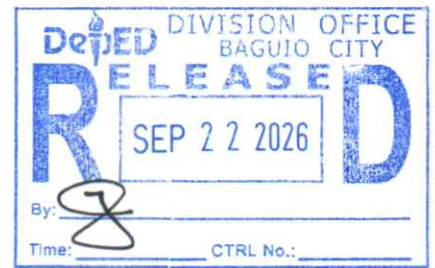




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



September 22, 2026

DIVISION MEMORANDUM

No. 626-2026

COMPOSITION OF THE DIVISION LEARNER RIGHTS PROTECTION COMMITTEE

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. In line with the Department of Education's commitment to ensuring a safe, inclusive, and motivating learning environment, and pursuant to **DepEd Order No. 006, s. 2026, titled "Guidelines on Ensuring a Safe and Motivating Learning Environment,"** the Schools Division Office of Baguio City hereby establishes and designates the Division Learner Rights and Protection Committee (DLRPC).

The Committee shall support the implementation of the Department's learner rights and protection policies by strengthening the mechanisms for receiving, evaluating, coordinating, referring, monitoring, and reporting concerns involving learners.

It should provide appropriate technical assistance to schools, promote consistent application of established procedures, and facilitate coordination among relevant offices and stakeholders in addressing Learner Rights and Protection (LRP) concerns.

2. The objectives of the activity are as follows:

- a. Strengthen the Division's mechanisms for the prevention and response to Learner Rights and Protection concerns;
- b. Provide timely and appropriate technical assistance to schools in implementing DepEd Order No. 006, s. 2026;
- c. Establish a systematic process for the receipt, classification, initial evaluation, referral, and monitoring of complaints;
- d. Promote the observance of due process, confidentiality, and the best interests of learners; and
- e. Strengthen coordination among the Division Office, schools, and relevant partner agencies in the delivery of appropriate interventions and support services.



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3. The Division Learner Rights Protection Committee (DLRPC) shall be composed of the following:

Designation	Office/Position
Chairperson	Chief Education Supervisor, School Governance and Operations Division (SGOD)
Focal Person	Education Program Supervisor (EPS), SGOD
Co-Focal Person/Alternate	Public Schools District Supervisor (PSDS)
Member	Education Program Supervisor - CID (as necessary)
Member	Division Information Officer (DIO)
Member	Disaster Risk Reduction and Management (DRRM)
Member	School Health & Nutrition Unit
Secretariat	Division Youth Formation

4. **GENERAL ROLES AND RESPONSIBILITIES IN ENSURING SAFETY** (DO 6, s. 2026 Section IX, page 19)

Office of the Schools Division Superintendent

- a. Facilitate the implementation and compliance in schools and Community Learning Centers (CLCs);
- b. Coordinate with Local Government Units (LGUs) on Peace and Order Council activation;
- c. Facilitate investigations and disciplinary actions through the SDO Legal Unit; and
- d. Guide staffing and funding requirements for learner rights and protection personnel.

School Governance and Operations Division (SGOD)

- a. Provide capacity-building and technical assistance to Guidance Counselors, Guidance Designates, and Advocates;



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- c. Consolidate school reports on LRP incidents and submit the reports to the Regional Office Learner Rights Protection Section (RO LRPS);
- d. Facilitate LRP discussions through In-Service Training (INSET) and Learning Action Cell (LAC) sessions; and
- e. Monitor school compliance with the Anti-Bullying Policy and reports.

Curriculum Implementation Division (CID)

- a. Monitor curriculum delivery concerning learner rights and protection and gender sensitivity;
- b. Provide recommendations to the Central Office through the Regional Office; and
- c. Conduct orientation on Homeroom Guidance Program modules.

5. ROLES AND RESPONSIBILITIES OF THE MEMBERS OF THE DLRPC

Chairperson

- a. Ensure the implementation of DepEd Order No. 006, s. 2026 and other relevant laws, policies, and issuances on learner rights and protection;
- b. Convene and preside over DLRPC meetings and ensure timely action on matters requiring inter-office or inter-agency coordination;
- c. Provide guidance on cases and concerns requiring Division-level action or coordination;
- d. Facilitate coordination with the Schools Division Superintendent, Regional Office, schools, LGUs, and other relevant partners, when necessary; and
- e. Ensure that the safety, welfare, dignity, confidentiality, and best interests of learners are upheld in all LRP processes.

