



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

22 September 2026

SCHOOLS DIVISION MEMORANDUM

No. 324, s. 2026

**DISSEMINATION OF DEPED MEMORANDUM NO. 55, S. 2026, TITLED
“CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER
FORMATION OFFICERS (LFO) IN SCHOOLS PURSUANT TO THE REVISED
IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627,
OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013, AND DEPED
ORDER NO. 6, S. 2026 (GUIDELINES ON ENSURING A SAFE AND MOTIVATING
LEARNING ENVIRONMENT) AND SUBMISSION OF DESIGNATION ORDER OF
LEARNER FORMATION OFFICER**

To: Chief Education Supervisors
All Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 55, s. 2026, titled “Clarificatory Guidelines on the Designation of Learner Formation Officers (LFO) in Schools Pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, otherwise known as the Anti-Bullying Act of 2013, and DepEd Order No. 6, s. 2026 (Guidelines on Ensuring a Safe and Motivating Learning Environment), this Office, through the School Governance and Operations Division – Learner Rights and Protection Unit, directs all public and private elementary and secondary school heads to officially designate their School Learner Formation Officer (LFO).
2. The School Learner Formation Officer (LFO) plays a vital role in ensuring a safe, positive, and respectful learning environment. The LFO shall be primarily responsible for student discipline management, coordinating learner formation programs, proactively addressing behavioral concerns, and handling incidents of bullying and peer-to-peer conflict in strict compliance with existing DepEd child protection and learner rights policies.
3. In view of this directive, all Public and Private Elementary and Secondary School Heads are hereby instructed to officially designate an eligible member non-teaching personnel or teaching personnel to serve as the School Learner Formation Officer (LFO) for School Year 2026–2027. In selecting and designating the LFO, School Heads shall strictly refer to the attached DepEd Memorandum No. 55, s. 2026 regarding the order of priority and eligibility restrictions.
4. Please be reminded that the School Learner Formation Officer (LFO) designate is distinct and separate from the School Guidance Counselor or Guidance Designate. The LFO shall focus specifically on learner conduct, formation, and preventive measures, while mental health services, career counseling, and therapeutic interventions remain under the scope of the Guidance Office.



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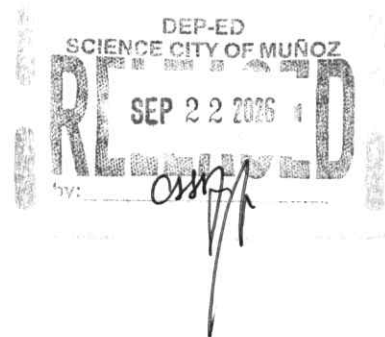
5. School Heads shall officially issue a Designation Order designating their School LFO following standard administrative formats. The signed Designation Order shall be submitted through the following channels:
 - a. Upload the signed Designation Order via Google Form:
<https://tinyurl.com/SDO-SCM-LFOs>.
 - b. Submit one (1) physical copy to the School Governance and Operations Division – Learner Rights and Protection Unit.
6. The deadline for the submission of all LFO designations is strictly on October 2, 2026, 5:00 p.m.
7. For the information and guidance of all concerned, enclosed with this Memorandum are the following:
Enclosure No. 1 – DepEd Memorandum No. 55, s. 2026; and
Enclosure No. 2 – Sample Template of Designation Order
8. For questions and clarifications, please communicate with Mr. Allen Jhay C. Luquias, PDO I, through his email address allen.luquias@deped.gov.ph.
9. Immediate and widest dissemination of this Memorandum is desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: as stated
Reference: none
To be indicated in the Perpetua Index
Under the following subjects:

**DESIGNATION LEARNER
FORMATION OFFICER**

PDO I/LFD/Designation of Learner Formation Officer (LFO)
009 | September 22, 2026





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Department of Education
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Enclosure No. 1 to Schools Division Memorandum No. 324, s. 2026



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SEP 17 2026

DepEd MEMORANDUM
No. 055, s. 2026

**CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER
FORMATION OFFICERS IN SCHOOLS PURSUANT TO THE REVISED
IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627,
OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013,
AND DEPED ORDER NO. 006, s. 2026**

(Guidelines on Ensuring a Safe and Motivating Learning Environment)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
Attached Agencies
All Others Concerned

1. The Department of Education (DepEd) reiterates the importance of the immediate and effective operationalization of Republic Act (RA) No. 10627, otherwise known as the **Anti-Bullying Act of 2013**, its Revised Implementing Rules and Regulations (IRR), as disseminated through DepEd Memorandum No. 090, s. 2025, titled Dissemination of the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026, titled Guidelines on Ensuring a Safe and Motivating Learning Environment.
2. Aligned with this, DepEd shall uphold the **best interest of the child** and ensure that all actions, decisions, and interventions pertaining to learners related to the operationalization of the aforementioned issuances give due regard to the learners' rights, their protection, development, and well-being.
3. Accordingly, in compliance with Section 25 of the Revised IRR of RA 10627, DepEd shall issue additional guidelines to fully implement the mandates of the law.
4. The Department also recognizes the issues raised by learners, teachers, school heads, school counselors, and other persons concerned on certain provisions operationalizing the aforementioned issuances that require immediate clarification.
5. Hence, this Memorandum provides the enclosed clarifications on the designation of Learner Formation Officer in all basic education schools and community learning centers.

