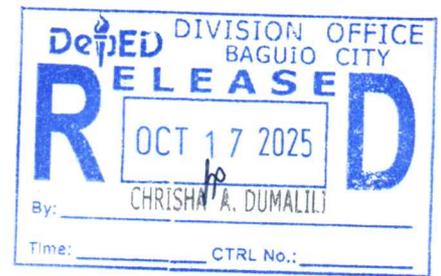




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



October 16, 2025

**DIVISION MEMORANDUM**

No. **667-2025**

**“REITERATION ON THE COLLECTION AND VALIDATION OF REPORTED  
LEARNER RIGHTS AND PROTECTION (LRP) CONCERNS FOR  
SCHOOL YEAR 2024-2025”**

To : Chief Education Supervisors  
Public Schools District Supervisors  
Public and Private School Heads  
All Others Concerned

1. Pursuant to **Regional Memorandum No. 764, s. 2025** entitled “*Collection and Validation of Reported Learner Rights and Protection Concerns for School Year 2024–2025*”, this Office reiterates the directive for all schools to ensure the **accurate, complete, and timely reporting of Learner Rights and Protection (LRP) concerns**.
2. All public and private schools are directed to undertake the following:
  - a.) **Collect and consolidate** all reported LRP incidents for SY 2024–2025, through the Legal Services Information System (LSIS) ensuring the accuracy of data and completeness of supporting documentation.
  - b.) **Use the School-Based Consolidation Data Sheet** provided through this link: <https://tinyurl.com/4vhn4sxf> and transfer the encoded data to the separate **Google Form Links** provided for each school level. Schools shall accomplish the corresponding form(s) for the levels they offer, regardless of whether or not there are reported LRP cases.
    - **Kindergarten:** <https://tinyurl.com/4bm9bzk>
    - **Elementary:** <https://tinyurl.com/2m7m8jab>
    - **Junior High School:** <https://tinyurl.com/35xjr6ch>
    - **Senior High School:** <https://tinyurl.com/5e9ebm4e>
  - c.) **Submit the reports directly to the Central Office (Operations Strand–BLSS–LRPD)** by completing the appropriate **Google Forms** and attaching the **signed School-Based Consolidation Data Sheet (Annexes A–E)** along with documentation of the reported LRP cases (e.g., incident and narrative reports, intervention plans, intake sheets, and referral documents) on or before **December 15, 2025**





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

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3. Enclosed is RM 764 s. 2025 and DM-OUOPS-2025-11-05770 regarding this matter for reference.
4. For questions and/or concerns, kindly contact Arlani B. Buccat/Augie Perl Simangan, Learner Formation Coordinators through (074) 442 7819.
5. Immediate dissemination and compliance with this Memorandum is desired.

  
**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent 



**Address:** 82 Military Cutoff Rd, Baguio, Benguet, 2600  
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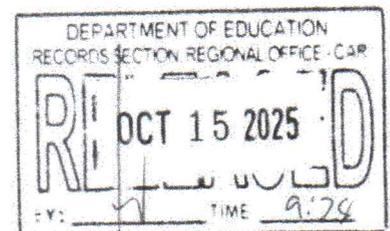
DepEd Tayo Baguio City



<https://depedpines.com>



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



14 October 2025

**REGIONAL MEMORANDUM**

No: 764.2025

**COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR SCHOOL YEAR 2024-2025**

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-2025-11-05770, 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) 2024-2025.

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 2024-2025 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/4vhn4sxf>.

4. Schools shall submit their report directly to the Central Office (Operations Strand-BLSS-LRPD) by completing the Google Forms and attaching the signed School-Based Consolidation Data Sheet (*Annexes A-E*) with the corresponding documentation of the reported LRP 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. Each school is required to accomplish the appropriate form based on the school levels they offer (i.e., If School ABC offers Elementary Junior High School, then School ABC shall accomplish the forms for Elementary and Junior High School, regardless of whether School ABC has reported LRP cases or has no reported LRP cases). Schools may access the designated forms through the following links:

- a. Kindergarten: <https://tinyurl.com/4brr9bzk>
- b. Elementary: <https://tinyurl.com/2m7m8jab>
- c. Junior High School: <https://tinyurl.com/35xjr6ch>
- d. Senior High School: <https://tinyurl.com/5e9ebm4e>



Address: Wangal, La Trinidad, Benguet, 2601  
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DepEd Tavo Cordillera <https://depedcar.ph>





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

6. All public and private schools are required to accomplish the Google Forms and submit their reports to the Central Office on or before December 15, 2025.
7. Attached to this Memorandum is DM-OUOPS-2025-11-05770 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.

Digitally signed by  
ESTELA P. LEON-CARIÑO  
EdD, CESO III  
Date: 2025.10.15  
08:00:29 +08'00'

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director

Reference: As Stated  
Enclosure: As Stated

*ESSD/GCD/mjp Collection, Consolidation, and Validation of LRP concerns SY 2024-2025  
October 14, 2025*



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2025 - 11 - 01770**

**TO** : Regional Directors  
Schools Division Superintendents  
School Heads  
Regional and Division Learner Rights and Protection Focal Persons  
All Others Concerned

**FROM** : **MALCOLM S. GARMA**  
Undersecretary for Governance and Operations



**SUBJECT** : **COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2024-2025**

**DATE** : September 17, 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

<sup>1</sup> D.O. Nos. 40, s. 2012, 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.

for **School Year (S.Y.) 2024-2025**, 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	<p><b>Step 1:</b> The school shall fill in the <b>School-Based Consolidation Data Sheet</b> (Annex A-E of this memorandum).</p> <p><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.</p> <p><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.</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>
<b>Phase 2:</b> Validation	<p><b>Step 4:</b> The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-BLSS-LRPD).</p> <p><b>Step 5:</b> 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>
<b>Phase 3:</b> Analysis and Interpretation	<p><b>Step 6:</b> The focal persons from RO and SDO shall analyze and interpret the data.</p> <p><b>Step 7:</b> 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

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**  
The collection and consolidation process for the S.Y. 2024-2025 data shall begin in the fourth quarter of this year and shall close on **December 15, 2025**.
- II. **Data to be Collected and Consolidated**
- a. Number of incidents of 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, and 18, s. 2015, as well as the Revised Implementing Rules and Regulations of Republic Act No. 10627, otherwise known as the "Anti-Bullying Act of 2013." School heads/administrators and guidance counselors/guidance designates are highly encouraged to review the said policies to ensure that the data to be provided is 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-BLSS-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 completing the **Google Form and attaching the School-Based Consolidation Data Sheet (Annexes A-E)** and the corresponding documentation 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/4brr9bzk>
    - ii. Elementary: <https://tinyurl.com/2m7m8jah>
    - iii. Junior High School: <https://tinyurl.com/35xjr6ch>
    - iv. Senior High School: <https://tinyurl.com/5e9ebm4e>

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.