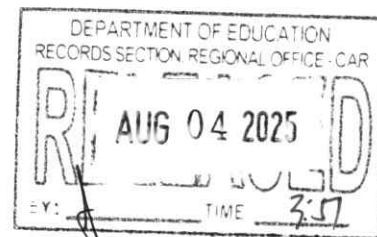




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



01 August 2025

**REGIONAL MEMORANDUM**

No: 554-2025

**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

1. 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.

2. 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/4npkfdj>
- 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.



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.
8. For concerns or clarifications, please contact Georgina C. Ducayso, Education Support Services Division Chief, at [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph) or Dalton S. Teliao, Project Development Officer II, through email at [dalton.teliao@deped.gov.ph](mailto: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*



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](mailto:ouops@deped.gov.ph) (cc: [blss.od@deped.gov.ph](mailto:blss.od@deped.gov.ph) and [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph)).

Thank you very much.

☐ Approved  
☐ Disapproved  
☐ Further Comments/Remarks

BLRPD-CTCJ



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) policies<sup>1</sup> of the Department, as amended by DepEd Order (D.O.) No. 3, s. 2021,<sup>2</sup> 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:

<sup>1</sup> D.O. Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015.

<sup>2</sup> Creation of the Child Protection Unit and the Child Rights in Education Desk in the Department of Education.

Phase	Procedure	Expected Output
<b>Phase 1:</b> Collection and Consolidation	<b>Step 1:</b> The school shall fill in the <b>School-Based Consolidation Data Sheet</b> (Annex A-E of this memorandum).	Signed school-based consolidation data sheet
	<b>Step 2:</b> 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
	<b>Step 3:</b> 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
<b>Phase 2:</b> Validation	<b>Step 4:</b> 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
	<b>Step 5:</b> The ROs shall consolidate the validated data.	Consolidated data validated by the focal persons from RO and SDO
<b>Phase 3:</b> Analysis and Interpretation	<b>Step 6:</b> The focal persons from RO and SDO shall analyze and interpret the data.	Analyzed and interpreted LRP data (Regional level)
	<b>Step 7:</b> 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](mailto:weprotectlearners@deped.gov.ph) (cc: [blss.od@deped.gov.ph](mailto:blss.od@deped.gov.ph)).

For immediate dissemination and compliance.

Thank you.



## Level: (Kindergarten/Elementary/Secondary)

School: \_\_\_\_\_

Address: \_\_\_\_\_

[illegible]

## VERBAL BUILDING

[illegible]



[illegible][illegible]



## School ID: \_\_\_\_\_

[illegible]

Number of cases referred to other non-Government Organisations	Number of cases referred to other Government Agencies	Number of cases with on-going implementation of intervention	Number of resolved cases

**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 deeds or words which debases, degrades, or diminishes the intrinsic worth and dignity of a child as a human being.

**Psychological** refers to acts or omissions causing 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.

**No amicable settlement for any acts of child abuse**

(Name and Designation)

**Date:**

(Home and Designation)

Date: \_\_\_\_\_

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: ☐ A-Sub  
☐ Phase

Level: ☐ Kindergarten  
☐ Elementary  
☐ Junior High School  
☐ Senior High School

**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. Coming 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. Mentally under PD 1563							
7. Substance/ Drugs user							
8. Marijuana/ Drug Use/ Dependency							
9. User of cigarettes, vapes, 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 1868** otherwise known as the "Mentally Law of 1978" defined Mentally under Section 3 (a) "as any person, except those enumerated in Section 4 of this Decree, who has no viable 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

CONFIDENTIAL

**School-Based Consolidated Report on Incidents of Children in Conflict with the Law (CICL)**  
**School Year 20\_\_ - 20\_\_**

School: \_\_\_\_\_  
 Period Covered: \_\_\_\_\_

School ID: \_\_\_\_\_  
 Classification: ☐ Public ☐ Kindergarten  
                   ☐ Private ☐ Elementary  
                                   ☐ Junior High School  
                                   ☐ Senior High School

A. Consolidated Report on Incidents of Children in Conflict with the Law (CICL)									
Learner's Reference Number (LRN)	Age	Gender			Learner with disability		Case/Violation	Action/s Taken	Status (Resolved/ with on-going intervention/ Referred to other Government Agencies/Referred to other Non-Government Organizations)
		M	F	LGBTQIA+	1 (Yes)	0 (No)			

B. Concrete descriptions of any intervention program or diversion program that the school initiated or adopted which facilitated the reintegration of the CICL in the school and community

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: \_\_\_\_\_

(Designation) \_\_\_\_\_

Date: \_\_\_\_\_

Validated by: \_\_\_\_\_

Principal \_\_\_\_\_

Date: \_\_\_\_\_

SCHOOL-BASED CONSOLIDATED REPORT ON OTHER LEARNER RIGHTS AND PROTECTION CONCERNS  
School Year 20\_\_ - 20\_\_

School Year 20\_\_ - 20\_\_

Qualification: (Private/Public)  
Level: (Undergraduate/Postgraduate/Secondary)

Michael HD

[illegible]

**Corporal Punishment** refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried out of ill-will, for the purpose of discipline, training or control, by a teacher, school administrator, an adult, or any other child who has given authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading punishment, and others.

**Schild Trafficking** refers to the recruitment, obtaining, hiding, providing, offering, transportation, transfer, maintenance, harboring, or receipt of persons with or without the victim's consent or knowledge; while sex across national borders or within a country for purposes of prostitution or other forms of sexual exploitation of persons or for purposes of forced labor, slavery, or similar practices, whether or not transnational or long-distance trafficking has taken place. It also includes the grooming or luring of children and adolescents into prostitution, even if no actual act of prostitution takes place.

**00865 - Culture Based Assessment and Replication of ChildMans** refers to the use of ICT as a means to assess and/or explicit children's security, which includes cases in which either child abuse and/or exploitation is considered with an analytical one-point. This can also include, but is not limited to, on-line grooming of children for sexual purposes, sexual extortion, child labor, trafficking, and other commercial sexual exploitation of children through online prostitution, and is not limited to the consent of the victim. Provided, that ChildMans may be used interchangeably with online child sexual exploitation or abuse (OCSEA).

**Gender-Based Violence (GBV)** refers to any act of violence that is directed against an individual based on their gender identity or perceived gender.

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

where Child Rights Violations occurring refer to the crimes committed against children that constitute flagrant violations of their human rights and have severe consequences on their lives. These crimes include those enumerated in section 9 of this Act such as killing or maiming of children, recruitment or use of CMC, rape and other forms of sexual violence against children, abduction of children, attacks against schools or hospitals, or denial of humanitarian access to children.

**Child Marriage** refers to any marriage entered into where one or both parties are children and acknowledged in civil or church proceedings, or in any recognized traditional, cultural or customary manner. It shall include an informal union or cohabitation outside of wedlock between an adult and a child, or between children

Name and Organization

William H. New / 1990, 1992

## Content