



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

06 November 2025

**DIVISION MEMORANDUM**

No. 744, s. 2025

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Memorandum No. DM-OUOPS-2025-11-04284, the Bureau of Learner Support Services and Service - Learner Rights and Protection (BLSS-LRPD), is requesting for the collection, consolidation, and validation of reported learner rights and protection concerns for SY 2024-2025.
2. All public and private elementary and secondary schools shall collect reported LRP incidents within their respective schools, especially the schools with reported LRP cases or incidents SY 2024-2025 through the Legal Service Information System (LSIS).
3. Schools shall fill in the **School-Based Consolidation Sheet** and shall transfer the data from the Consolidation Data to Google Forms. The School-Based Data Sheet can be downloaded through this link <https://tinyurl.com/4vhn4sxf>. Schools shall also submit 1 copy of the consolidated data sheet to PDO Danilo M. Santiago before December 15, 2025.
4. Schools shall submit their report directly to the Central Office (Operation Standard BLSS-LRPD) by accomplishing the Google Form and attaching the School-Based Consolidation Sheet with documentation of the reported cases, such as incident and narrative reports, intervention plan, intake sheets, and other documents showing referral to partner agencies.
5. All public and private elementary and secondary schools are required to submit their reports to the central office on or before the fourth quarter of this year and shall close on **December 15, 2025** through the following google links:
  - a. Kindergarten- <https://tinyurl.com/4brr9bzk>
  - b. Elementary- <https://tinyurl.com/2m7m8jab>
  - c. Junior High School- <https://tinyurl.com/35xjr6ch>



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d. Senior High School- <https://tinyurl.com/5e9ebm4e>

6. For inquiries and concerns, you may contact PDO Danilo M. Santiago, Division Learner Formation Coordinator, School Governance and Operations Division (SGOD), thru Mobile Phone No. 09982361910.
7. For your guidance and immediate compliance.

**JAY S. MONTEALTO, EdD, JD, CESO VI**  
Schools Division Superintendent 



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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) 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/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](mailto:weprotectlearners@deped.gov.ph) (cc: [blss.od@deped.gov.ph](mailto: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: \_\_\_\_\_  
 Total Number of Students: \_\_\_\_\_ 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 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 67 of RA 9344, as amended						
6. Mandibout under PD 1563						
7. Siveam/ Rugby user						
8. Marijuana/ Drug Use/ Dependency						
9. User of cigarettes, vape, and tobacco products						
10. Involved in gambling activities						

**Section 67 of RA 9344** states that "Any conduct not considered an offense or not punished 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 "Mandatory Law of 1978" defined Mandibout 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 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)  
Date: \_\_\_\_\_

Date: \_\_\_\_\_  
Principal



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SCHOOL-BASED CONSOLIDATED REPORT ON OTHER LEADER REPORTS AND PROTECTION CONCERNS

School Year 20... - 20...

School Address: School ID: Classification: (Private/Public) Level: (Elementary/Intermediate/Secondary)

Table with columns: Date, Type of Concern, Victim Name, Age, Sex, Location with Disability, Perpetrator Name, Age, Sex, Action/Action Taken, and Notes.

Number of Reported Cases
Number of cases with ongoing implementation of intervention
Number of cases referred to other Government Agencies
Number of cases referred to other non-Government Organizations

Child refers to any work or economic activity performed by a child that subjects his/her to any form of exploitation or is harmful to his/her health and safety or physical, mental or psychological development (OECD Order 143, 2015).
Child Protection refers to a child of establishment or family intended for an alleged or actual offense, which is aimed at protecting, for the purpose of discipline, training or control, by a worker, school administrator, an adult, or any other child who has given authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading punishment, and others.
Child Protection refers to the maintenance, checking, being, providing, offering, transportation, transfer, participation, holding or receipt of papers with or without the child's consent or from help, which are aimed at identifying, by means of threat or use of force, or other forms of coercion, abduction, fraud, deception, abuse of power or of position, taking advantage of the vulnerability of the person, or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation which includes at a minimum: the transportation or the provision of others or other forms of sexual exploitation, forced labor or services, slavery, servitude or the removal of child organs.
Child Abuse and Exploitation of Children refers to the use of ICT as a means to abuse and/or exploit children sexually, which includes cases in which either child abuse and/or exploitation is combined with an online component. This may also include, but is not limited to, cyber grooming of children for sexual purposes, sexual extortion of children, sharing image-based sexual abuse, commercial sexual exploitation of children, exploitation of children through online prostitution, and the recruitment of child victims.
Child Refers to any act of violence that is directed against an individual based on their gender identity or perceived gender.
Gender-based Harassment is a form of harassment based on one's sexual orientation, gender, identity, orientation, or expression. This form of harassment may be verbal, non-verbal, psychological, or physical.
Gender-based Harassment (GBH) refers to the crime committed against children that constitutes flagrant violations of their human rights and have serious consequences on their lives. These crimes include those enumerated in Section 9 of this Act such as killing or maiming of children, recruitment or use of CMC, rape and other forms of sexual violence against children, abduction of children, attacks against schools or hospitals, or denial of humanitarian access to children.
Child Marriage refers to any marriage entered into where one or both parties are children and solemnized in civil or church proceedings, or in any recognized traditional, cultural or customary manner. It shall include an informal union or relationship entered or entered between or within one or child, or between children.

Prepared by: Date:
Reviewed by: Date:
Year and Company