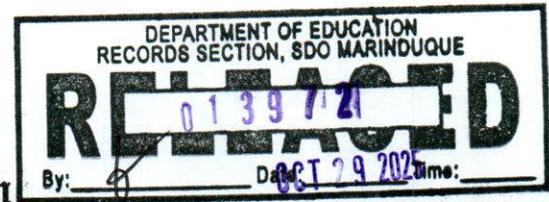




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

October 28, 2025

DIVISION MEMORANDUM

No. **120**, s. 2025

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

TO: Asst. Schools Division Superintendent
Chief Education Supervisors/CID and SGOD
Public Schools District Supervisors
Public Elementary, Secondary and Integrated School Heads
All Others Concerned

1. Attached are copies of Regional Memorandum ESSD-2025-116 from Nicolas T. Capulong, PhD, CESO III, Director IV, Regional Director dated September 17, 2025 and DM-OUOPS-2025-11-05770 from Malcolm S. Garma, Undersecretary for Governance and Operations dated September 17, 2025 titled Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for SY 2024-2025.
2. All Public and Private Elementary and Secondary Heads shall submit their consolidated report on Learners Rights and Protection Concerns for SY 2024-2025 on or before December 15, 2025.
3. Schools may access and download the instructional guide through the link: <https://tinyurl.com/4vhn4sxf>.
4. Schools shall submit their report directly to the Central Office by completing the Google Form and attaching the school-based Consolidation Data Sheet.
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:
 - Kindergarten: <https://tinyurl.com/4brr9bzk>
 - Elementary: <https://tinyurl.com/2m7m8jab>
 - Junior High School: <https://tinyurl.com/35xjr6ch>
 - Senior High School: <https://tinyurl.com/5e9ebm4e>
6. For any clarification, please contact Ms. Josefina P. Brual, Division Learner Rights and Protection Focal Person through email josefina.brual001@deped.gov.ph



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

7. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encls: As stated
References: RM ESSD-2025-116

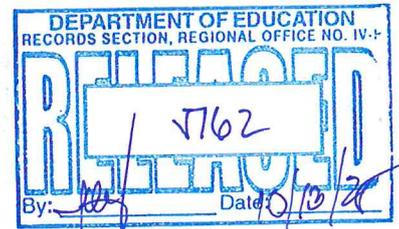
To be indicated in the Perpetual Index
Under the following subjects:
CLEARANCE
DATA
LEARNERS
RIGHTS



Address: T. Roque St., Malusak, Boac, Marinduque
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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2025-116

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director *[Signature]*

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

DATE : September 17, 2025

Attached is DM-OUOPS-2025-11-05770 signed by MALCOLM S. GARMA, Undersecretary for Governance and Operations, dated September 17, 2025, regarding the Collection, Consolidation, Validation of Reported Learner Rights and Protection Concerns for S.Y. 2024 - 2025.

In view of this, the Schools Division Offices, through the Division Learners Rights and Protection Coordinators, are requested to disseminate this information and ensure the compliance of all public schools regionwide in accomplishing the reports requested by the Central Office, Operations Strand-BLSS-LRPD. The Google Form to be used, **School-Based Consolidation Data Sheet (Annexes A-E)**, may be accessed and downloaded through: <https://tinyurl.com/4vhn4sxf>.

Furthermore, schools are also requested to transfer the data from the School-Based Consolidation Data Sheet to the respective Google Form links per grade level, as follows:

- 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>

The collection and consolidation process for the S.Y. 2024-2025 data shall begin in the fourth quarter of this year and close on **December 15, 2025**.

For detailed instructions on how to properly complete and submit the consolidated LRP data, please refer to the instructional guide through this link: <https://tinyurl.com/InstructionalGuideLRPData2324>.



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph



Other details of the data collection process are provided in the attached Memorandum for proper guidance.

For any clarifications and further information, you may contact Ms. Eloisa M. Sadia, Learners Rights and Protection, Project Development Officer II, or Ms. Hazel M. Quevedo, LRP-COS Technical Assistant II, through email at mimaropa.region@deped.gov.ph, cc: essd.mimaroparegion@deped.gov.ph.

Immediate dissemination and strict compliance of this Memorandum are desired.

ESSD-LRP/HMQ



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.

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.

CONFIDENTIAL

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

School: _____
 Period Covered: _____
 Total Number of Students: _____

School ID: _____
 Classification: _____
 Level: _____

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 Organisations) |
|---|--------|--------|---------|-------------------------|--------|--------------|---|
| | Male | Female | LGQTQA* | 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 9344, as amended | | | | | | | |
| 6. Mendicant under PD 1563 | | | | | | | |
| 7. Schent/ Rugby user | | | | | | | |
| 8. Marijuana/ Drug Use/ Dependency | | | | | | | |
| 9. User of cigarettes, vape, and tobacco products | | | | | | | |
| 10. Involved in gambling activities | | | | | | | |

Section 57 of RA 9344 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 3 (a) "as any person, except those enumerated in 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 Organisations | |

Prepared by: _____

 (Designation)
 Date: _____

Validated by: _____

 Principal
 Date: _____

CONFIDENTIAL

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

School: _____
Period Covered: _____

School ID: _____
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) | 0 (No) | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

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: _____
(Designation)

Date: _____

Validated by: _____
Principal

Date: _____

