



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

Office of the Schools Division Superintendent

11 August 2025

DIVISION MEMORANDUM

No. 546, s. 2025

COLLECTION, CONSOLIDATION, AND VALIDATION OR REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR S.Y 2023-2024.

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

1. Pursuant to DepEd Memorandum No. 11-04284, s 2025 dated July 7, 2025, titled **Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for S.Y. 2023-2024**, this office request again for the data needed with the new template and procedure from Learner Rights and Division.
2. These data are vital in preparing future policies, programs, advocacy campaigns and other initiatives aimed at promoting learner welfare.
3. To ensure the accuracy and completeness of the data, the collection, consolidation, and validation process shall be divided into (3) phases:

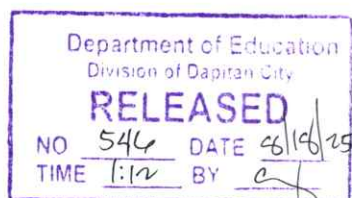
Phase	Procedure	Expected Output
Phase 1: Collection and Consolidation	<p>Step 1: The school shall fill in the School Base Consolidation Data Sheet https://tinyurl.com/4vhn4sxf</p> <p>step 2: The school shall convert the data from the School- Based Consolidation Data Sheet into a PDF file and shall transfer to the Google Forms link provided herein by answering it.</p> <p>Kindergarten: http://tinyurl.com/5daeeeb8 Elementary: http://tinyurl.com/4npkkfdj Junior High School: https://tinyurl.com/cjrhe99d Senior High School: https://tinyurl.com/yc4xujkw</p>	<p>Signed school-based consolidation data sheet</p> <p>Accomplished Google Forms through the link provided herein</p>



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	Step 3: The Central Office (operation Stand-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 local persons from the Ros and SDOs.	Consolidated data by the Central office (Operations Strand-BLSS-LRPD) using the data submitted by the schools
Phase 2: Validation	Step 4: The focal person from RO and SDO shall validate the data released by the Central Office (Operation Strand-BLSS-LRPD). Step 5: The ROs Shall consolidate the validated data.	Validated data by the focal person from RO and SDO Consolidated data validate by the focal from RO and SDO
Phase 3: Analysis and Interpretation	Step 6: The focal person from RO and SDO shall analyze and interpret the data.	Analyzed and interpreted LRP data (regional Level)

4. All public and private elementary and secondary school shall collect the reported LRP incidents in their respected schools. Concerns to the report/listed intake should have documentation. (i.e., with incident/narrative reports, intervention plan, intake sheets and other documents showing referral to partner agencies)
5. The SY 2023-2024 data collection process shall commence upon the issuance of this memorandum and shall be concluded on September 15, 2025 while the collection process for SY 2024-2025 shall begin in the fourth quarter of this year and shall close on December 15, 2025, with a separate memorandum to be issued.
6. Attached is the said memorandum for your reference.
7. For clarifications, you may contact PDO-I Danilo M. Santiago at CP no. 09982361910.
8. For immediate dissemination and strict compliance.



JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025 - 11 - 04284

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

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Office-In-Charge
Office of the Undersecretary for Operations

SUBJECT : **COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2023-2024**

DATE : July 7, 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 for School Year (S.Y.) 2023-2024, 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:

¹ D.O. Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015.

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

in the timely collection, consolidation, and validation of the reported LRP incidents for School Year (S.Y.) 2023-2024, 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

It shall be noted that separate timelines shall be observed for the collection and consolidation of data for S.Y. 2023–2024 and S.Y. 2024–2025. The following schedule shall apply:

- a. Data Collection for S.Y. 2023–2024
The collection process shall commence upon the issuance of this Memorandum and shall be concluded on **September 15, 2025**.
- b. Data Collection for S.Y. 2024–2025
The collection process shall begin in the fourth quarter of this year and shall close on **December 15, 2025**. There will be a separate Memorandum for the commencement of the collection process for S.Y. 2024–2025.

II. Data to be Collected and Consolidated

- a. Number of incidents on 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, 55, s. 2013, and 18, s. 2015. School heads/administrators and guidance counselors/guidance designates are highly encouraged to review the said policies to ensure that the data to be provided are 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-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 accomplishing the **Google Form and attaching the School-Based Consolidation Data Sheet (Annexes A-E)** and the corresponding documentations 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:
- Kindergarten: <https://tinyurl.com/5daeeeb8>
 - Elementary: <https://tinyurl.com/4nppkfdj>
 - Junior High School: <https://tinyurl.com/cjrhe99d>
 - Senior High School: <https://tinyurl.com/yc4xujkw>

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.

Thank you.