



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
AUGUST 1 2025
BY: NMB
TIME: 4:14 PM

AUGUST 1 2025

REGIONAL MEMORANDUM

No. 0792 , s. 2025

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

ADDENDUM TO REGIONAL MEMORANDUM NO. 0718, s. 2025 RE: REQUEST
FOR THE SUBMISSION OF THE CONSOLIDATED REPORTS OF LEARNER
RIGHTS AND PROTECTION CONCERNS S.Y. 2023-2024

1. In reference to Memorandum DM-OUOPS-2025-11-04284 dated July 7, 2025, issued by the Office of the Undersecretary for Operations, Malcolm S. Garma, this addendum provides further guidance regarding the **Collection, Consolidation, and Validation of reported Learner Rights and Protection Concerns for S.Y. 2023-2024**.
2. 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 (Annexes A-E)** along with supporting documentations of the reported LRP incidents, including:
 - a. Incidents/narrative reports
 - b. Intervention plans
 - c. Intake sheets
 - d. Referral documents to partner agencies
3. The school and schools division offices may download the template of the reports through this link: <https://tinyurl.com/LRPConcernsReportTemplates> which **must be strictly followed**.
4. Separate Google Form links will be provided for Elementary, Junior High School, and Senior High School levels. Each school must accomplish the appropriate forms based on the levels they offer. For example, a school offering both Elementary and Junior High School must complete both corresponding forms. Schools may access the designated forms through the following links:
 - i. Elementary: <https://tinyurl.com/5daeeeb8>
 - ii. Junior High School: <https://tinyurl.com/cjrhe99d>
 - iii. Senior High School: <https://tinyurl.com/yc4xujkw>
5. The SDOs shall submit the consolidated report through learnershelpline.caraga@deped.gov.ph and cc: shiela.abenido@deped.gov.ph on or before **August 30, 2025**.
6. Please see that attached Memorandum for more information.

7. The privacy of the data and the learners shall be maintained and protected at all cost as provided by Republic Act (RA) No. 10173, otherwise known as the Data Privacy Act.
8. For clarifications and concerns, you may contact the Regional Learners Rights and Protection Coordinator, Dr. Adrilene Mae J. Castaños, at adrilenemae.castanos@deped.gov.ph or the Alternate Focal Person, Ms. Shiela Abenido, at shiela.abenido@deped.gov.ph.
9. Immediate dissemination of this memorandum is desired.


MARIA INES C. ASUNCION
Director IV
Regional Director 

Encl.: None

Reference: Memorandum DM-OUOPS-2025-11-04284 dated July 7, 2025

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

LEARNERS

REPORTS

RIGHTS

ESSD/sa
07/31/2025



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

[LRPD-CTC]



Republika ng Pilipinas
Department of Education

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-in-Charge*
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.

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**

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.
- 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 (Annexes A-E)** 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/yapwardd>.
- 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. Elementary: <https://tinyurl.com/5daeeeb8>
 - ii. Junior High School: <https://tinyurl.com/cjrhe99d>

iii. Senior High School: <https://tinyurl.com/yc4xujkw>

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.

Thank you.

School ID: _____

[illegible][illegible]

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	

Victims/Measure of the Bullying Incident: Gender: the bullying act is carried out to hurt others or belittle another individual or group or reinforce social exclusion Gender-based: the bullying act humiliated or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SGOI) Emotional damage: the bullying act causes damage to victim's psyche and/or emotional well-being

Effects of the Study/ing Incident	
Physical harm refers to any injury or damage to a person's body (bruises, scratches, cuts, dislocations, sprains, etc.)	
Attempted Suicide - an intentional but unsuccessful effort to end one's own life. This may involve actions such as overdosing on medication, cutting oneself, or engaging in other self-harming behaviors with the intent to die, but the person survives the attempt.	
Suicide - death caused by self-inflicted, intentional behaviors with the goal of ending one's life (hanging, ingesting poison, or jumping from a high place, etc.)	
Death - loss of life as a result of various physical attacks (being stabbed, punched, physical altercation, etc.)	
Psychological/Emotional - any internal experience that affects a person's thoughts, feelings, and behavior. This persistent sadness, anxiety, low self-worth, emotional detachment, overthinking, mood swings, difficulty trusting others, excessive guilt, trauma-related responses, and sudden emotional outbursts.	

Name und Designation:

100

(Home and Designation)

© 2004 Blackwell Publishing Ltd *Journal of Internal Medicine* 255: 103–110

School: _____

Address: _____

Classification: (Private / Public) _____

Level: (Undergraduate / Elementary / Secondary) _____

Notes: Child Abuse refers to the maltreatment of a child, whether habitual or not, which includes any of the following:

- Physical Abuse** refers to acts that inflict bodily harm and which subject children to perform tasks which are hazardous to their physical well-being.
- Sexual Abuse** refers to acts that are sexual in nature such as rape, sexual harassment, sexually demeaning remarks, forcing children to watch obscene publications or shows, etc.; and
- Verbal Abuse** refers to any act by words or words which debases, degrades, or diminishes the intrinsic worth and dignity of a child as a human being.