LRP Focal Person

- a. Assist the Chairperson in the overall management and implementation of Division LRP mechanisms;
- b. Act for and perform the functions of the Chairperson in the latter's absence;
- c. Lead in the preparation of reports, recommendations, and intervention plans concerning LRP matters; and
- d. The LRP Focal Person shall serve as the primary coordinating and technical focal person for Division-level Learner Rights and Protection concerns and shall:



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- e. Lead the day-to-day coordination and implementation of Division LRP mechanisms;
- f. Conduct the initial review and assessment of LRP concerns elevated to the Division Office;
- g. Ensure that LRP concerns are properly classified, documented, referred, monitored, and reported in accordance with existing policies and procedures;
- h. Coordinate first (*through the fastest and appropriate communication channel*) with the Public Schools District Supervisor (PSDS) of the concerned school district before directly coordinating with, communicating with, or proceeding to the concerned school;
- i. Coordinate with the school head, Child Protection Committee, Guidance Counselor/Designate, LRP Advocate, and other concerned personnel through the appropriate district and school-level channels;
- j. Lead technical assistance to schools on the implementation of LRP policies and procedures;
- k. Monitor the progress of interventions and referrals and ensure that appropriate follow-through actions are undertaken through the appropriate district channels;
- l. Maintain appropriate documentation and ensure the confidentiality and security of LRP records;

Coordination Protocol of the LRP Focal Person with the PSDS

To ensure an orderly, coordinated, and non-duplicative response to LRP concerns:

- a. The PSDS shall be the primary district-level coordination point between the Division LRP Focal Person and the concerned school.
- b. Upon receipt of an LRP concern involving a school, the LRP Focal Person shall coordinate with the concerned PSDS before initiating direct coordination with the school, whenever circumstances permit.
- c. The PSDS shall assist the LRP Focal Person in determining the appropriate school personnel to be engaged, the immediate actions already undertaken, and the technical assistance or intervention required.
- d. The LRP Focal Person and PSDS shall coordinate on the appropriate course of action, including school visits, meetings, technical assistance, referral, monitoring, and other interventions.
- e. The PSDS shall facilitate coordination with the concerned school head and ensure that the school is properly informed of the Division-level intervention or technical assistance.



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Co-Focal Person/Alternate Focal Person – Public Schools District Supervisor

The PSDS shall serve as the Co-Focal Person/Alternate Focal Person and shall:

- a. Assist the LRP Focal Person in the coordination, monitoring, and implementation of LRP mechanisms within the district;
- b. Serve as the designated Alternate Focal Person in the absence, unavailability, or inability of the LRP Focal Person to perform the functions of the position;
- c. When acting as the Alternate Focal Person, **shall first coordinate** with the LRP Chairperson (*through the fastest and appropriate communication channel*), and may independently perform the functions of the LRP Focal Person and coordinate directly with concerned schools, SDO offices, and relevant stakeholder as necessary.
- d. Facilitate communication between the Division Office and concerned school heads, Child Protection Committees, Guidance Counselors/Designates, LRP Advocates, and other appropriate personnel;
- e. Provide initial technical assistance and guidance to schools on LRP policies, procedures, reporting, referral, and intervention mechanisms;
- f. Assist in the verification, documentation, monitoring, and reporting of LRP concerns;
- g. Coordinate with the LRP Focal Person regarding school visits, case conferences, technical assistance, referrals, and follow-up actions; and

Education Program Supervisor

- a. Assist in the development and implementation of intervention, referral, and learner-support programs; and
- b. Recommend appropriate capacity-building, technical assistance, and program interventions based on identified needs.

Division Information Officer (DIO)

The Division Information Officer shall:

- a. Provide technical assistance on appropriate communication and information dissemination concerning learner rights and protection;
- b. Support the development and dissemination of learner protection advocacy materials and information campaigns;



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- c. Coordinate the preparation of official communication concerning LRP programs and initiatives, subject to approval by the Schools Division Superintendent and applicable confidentiality requirements;
- d. Ensure that public information activities uphold the privacy, dignity, and protection of learners and other concerned individuals; and
- e. Coordinate, as necessary, in the conduct of press conferences and other public information activities, consistent with applicable DepEd policies and procedures.

Disaster Risk Reduction and Management

- a. Provide technical assistance on learner safety and protection in relation to disasters, emergencies, hazards, and other risk situations;
- b. Assist in the integration of learner protection measures into disaster preparedness, response, and recovery mechanisms;
- c. Coordinate with concerned schools and offices in addressing safety and protection risks arising from emergencies;
- d. Support risk assessment, preparedness, response, and referral mechanisms relevant to learner protection; and
- e. Coordinate with appropriate government agencies and partners when emergency assistance or specialized intervention is required.

School Health Unit

- a. Provide technical assistance on health, medical, mental health, psychosocial, and other learner well-being concerns related to LRP cases;
- b. Assist in the assessment and appropriate management of learners requiring health or psychosocial support;
- c. Facilitate or coordinate appropriate referral to health, mental health, social welfare, and other specialized service providers, when necessary;
- d. Support the development and implementation of preventive and responsive interventions promoting learner health, safety, and well-being;
- e. Coordinate with school health personnel, school heads, PSDSs, Guidance Counselors/Designates, and other concerned offices on learner protection concerns requiring health-related intervention;
- f. Maintain confidentiality and ensure that health-related information is handled in accordance with applicable laws, policies, and data privacy requirements; and
- g. Participate in capacity-building, advocacy, monitoring, and other LRP activities related to learner health, safety, and psychosocial well-being.



