: <https://tinyurl.com/cjrhe99d>
 - iv. Senior High School: <https://tinyurl.com/yc4xujkw>



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