Psychological refers to acts or conditions resulting or likely to cause mental or emotional suffering to the child which include intimidation, harassment, stalking, public ridicule, threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.

Relationship to the victim refers to relatives (father, mother, cousin, etc.) or school personnel (Principal, teacher and Deputy non-teaching staff).

to include is not intended for any acts of child abuse.

Prepared by: _____
(Name and Designation)

Date: _____

Validated by:	(Name and Designation)
Dated:	

Date/ Place of Incident	Mixture of Child Abuse			Victims				Perpetrators				Relationship to the Victim (Offenses, ongoing relationship, family, neighbor, teacher, friend, etc. - indicate in the column)	Action Taken	Status (Resolving on-going intervention/ Referred to other Government Agency/ Referred to other Non-Government Organization)			
	Physical	Sexual	Verbal	Psychological	Name (Last Name, First Name, M.I.)	Age	Gender		Name (Last Name, First Name, M.I.)	Age	Gender						
							M	F			M				F		
																Learned with disability 1 (Yes) 0 (No)	Learned with disability 1 (Yes) 0 (No)

CONFIDENTIAL

SCHOOL-BASED CONSOLIDATED REPORT ON CASES OF CHILDREN-AT-RISK (CAR)

School Year 20__-20__

School: _____

Period Covered: _____

Total Number of Students: _____

School ID: _____

Classification: ☐ At-Risk☐ Not At-RiskLevel: ☐ Elementary☐ Secondary☐ High School☐ Other (Specify)

I. CHILDREN-AT-RISK (CAR)

Classification	Gender			Learner with disability		Action Taken	Status (Resolved, with on-going intervention/ Referred to other Government Agencies/ Referred to other Non-Government Organizations)
	Male	Female	LGBTQIA+	1 (Yes)	0 (No)		
1. Existing from a dysfunctional family or without parent or guardian							
2. Being a member of a gang							
3. Living in a community with a higher level of criminality							
4. Living in situation of armed conflict							
5. Committed a status offense under Section 57 of RA 9344, as amended							
6. Mentions under PD 1563							
7. Solvent/ Puffery user							
8. Marijuana/ Drug Use/ Dependency							
9. User of cigarettes, vape, and tobacco products							
10. Involved in gambling activities							

Section 57 of RA 9344 states that "Any conduct not considered an offense or not penalized if committed by an adult shall not be considered an offense and shall not be punished if committed by a child." Examples of status offenses include truancy, running away from home, violating curfew, underage use of alcohol, and general ungovernability.

Presidential Decree 1503 otherwise known as the "Mentality Law" of 1976 defined Mentality under Section 3 (a) "as any person, except those enumerated in Section 4 of this Decree, who has no stable and legal means of support, or lawful employment and who is physically able to work but neglects to apply himself to some lawful calling and instead uses begging as a means of living."

II. Concrete descriptions of actions taken by the school to alleviate the risk factors of the CAR:

	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: _____

Validated by: _____

Designation/

Date: _____

Date: _____

Principal

School ID: _____

Classification:

☐ Public	☐ Kindergarten
☐ Private	☐ Elementary
	☐ Junior High School
	☐ Senior High School

[illegible]

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

Date:

Revised Year 20__ - 20__

School ID:

Number of Panchayat Councils	
Number of cases with an explicit implementation of intervention	
Number of cases referred to other Government Agencies	
Number of cases referred to other non-Governmental Organizations	

Original Parliament refers to a kind of parliament or assembly imposed for an alleged or actual offense, which is carried out of national, for the purpose of discipline, training or control, by a master, school administrator, or other authority who has given authority for parliament or discipline. It includes physical, humiliating or degrading punishment, and others.

Other findings of this research include, for example, that the use of a single, common, or standard definition of the term "sexual harassment" is not sufficient to ensure that the law is applied consistently. The research also found that the law is not always applied consistently, and that the law is not always applied in a way that is consistent with the intent of the law. The research also found that the law is not always applied in a way that is consistent with the intent of the law.

[illegible]

Overdue-Based Violations (OSBV) refers to any act of violence that is directed against an individual based on their gender identity or perceived gender.

Gender-based Sexual Harassment is a form of harassment based on one's sexual orientation, gender, identity, expression, or appearance. This form of harassment may be verbal, non-verbal, psychological, or physical.

Dear Child Rights Violations Monitoring We to the victim reached against address that conviction against violations of their human rights that take severe consequences to their lives. These other kinds have occurred in the form of a life not met, no killing or making of children, investments or use of CTR, rape and other forms of sexual violence against children, kidnapping of children, attacks against schools or hospitals, or cases of harassment against the victim.

Child *Shedding* refers to any shedding occurred into where (can or both parties are children) and accompanied in care or culture, punishment, or to any recognized traditional, cultural or religious manner. It shall include any physical abuse collaboration outside of bloodshed between an adult and a child, or between children.

Validated by: Pharmacist Dispensing
