



Republic of the Philippines
Department of Education
CARAGA REGION

January 29, 2026

REGIONAL MEMORANDUM
No. **0093**, s. 2026

To: Schools Division Superintendents
Division Learner Rights and Protection Focal Persons
All Others Concerned

**ESTABLISHMENT OF LEARNER RIGHTS AND PROTECTION (LRP) DESKS
AND WELLNESS HUB FOR THE 2026 RFOT, RSPC AND CRAG**

1. In preparation for the conduct of the Regional Festival of Talents (RFOT), Regional Schools Press Conference (RSPC), Caraga Regional Athletic Games (CRAG) 2026, this Office directs the establishment of Learners Rights and Protection (LRP) Desks and Wellness Hubs in all strategic official contest venues and billeting quarters.
2. This initiative aims to ensure the safety, well-being, and protection of all participating learners by providing accessible mechanisms for reporting concerns, delivering immediate psychological first aid, and coordinating appropriate responses during these large-scale regional events.
3. **Guidelines on the Establishment and Operationalization:**
 - a. **Location:** LRP Desks and Wellness Hubs must be established at all official contest venues and billeting quarters.
 - b. **Accessibility and Privacy:** Desks must be learner-centered, clearly marked, and situated to allow confidential reporting and consultation.
 - c. **Staffing:** Each desk must be managed by trained LRPD focal persons or Child Protection Committee (CPC) members. .
 - d. **Reporting Tools:** Desks must have standardized LRP Desk Report Sheets, suggestion boxes, and visible hotline numbers.
 - e. **Wellness/Response Features:** The desk/hub must be capable of providing immediate Psychological First Aid (PFA) and coordinating with medical personnel when necessary.
4. **Composition of the Division LRP Desk Committee:**
 - a. Chairperson: Schools Division Superintendent
 - b. Vice-Chairperson: Assistant Schools Division Superintendent
 - c. Members: School Head, Division LRPD Focal Person, and Guidance Counselor/Designate/Advocate

5. The LRP Desk Committee shall:
- Consult and coordinate LRPD, appropriate school governance level, and stakeholders to ensure learner safety and protection.
 - Provide psychological first-aid.
 - Respond immediately to reported cases.
 - Implement the 4Rs of child protection (Recognize, Record, Report, and Refer).
 - Conduct pre-orientation on the code of conduct for coaches, trainers, and chaperones/guardians.
 - Submit accomplishment reports to the Regional Office, Division Office, and LRPD.
6. The LRP Desk shall closely coordinate with concerned LGUs and other relevant agencies for referral purposes. Additionally, a dedicated helpline number and contact details of the LRP Desk Chairperson and/or Vice-Chairperson, including the Learners Telesafe Contact Center Helpline (LTCCH), must be prominently displayed in all venues and billeting quarters.
- Financial Guidelines.**
- Fund Allocation:** The Regional Office shall download Thirty Thousand Pesos (P30,000.00) to each Schools Division Office (SDO).
 - Utilization of Funds:** Funds shall cover travel expenses, supplies, and materials, subject to existing budgeting, accounting, and auditing rules.
7. Adhering to the four Rs of the Child Protection Policy, learner-athletes with concerns shall report to the Child Protection Help Desk or the designated Guidance Counselor/Advocate (preferably a CPC Member) in their billeting quarters.
8. The LRP Desk and Wellness Hub Accomplishment Report (see enclosed template) shall be submitted on or before March 9, 2026.
9. For clarifications and concerns, please contact the Learners Rights and Protection RO Focal Person, Giro Paolo Misael V. Almendralejo, at giropaolomisael.almendralejo@deped.gov.ph or the Alternate Focal Person, Ms. Shiela Abenido, at shiela.abenido@deped.gov.ph.
10. Immediate dissemination of this memorandum is desired.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2026.01.27
08:20:52
-0800
MARIA INES C. ASUNCION
Director IV
Regional Director *A*

Encl.: None

Reference:

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

ATHLETICS

COMMITTEES

LEARNERS

RIGHTS

ESSD/gpmva
01/26/2026

(Division Header)

ACCOMPLISHMENT REPORT

Learner Rights and Protection Desk & Wellness Hub – Billeting Quarters

1. Objectives

(Briefly state the purpose of the LRP Desk and Wellness Hub)

2. Key Accomplishments

a. LRP Desk

Activity Conducted	Output/Results	Challenges Encountered	Remarks

b. Wellness Hub

Activity Conducted	Output/Results	Challenges Encountered	Remarks

c. Billeting Quarters Support

(Division Footer)

(Division Header)

Activity Conducted	Output/Results	Challenges Encountered	Remarks

Learner Rights and Protection (LRP) Desk

	Total Number	No. Assisted	Participation Rate (%)
Teaching and Non-teaching Personnel			
Learners			
Overall Total:			

Wellness Hub

	Total Number	No. Assisted	Participation Rate (%)
Learners			
Overall Total:			

3. Recommendations

Prepared by:
(Division LRP Focal and Alternate)

Noted by:
(Chief, SGOD)

Approved by:
(Schools Division Superintendent)

(Division Footer)