

Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION



01 August 2025

REGIONAL MEMORANDUM

.2025

COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR SCHOOL YEAR 2023-2024

To: **Assistant Regional Director** Schools Division Superintendents School Governance and Operations Division Chiefs Division LRP Focal and Alternate Focal Persons All Others Concerned

- In reference to DM-OUOPS-2025-11-04284, the Bureau of Learner Support Services-Learner Rights and Protection Division (BLSS-LRPD) will lead the facilitation of the collection, consolidation, and validation of learner rights and protection (LRP) concerns for School Year (SY) 2023-2024.
- All public and private elementary and secondary schools shall collect the reported LRP incidents in their respective schools, especially the schools that have declared the presence of LRP concerns for SY 2023-2024 through the Legal Services Information System (LSIS).
- 3. All public and private elementary and secondary schools shall fill in the School-Based Consolidation Data Sheet and shall transfer the data from the Consolidation Data Sheet to Google Forms. The School-Based Consolidation Data Sheet may be downloaded through this link: https://tinyurl.com/yapwardd.
- 4. Schools shall submit their report directly to the Central Office (Operations Strand-BLSS-LRPD) by completing the Google Form and attaching the School-Based Consolidation Data Sheet with the corresponding documentation of the reported cases, such as incident and narrative reports, intervention plan, intake sheets, and other documents showing referral to partner agencies.
- 5. Separate Google Form links will be provided for Kindergarten, Elementary, Junior High School, and Senior High School levels. Schools may access the designated forms through the following links:
 - a. Kindergarten: https://tinyurl.com/5daeeeb8
 - b. Elementary: https://tinyurl.com/4npkkfdi
 - c. Junior High School: https://tinyurl.com/cjrhe99d
 - d. Senior High School: https://tinyurl.com/yc4xujkw
- 6. All public and private schools are required to accomplish the Google Forms and submit their reports to the Central Office on or before September 15, 2025.







Address: Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318 Email Address: car@deped.gov.ph









Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION

- 7. Attached to this Memorandum is DM-OUOPS-2025-11-04284 for your reference and guidance.
- For concerns or clarifications, please contact Georgina C. Ducayso, Education 8. Support Services Division Chief, at car.essd@deped.gov.ph or Dalton S. Teliao, Project Development Officer II, through email at dalton.teliao@deped.gov.ph.
- 9. Immediate dissemination of and compliance with this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director

Reference: As Stated Enclosure: As Stated

ESSD/GCD/dst/mjp Collection, Consolidation, and Validation of LRP concerns SY 2023-2024 August 01, 2025

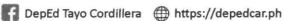








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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM	
DM-OUOPS-2025	-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.

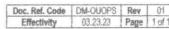
For questions and/or concerns, your staff may contact this Office through email at ouops@deped.gov.ph (cc: blss.od@deped.gov.ph and lrpo@deped.gov.ph).

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 -

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

Office of the Undersecretary for Operations

SUBJECT : COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED

LEARNER RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2023-

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:

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







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

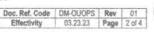
Phase	Procedure	Expected Output
Phase 1: Collection an Consolidation	Step 1: The school shall fill in the School-Based Consolidation Data Sheet (Annex A-E of this memorandum).	Signed school-based consolidation data sheet
	Step 2: The school shall transfer the data from the School-Based Consolidation 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 an 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.	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

- Number of incidents on child abuse, violence, exploitation, neglect, bullying, children-at-risk (CAR), and children in conflict with the law (CICL);
- Number of schools with localized child protection policies, and antibullying 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.
- 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
- 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).
- 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:
 - 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.

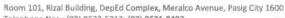
For queries and clarifications, you may contact Dr. Miguel Angelo S. Mantaring, Director IV, Bureau of Learner Support Services through email at weprotectlearners@deped.gov.ph (cc: blss.od@deped.gov.ph).

For immediate dissemination and compliance.

Thank you.









School-Based Report on Incidents of Bullying School Year 20_ - 20_

Level: (Kindergarten/Elementary/Secondary) Classification: (Private/Public)

PHYSICAL BULLYING

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Annex A

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Number of cases referred to other non-Government Organizations
Number of cases referred to other Government Agencies
Number of cases with on-going implementation of intervention
Number of Resolved Cases

Forms of Bullying

Thysical Ballying refers to unwanted physical contact (punching, shoving, pushing, hicking, slapping, siching, headlocks, etc)

Verhad Bullying refers to any act by deeds or words which debases, degrades, or dements the intrinsic worth and dignity of a child as a human being.