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Address: Brgy. Rizal, Science City of Muñoz, 3119
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6. For more information, please contact the **Bureau of Learner Support Services-Learner Rights and Protection Division**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at lrp@deped.gov.ph.

7. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

Encl.:

As stated

References:

DepEd Order (No. 006, s. 2026)

DepEd Memorandum (No. 090, s. 2025)

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

LEARNERS
POLICY
RIGHTS
PROTECTION
SCHOOLS
TEACHERS

JMC. 101 Classificatory Guidelines on the Designation of LRP in Schools
0363 September 16, 2026



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Department of Education
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(Enclosure to DepEd Memorandum No. 055, s. 2026)

CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER FORMATION OFFICERS IN SCHOOLS PURSUANT TO THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT (RA) NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013, AND DEPED ORDER NO. 006, s. 2026

(Guidelines on Ensuring a Safe and Motivating Learning Environment)

I. DUTIES OF THE LEARNER FORMATION OFFICER (LFO)

- a. Pursuant to Section 11.1(a) of the Revised IRR of Republic Act (RA) No. 10627, the school head shall designate a Learner Formation Officer (LFO) to handle bullying incidents, taking into consideration the school population and historical data on the prevalence of bullying. Further, pursuant to Section 11.1(c) of the Revised IRR of RA 10627, the LFO shall be responsible for maintaining a safe and respectful learning environment through the enforcement of school policies and the management of learner behavior.

The LFO shall perform the following duties:

- i. Provide learners and their parents and/or parent-substitutes with a copy of the school's anti-bullying policy;
- ii. Enable learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report; Provided, however, that no disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report;
- iii. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, bully, upstander, and bystander are protected and upheld during the investigation while maintaining confidentiality throughout the process;
- iv. Ensure the availability of consolidated statistical information on bullying and retaliation, subject to applicable confidentiality requirements and data privacy policies. Whereas personal information, sensitive personal information, and other confidential learner information shall be disclosed only to authorized personnel with a legitimate need-to-know and a lawful basis for access; and
- v. Render desk duty for at least two hours a day for sessions or consultations with learners, school personnel, and parents or parent-substitutes for purposes of reporting and inquiries.

The LFO shall perform any of the aforementioned duties during their daily two-hour desk duty.



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- b. The LFO shall also be responsible for the handling, recording, and resolution of complaints against learners in relation to non-bullying-related offenses and their corresponding penalties under Annex I of Department Order (DO) No. 006, s. 2026.
- c. Pursuant to Rule VII, Section 21, Item 3 of the Revised IRR of RA No. 10627, the LFO shall only be responsible for the processing of bullying and non-bullying complaints to facilitate resolution. Whereas learners, parents, or parent-substitute shall be informed of the complaint in writing, and the alleged bully shall be given the opportunity to respond to the complaint in writing, with the assistance of their parents or the parent-substitute.
- d. The LFO shall provide findings and recommendations to the school head, who shall be responsible for determining the appropriate sanctions and rendering a decision thereon based on the findings of the LFO.

II. DESIGNATION OF LEARNER FORMATION OFFICER

- a. For the interim, the School Head shall designate any of the following personnel as LFOs:
 - i. Assistant School Head Designates (ASHDs);
 - ii. Head Teachers (HTs) who are not designated as Department Heads or as Teacher-in-Charge (TIC); and
 - iii. Teachers.
- b. In designating LFOs, priority shall be given to **ASHDs and HTs**. A teacher may be designated as an LFO only when no ASHDs or HTs are available for the purpose.
- c. The designation of teachers as LFOs shall be considered a **teaching-related assignment** subsumed under the **Advocacy** component of Guidance and Advocacy, **which covers functions relating to learner discipline and other concerns that support learner rights and protection**. These functions are distinct from, but complementary to, guidance and mental health services and shall be undertaken subject to the following:
 - i. Priority shall be given to teachers who have less than six hours of teaching load and/or who are not assigned as class advisers or to any other teaching-related assignments; and
 - ii. Work performed by teachers by virtue of their designation as LFOs beyond the prescribed regular working hours shall be compensated through overtime pay in accordance with DO 026, s. 2025, or the "Guidelines on the Payment of Overtime Services of Teachers".
- d. The School Head may designate more than one LFO to ensure adequate coverage across key stages or grade levels.
- e. The designation of teachers as LFOs shall be effected through a Designation Order with the concurrence of the concerned teacher/s, duly signed by the Schools Division Superintendent (SDS).



