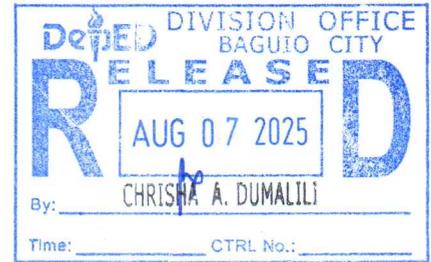




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



6 August 2025

DIVISION MEMORANDUM

No. **463-2025**

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

To: Chief Education Supervisors
All Public Schools District Supervisors
Public & Private Elementary & Secondary School Heads
School Learner Rights Protection Focal
School Guidance Counselors
Others Concerned

1. In reference to DM-OUOPS-2025-11-04284, this office informs all public and private elementary and secondary schools to report 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).
2. All public and private elementary and secondary schools shall fill in the School-Based Consolidation Data Sheet and shall transfer the data from the Consolidated Data Sheet to Google Forms. The School-Based Consolidation Data Sheet may be downloaded through this link <https://tinyurl.com/SBCDataSheet>.
3. *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.
4. 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:
 - Kindergarten: <https://tinyurl.com/KinderSchool-BasedCDS>
 - Elementary: <https://tinyurl.com/ElementarySchool-BasedCDS>
 - Junior High School: <https://tinyurl.com/JHSScholl-BasedCDS>
 - Senior High School: <https://tinyurl.com/SHSSchool-BasedCDS>
5. 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**.

6. Attached to this Memorandum is DM-OUOPS-2025-1-04284 and Regional Memorandum 554.2025.
7. For concerns or clarifications, please contact Ms. Augie Simangan Youth Formation Coordinator at youthformationbaguio@gmail.com.
8. Immediate wide dissemination and compliance with this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:


CARMEL F. MERIS
OIC – Assistant Schools Division Superintendent



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/4nppkfdj>
 - 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.



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DepEd Tayo Cordillera



<https://depedcar.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.
8. For concerns or clarifications, please contact Georgina C. Ducayso, Education 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*



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

BLSS-LRPD



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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.

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**.

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
<p>Phase 1: Collection and Consolidation</p>	<p>Step 1: The school shall fill in the School-Based Consolidation Data Sheet (Annex A-E of this memorandum).</p> <p>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.</p> <p>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.</p>	<p>Signed school-based consolidation data sheet</p> <p>Accomplished Google Forms through the link provided herein</p> <p>Consolidated data by the Central Office (Operations Strand-BLSS-LRPD) using the data submitted by the schools</p>
<p>Phase 2: Validation</p>	<p>Step 4: The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-BLSS-LRPD).</p> <p>Step 5: The ROs shall consolidate the validated data.</p>	<p>Validated data by the focal persons from RO and SDO</p> <p>Consolidated data validated by the focal persons from RO and SDO</p>
<p>Phase 3: Analysis and Interpretation</p>	<p>Step 6: The focal persons from RO and SDO shall analyze and interpret the data.</p> <p>Step 7: The LRPD shall collect and review the analysis and interpretation of LRP data.</p>	<p>Analyzed and interpreted LRP data (Regional level)</p> <p>Consolidated and complete reports on LRP incidents with analysis and interpretation</p>

Note: The Memorandum for Phases II and III will be released after the commencement of Phase I

- 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:
- 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>

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.