Bullying in Whitten Ferm - a bullying act that was mechanically written or recorded in a tangible or simble form (wnling derogatory remarks or accusations in notebooks, walls, lockers, arm chairs, etc.)

Ypherballying refers to any bullying dons through the use of technology or any electronic means (texting means, online games, etc.)

bellestion against a person who reports bullying, who provides information during an investigation of lying, or who is a witness to or has a reliable in formation about bullying.

Motives/Nature of the Bullying Incident

Social -the bullying act is carried out to hurt others or belittle another individual or group or reinforce social exclusion

Gender-based -the bullying act humiliates or excludes a person on the basis of perceived or actual exxual orientation and gender identity (SOOI)

Emetional demage - the bullying act causes damage to victim's payche and/or emotional well-being

Effects of the Bullying Incident

Physical Haza refers to any injury or damage to a person's body (bruises, acratches, cuts, dislocations, sprains, etc.)

Attempted Suicide - an intentional but unsuccessful effort to end one's own life. This may involve actions such as overdoning on medication, cutting oneself, or engaging in other self-harming behaviors with the intent to die, but the person survives the attempt.

Subside - desth caused by self-inflicted, intentional behavior with the goal of ending one's life (hanging, agesting poison, or jumping from a high place, etc.)

th - loss of life as a result of serious physical attacks (being stabbed, punched,physical altercation, etc.)

ehological/Bmothonal - any internal experience that affects a person's thoughts, feelings, and behavior, persistent sadness, anciety, low self-worth, emotional detachment, overchinking, mood swings, difficulty ting others, excessive guilt, trauma-related responses, and sudden emotional outbursts.

(Name and Designation)

Date:

Date:

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School-Based Report on Incidents of Child Abuse School Year 2023 - 2024

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	Physic	al Abuse p	referre to acc	te that inflict bodi	ly haven an	Physical Abuse refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazurdous to their physical wall-being.	eform tas	sks which	h are hea	urdous to their	physical	wall-being.							
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SCHOOL BASED CONSOLIDATED REPORT ON CASES OF CHILDREN-AT-RISK (CAR)

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3. Living in a community with a higher level of criminality							
4. Living in situation of armed conflict							
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9. User of cigarettes, vape, and tobacco products							
10. Involved in gambling activities							
Section 87 of RA 9944 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 trunncy, running away from borne, violating curiew, underage use of alcohol, and general ungovernability.	rd an offense er no m home, violating	t penalized if co	camitted by an ecge use of alcohol,	duit shall not be and general un	considered an offi	and shall not be punished if committed by a child	4.
Presidential Decree 1563 otherwise known as the 'Mendicanc neglects to apply himself to some lawful calling and instead us	y Law of 1978" del es begging au a me	ined Mendicano	y under Section	3 (a) "as any per	son, except those	urated in Section 4 of this Decree, who has no vi	Presidential Decree 1863 otherwise known as the "Mendicancy Law of 1978" defined Mendicancy under Section 3 (a) "as any person, except those enumerated in Section 4 of this Occree, who has no visible and legal means of support, or lawful employment and who is physically able to week but
II. Concrete descriptions of actions taken by the school to alleviate the rink factors of the CAR-	alleviate the risk	factors of the	CAR				
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School-Based Consolidated Report on Incidents of Children in Conflict with the Law (CICL) School Year $20_-20_$

hool: iod Covered:								School ID: Classification:	☐ Public ☐ Private	☐ Kindergarten ☐ Elementary ☐ Junior High School ☐ Senior High School
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B. Concrete descriptions of any	intervent	ion pro	ogram o	r diversion p	program th	at the school	initiated or adopted whch facil	itated the reintegration of the	e CICL in the s	chool and community
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Prepared by:								Validated by:		
Designation)								Principal		
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SCHOOL-BASED CORSOLIDATED REPORT OR OTHER LEARNER RIGHTS AND PROTECTION CONCERNS Beloof You 20... - 20...

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