



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 August 2025

DIVISION MEMORANDUM

No. 569 s. 2025

**REQUEST FOR COLLECTION AND CONSOLIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2023-2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public and Private Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In reference to **Regional Memorandum No. 590, s. 2025**, all schools are requested to submit the consolidated report on Learner Rights and Protection Concerns for S.Y. 2023-2024 on or before **September 15, 2025**.

2. 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. There will be a separate Memorandum for the commencement of the collection process for S.Y. 2024-2025.

3. All public and private elementary and secondary schools are hereby instructed to observe the following guidelines for Phase I: Data Collection and Consolidation:

- a. **Step 1:** the school shall fill in the school-based consolidation data sheet which may be downloaded from <https://tinyurl.com/4vhn4sxf>.
- b. **Step 2:** The school shall transfer the data from the School-Based Consolidation Data Sheet to the Google Forms provided:

- Kindergarten: <https://tinyurl.com/5daeeeb8>
- Elementary: <https://tinyurl.com/4npkkfdj>
- Junior High School: <https://tinyurl.com/cjrhe99d>
- Senior High School: <https://tinyurl.com/yc4xujkw>

4. In addition, all submitted reports shall be copy furnished to **Ms. Nicole May L. Lumanglas, PDO I/LRP focal person** at [nicolemay.lumanglas@deped.gov.ph](mailto:nicolemay.lumanglas@deped.gov.ph).


5. Attached is RM 590, s. 2025 information and guidance of all concerned.

6. Immediate dissemination and strict compliance of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

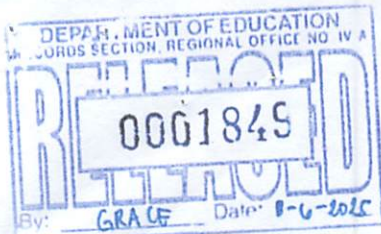
  
**EDWIN R. RODRIGUEZ, Ed.D.**  
CID Chief  
Officer-in-Charge

Encl.: As stated  
Reference: RM 590, s. 2025  
To be indicated in the Perpetual Index  
under the following subjects:

**LEARNER RIGHTS AND PROTECTION**

SGOD- request for collection and consolidation of reported learner rights and protection concerns for  
s.y. 2023-2024  
REC3G80D-005759/August 20, 2025





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



ESSD-RM-2025-590

05 August 2025

**Regional Memorandum**  
No. 590, s. 2025



**REQUEST FOR COLLECTION AND CONSOLIDATION OF  
REPORTED LEARNER RIGHTS AND PROTECTION  
CONCERNS FOR S.Y. 2023-2024**

To: **Schools Division Superintendents**  
**All Others concerned**

1. In reference to DepEd Memorandum OUOPS-2025-11-042841<sup>1</sup>, this Office, through the Education Support Services Division, earnestly calls for the attention and active cooperation of the Schools Division Offices (SDO) and School relative to the aforementioned subject on or before **September 15, 2025**.
2. This aims to systematically prepare, maintain, and submit data on incidents and conditions affecting learners which are vital in shaping future policies, programs, advocacy campaigns, and other initiatives aimed at promoting learner welfare.
3. In view of the foregoing, **all public and private elementary and secondary schools with the guidance of the Division Focal Persons** are hereby instructed to observe the following guidelines for **Phase I: Data Collection and Consolidation**:
  - a. Step 1: The school shall fill in the **School-Based Consolidation Data Sheet** which may be downloaded from <https://tinyurl.com/4vhn4sxf>.
  - b. Step 2: The school shall transfer the data from the School-Based Consolidation Data Sheet to the **Google Form Links** provided.
4. Detailed guidelines and procedures relative to the collection and consolidation is attached as **Annex A**.

<sup>1</sup> Request for Dissemination of the "Himig Makabata" Jingle Writing Contest

5. For further details, you may contact Dr. Eduarda M. Zapanta, Chief of ESSD, or Ms. Rochelle May M. Nisola, Alternate Learner Rights and Protection Focal Person through email at [rochellemay.nisola@deped.gov.ph](mailto:rochellemay.nisola@deped.gov.ph).
6. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

ROE/RMMN

## **Annex A:**

### **PHASE 1: 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 School Year 2023-2024 and School Year 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 DO 40, s. 2012, DO 55, s. 2013, and DO 18, s. 2015. School heads/administrators and the Guidance Counselors/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;
- c. School Heads/Administrators and Guidance Counselors/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 to the Central Office (Operations Strand-LRPD) **through Google Forms**.



- b. The Central Office (Operations Strand-LRPD) shall consolidate the submitted data by the schools. The data shall be disaggregated per RO and SDO, which shall be then 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.**
- b. Schools may download the **School-Based Consolidation Data Sheet** from <https://tinyurl.com/4vhn4sxf>.
- 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, the school ABC shall accomplish the forms for Elementary and Junior High School**). Schools may access the designated forms through the following links:
  - i. Kindergarten: <https://tinyurl.com/5daeeeb8>
  - ii. Elementary: <https://tinyurl.com/4npkkfdj>
  - iii. Junior High School: <https://tinyurl.com/cjrhe99d>
  - iv. Senior High School: <https://tinyurl.com/yc4xujkw>



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Records-ICO01-2025-471

MEMORANDUM

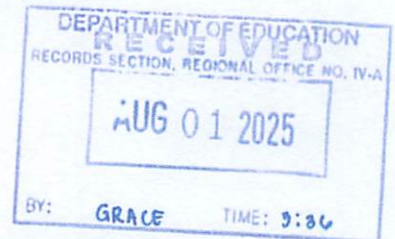
DM-OUOPS-2025 - 11 - 04284

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.



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:

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/4vhn4sxf>.
- 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:
- Kindergarten: <https://tinyurl.com/5daeeeb8>
  - Elementary: <https://tinyurl.com/4npkkfdj>
  - Junior High School: <https://tinyurl.com/cjrhe99d>
  - 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.





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

[LRPD-CTC]