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Division Youth Formation (Secretariat)

- a. Provide secretariat support to the Committee;
 - b. Coordinate LRPC meetings, documentation, and records management;
 - c. Assist in the consolidation of reports and monitoring updates; and
 - d. Support learner-centered advocacy and prevention initiatives related to learner rights and protection.
6. The Division Legal Unit shall provide legal guidance and technical assistance on learner rights and protection concerns. It shall review submitted reports and relevant documents prior to their submission to the Regional Office (RO) and Central Office (CO), as applicable; provide assistance in cases requiring legal evaluation, investigation, or disciplinary action; and guide concerned offices on applicable legal procedures, due process requirements, and relevant laws, rules, regulations, and DepEd issuances.
7. All members of the DLRPC, including the Secretariat and other personnel who may be involved in the handling of LRP concerns, shall maintain strict confidentiality of information and records relating to learners and other concerned individuals. Names, identities, personal circumstances, case details, health information, and other sensitive information shall only be disclosed to authorized persons and offices on a need-to-know basis and in accordance with applicable laws, DepEd policies, and data privacy requirements.
8. For immediate dissemination and strict compliance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent 

OSDS/SGOD/NMT/jalcm-rbap

DIVISION LEARNER RIGHTS & PROTECTION COMMITTEE PROCEDURE

1 RECEIVE & CLASSIFY COMPLAINT

(Routed Slip)

A. IMMEDIATE ACTION

- Receive routed slip
- Assign unique LRPO reference no.
- Initial assessment & routing

B. CLASSIFICATION OF COMPLAINT

- **Learner-to-Learner** → LRPO: technical assistance, coordination & monitoring
- **Adult-to-Learner**
 - DepEd personnel: Division Legal Unit
 - Non-DepEd personnel: LRPO: coordination & monitoring
- **Learner-to-Community** → LRPO: coordination & monitoring

C. NON-LRP COMPLAINTS

Outside LRPO mandate → refer to DPAC or other appropriate office, as applicable.

2 INITIAL EVALUATION & COORDINATION

- **LRPO + PSDS in charge:** initial evaluation and school visit scheduling, when necessary.
- Review complaint, immediate protection concerns, and actions already undertaken by the school.
- Coordinate with school to identify Division office/external agency for referral; ensure immediate protection and support measures for affected learners.

3 SCENARIO-BASED TECHNICAL ASSISTANCE

SCENARIO 1: SCHOOL HEAD AWARE

Review school records/actions:

- Incident reports & intake sheets
- Actions taken / decisions or agreements
- Supporting evidence
- Interventions or penalties, when applicable

Guided by applicable policies:

DO 40, s. 2012 • DO 006, s. 2026 • DM 55, s. 2026 • DO 55, s. 2013 • RA 11313 • other applicable laws/issuances

CRUCIAL CHECKS

- Proper due process
- Separate/private interviews
- Parent/guardian communication
- Written opportunity to respond
- Confidentiality & data protection
- Immediate protection/referral

SCENARIO 2: SCHOOL HEAD NOT AWARE

Provide immediate technical assistance and coordinate with the school based on:

DO 40, s. 2012
DO 006, s. 2026
DM 55, s. 2026
DO 55, s. 2013
RA 11313 + relevant implementing issuances
Other applicable laws, policies & issuances

KEY ADVICE

- Activate CPC, when appropriate; commence fact-finding; coordinate with legal/psychological/medical/specialized assistance.

4 MONITORING, REPORTING & RESOLUTION

A. REPORT TO SDS

- Prepare report containing:
 - Summary of complaint
 - Actions undertaken
 - Compliance status
 - Intervention/referral updates
 - Recommendations

B. SCHOOL REPORTING THROUGH LSIS

- Ensure schools encode required LRP incident reports through LSIS within prescribed procedures/timelines.
- Coordinate accuracy, completeness & timeliness.
- Consolidate compliance and facilitate RO submission.

C. MONITOR IMPLEMENTATION

- Monitor intervention plans.
- Coordinate follow-through actions.
- Document progress, compliance & additional support needs.

D. DATA MANAGEMENT

- Maintain confidential LRP database.
- Comply with Data Privacy Act and DepEd policies.
- Restrict access to authorized personnel.
- Secure sensitive learner information.

E. COMPLAINT TAGGING

- **RESOLVED** – actions completed.
- **FOR MONITORING** – intervention/follow-through ongoing.
- **REFERRED** – endorsed to appropriate office/agency.

NOTE: Initial Report for Submission to DepEd Central Office (CO), Regional Office (RO), and City Mayor's Office

The concerned school shall submit an initial report to the Division LRP, which shall facilitate its immediate submission to the Office of the Schools Division Superintendent (SDS) for reporting to the 3 major offices, as applicable.

The initial report shall contain the available basic information on the incident, covering the 5Ws and 1H—who, what, when, where, why, and how. This initial report shall be submitted while the school is completing the required comprehensive incident report and shall be supplemented by additional information as the facts are established.