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- f. Priority shall be given to personnel who have experience in handling an advisory class and have attended relevant capacity-building activity or in-service training on learner rights and protection.
- g. School personnel designated as LFOs who have no prior experience as class advisers or who have not undergone relevant capacity-building activities, orientations, or in-service training on learner rights, protection, and discipline shall be provided with the appropriate capacity-building interventions by the Learner Rights and Protection Division at the earliest opportunity to ensure their readiness and effective performance of LFO functions.
- h. The School Counselor, School Counselor Associate, guidance advocate, or any other non-teaching personnel shall not be designated as LFO.
- i. To support the immediate and effective implementation of the Revised IRR of RA 10627, all schools shall ensure that an LFO is designated by October 9, 2026.

III. LEARNER FORMATION OFFICERS IN THE ALTERNATIVE LEARNING SYSTEM (ALS)

- a. A School-Based Learning Center (SBLC) shall be assigned the same LFO as the mainstream/regular school system when the designated LFO is an ASHD. If the LFO of the mainstream/regular school system is a designated HT or teacher, the SBLC shall choose its LFO from among the ALS teachers assigned to the SBLC. The school head of the school to which the SBLC is attached shall exercise jurisdiction over bullying and non-bullying cases involving ALS learners.
- b. For Community Learning Center (CLC) or in other sites where ALS is implemented, the Chief of the Curriculum Implementation Division of the Schools Division Office shall designate a Division Focal Person as the LFO.



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Enclosure No. 2 to Schools Division Memorandum No. 324, s. 2026

Sample Designation Order Template

DESIGNATION ORDER

No. ____, s. 2026

TO: [NAME OF DESIGNATED PERSONNEL]
[Position / Designation, e.g., Teacher III]
[Name of School]

FROM: [NAME OF SCHOOL HEAD]
[Position Title, e.g., Principal IV / School Head]

SUBJECT: DESIGNATION AS SCHOOL LEARNER FORMATION OFFICER (LFO)

DATE: [Date]

1. In the exigency of service and pursuant to the provisions of DepEd Memorandum No. 55, s. 2026, titled "Clarificatory Guidelines on the Designation of Learner Formation Officers (LFO) in Schools Pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, otherwise known as the Anti-Bullying Act of 2013, and DepEd Order No. 6, s. 2026 (Guidelines on Ensuring a Safe and Motivating Learning Environment)," you are hereby designated as the **School Learner Formation Officer (LFO)** of [Name of School] for School Year 2026–2027, effective immediately.
2. In this capacity, you shall perform the following specific duties and responsibilities as stipulated under Section I of DepEd Memorandum No. 55, s. 2026:
 - a. Provide learners and their parents and/or parent-substitutes with a copy of the school's anti-bullying policy;
 - b. Enable learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report (provided that no disciplinary/administrative action shall be taken against a bully solely on the basis of an anonymous report);
 - c. Handle, process, and resolve bullying complaints and cases, ensuring that the rights of the victim, bully, upstander, and bystander are protected and upheld during investigations while maintaining strict confidentiality throughout the process;
 - d. Handle, record, and resolve complaints against learners in relation to non-bullying-related offenses and their corresponding penalties pursuant to Annex I of DepEd Order No. 6, s. 2026;



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- e. Ensure that learners, parents, or parent-substitutes are informed of any complaint in writing, allowing the alleged bully the opportunity to respond in writing with parental assistance;
 - f. Conduct investigations and provide written findings and recommendations to the School Head, who shall determine the appropriate sanctions and render the final decision;
 - g. Ensure the availability of consolidated statistical information on bullying and retaliation, adhering strictly to applicable data privacy policies and confidentiality requirements; and
 - h. Render desk duty for at least two (2) hours a day for sessions, consultations, reports, or inquiries with learners, school personnel, and parents or parent-substitutes.
3. As a designated LFO, your assignment is considered a teaching-related function subsumed under the Advocacy component of Guidance and Advocacy. This function is distinct from, but complementary to, guidance and mental health services. Work performed beyond your regular working hours shall be compensated through overtime pay in accordance with DepEd Order No. 026, s. 2025.
4. This Designation Order shall remain in full force and effect for School Year 2026–2027 unless earlier revoked, modified, or superseded by subsequent official issuances.
5. For your guidance, compliance, and strict implementation.

[NAME OF SCHOOL HEAD]
[Position Title]

CONFORME:

[NAME OF DESIGNATED PERSONNEL]
[Position Title]
Date: _____