

1479



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 3, 2025

REGIONAL MEMORANDUM

No. **1479** s. 2025

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

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUOPS-2025-11-05770 issued by Malcolm S. Garma, Undersecretary for Governance and Operations, dated September 17, 2025, relative to the **Collection, Consolidation, and Validation of Reported Learner Rights and Protection (LRP) Concerns for School Year 2024–2025**.
2. This Office, through the Education Support Services Division (ESSD), hereby instructs all public and private schools to collect and consolidate reported learner rights and protection concerns in strict conformity with the provisions of Phase I: Collection and Consolidation Process, as set forth therein, to wit:
 - a. Step 1: The school shall accomplish the School-Based Consolidation Data Sheet accessible through the following link: **<https://tinyurl.com/4vhn4sxf>**. Detailed instructions for the completion and submission of the consolidated LRP data are provided in the instructional guide accessible at **<https://tinyurl.com/InstructionalGuideLRPData2324>**.
 - b. Step 2: Transcribe the accomplished data into the prescribed Google Form corresponding to the grade level, through the following links:
 - i. Kindergarten – **<https://tinyurl.com/4brr9bzk>**
 - ii. Elementary – **<https://tinyurl.com/2m7m8jab>**
 - iii. Junior High School – **<https://tinyurl.com/35xjr6ch>**
 - iv. Senior High School – **<https://tinyurl.com/5e9ebm4e>**
 - c. Step 3: The Central Office (Operations Strand – BLSS-LRPD) shall undertake the consolidation of the submitted data and effect the disaggregation of the number of reported incidents at the Regional and Division levels. The disaggregated data shall thereafter be transmitted to the concerned field offices for validation by the duly designated focal persons of the Regional Offices (ROs) and Schools Division Offices (SDOs).
3. The Schools Division Offices (SDOs), through their respective LRP Focal Persons, shall ensure that all schools within their jurisdiction **complete the collection and consolidation of the required data on or before December 15, 2025**.
4. The Division LRP Focal Persons shall also actively participate in the validation process to ensure accuracy and integrity of data submitted to the Central Office.



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5. Immediate dissemination of and compliance with this Memorandum are desired.

RONALO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subject:

DATA CONSOLIDATION

LRPD

VALIDATION

ESSD-SPPS-HRMC





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

DM-OUOPS-2025 - 11 - 05770

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) 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

¹ D.O. Nos. 40, s. 2012, and 18, s. 2015.

² Creation of the Child Protection Unit and the Child Rights in Education Desk in the Department of Education.



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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
Phase 1: Collection and Consolidation	<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>
Phase 2: Validation	<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>
Phase 3: Analysis and Interpretation	<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

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/2m7m8jab>
 - 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 (cc: blss.od@deped.gov.ph).

For immediate dissemination and compliance.

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SCHOOL-BASED CONSOLIDATED REPORT ON CASES OF CHILDREN-AT-RISK (CAR)
School Year 20__-20__

School: _____ School ID: _____
 Period Covered: _____ Level: _____
 Total Number of Students: _____ Classification: _____

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	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 9844, as amended						
6. Mandant under PD 1563						
7. Solvent/ Rughty user						
8. Marijuana/ Drug User/ Dependency						
9. User of cigarettes, vaps, and tobacco products						
10. Involved in gambling activities						

Section 57 of RA 9844 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 1563 otherwise known as the "Mendicancy Law of 1978" defined Mendicancy under Section 4 of this Decree, who has no visible 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: _____

(Designation) _____
 Date: _____

Validated by: _____

Date: _____
 Principal _____

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

School: _____ School ID: _____
 Period Covered: _____ Classification: _____

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)			

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: _____ Validated by: _____
 (Designation) Principal
 Date: _____