



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **701**, s. 2025

23 OCT 2025

**REITERATING THE COLLECTION, CONSOLIDATION AND VALIDATION
OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS
FOR SY 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Division reiterates the directives contained in Regional Memorandum No. 1392, s. 2025, titled "Reiterating the Collection, Consolidation and Validation of Reported Learner Rights and Protection Concerns for SY 2024-2025", which is anchored on DepEd Memorandum DM-OUOPS-2025-11-05770 dated September 17, 2025, signed by USEC Malcom S. Garma.
2. All schools are enjoined to ascertain the timely collection, consolidation and validation of reported learner protection (LP) incidents. This initiative is important to maintain accurate and complete data that will guide interventions and policy actions in support of learners' rights and protection.
3. Schools are directed to be guided by the implementation phases and timeline as provided in the referenced memorandum. The Google Form links for each school level are likewise included in the said Regional Memorandum for reference and submission.
4. School Heads are further reminded to make sure the accuracy, completeness and confidentiality of the reports being submitted to the Division Office within the prescribed period.
5. For information, guidance and compliance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: RM No. 1392 s. 2025
Reference:
To be included in the Perpetual Index
Under the following subject:

Learners Rights and Protection
Reported Incidents

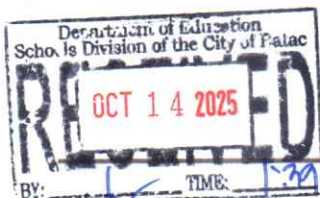
250080 GVD/Legal-LRP Concerns
2516386/ October 21, 2025

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1398, s. 2025

**REITERATING THE COLLECTION, CONSOLIDATION AND VALIDATION
OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS
FOR SY 2024-2025**

To: Schools Division Superintendents

1. This has reference to DepEd Memorandum DM-OUOPS-2025-11-05770 dated September 17, 2025 titled Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for SY 2024-2025 duly signed the USEC Malcom S. Garma, this Office earnestly calls for the attention and active cooperation of the schools and Schools Division Offices in the timely collection, consolidation, and validation of the reported LRP incidents, recognizing the critical importance of accurate and complete submission.
2. Be guided by the prescribed implementation phases and timeline. The Google Form links for each school level are provided in the attached memorandum.
3. For information and strict compliance.

TOLENTINO G. AQUINO
Director IV

Reference: DM-OUOPS-2025

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

DATA FORMS REPORTS SCHOOLS

ESSD/SQC/eps/RM-LRP_consolidation_of_data
October 13, 202





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	Step 1: The school shall fill in the School-Based Consolidation Data Sheet (Annex A-E of this memorandum). 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. 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.	Signed school-based consolidation data sheet Accomplished Google Forms through the link provided herein Consolidated data by the Central Office (Operations Strand-BLSS-LRPD) using the data submitted by the schools
Phase 2: Validation	Step 4: The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-BLSS-LRPD). Step 5: The ROs shall consolidate the validated data.	Validated data by the focal persons from RO and SDO Consolidated data validated by the focal persons from RO and SDO
Phase 3: Analysis and Interpretation	Step 6: The focal persons from RO and SDO shall analyze and interpret the data. Step 7: The LRPD shall collect and review the analysis and interpretation of LRP data.	Analyzed and interpreted LRP data (Regional level) Consolidated and complete reports on LRP incidents with analysis and interpretation

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/4vha4sxi>.
 - 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/35xir0ch>
 - 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 walberto.heat@deped.gov.ph (cc: blas.og@lrpd.gov.ph).

For immediate dissemination and compliance.

School: _____

Address: _____

Classification: (Private/Public) _____

Level: (Kindergarten/Elementary/Secondary) _____

School ID: _____

[illegible][illegible]

[illegible][illegible]

[illegible]

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	

Forms of Bullying

Physical Bullying refers to unwanted physical contact (punching, shoving, pushing, kicking, slapping, dodging, headlocks, etc)

Verbal Bullying refers to any act by deeds or words which debases, degrades, or demeans the intrinsic worth and dignity of a child as a human being.

Bullying in Written Form: a bullying act that was mechanically written or recorded in a tangible or visible form (writing derogatory remarks or accusations in notebooks, walls, lockers, arm chairs, etc.)

Cyberbullying refers to any bullying done through the use of technology or any electronic means (texting, email, chatting, online games, etc.)

Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has a reliable in formation about bullying.

Motives/Nature of the Bullying Incident	
Social	-the bullying act is carried out to hurt others or belittle another individual or group or reinforce social exclusion
Gender-based	-the bullying act humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI)
Emotional damage	- the bullying act causes damage to victim's psyche and/or emotional well-being

Effects of the Bullying Incident	
Physical Harm	refers to any injury or damage to a person's body (bruises, scratches, cuts, dislocations, sprains, etc.)
Attempted Suicide	an intentional but unsuccessful effort to end one's own life. This may involve actions such as overdosing on medication, cutting oneself, or engaging in other self-harming behaviors with the intent to die, but the person survives the attempt.
Self-harm	death caused by self-inflicted, intentional behavior with the goal of ending one's life (hanging, ingesting poison, or jumping from a high place, etc.)
Death	loss of life as a result of serious physical attacks (being stabbed, punched, physical altercation, etc.)
Psychological/Emotional	any internal experience that affects a person's thoughts, feelings, and behavior, like persistent sadness, anxiety, low self-worth, emotional detachment, overthinking, mood swings, difficulty trusting others, excessive guilt, trauma-related responses, and sudden emotional outbursts.

Prepared by: Roan and Armarion

Date: _____

Validated by: _____
(Name and Designation)

Date: _____

School: _____

Address: _____

School ID: _____

Level: (Kindergarten/Elementary/Secondary) _____

[illegible]

	Number of Received 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	

Note: Child Abuse refers to the maltreatment of a child, whether habitual or not, which includes any of the following:

Physical Abuse refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazardous to their physical well-being.

Sexual Abuse refers to acts that are sexual in nature such as rape, sexual harassment, sexually demanding remarks, forcing children to watch obscene publications or shows, etc; and

Verbal Abuse refers to any act by deeds or words which abuses, degrades, or demeans the intrinsic worth and dignity of a child as a human being.

Psychological refers to acts or omissions causing or likely to cause mental or emotional suffering to the child which includes intimidation, harassment, stalking, public ridicule, threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.

Relationship to the victim refers to relatives (father, mother, cousin, etc.) or school personnel (DepEd teaching and DepEd non-teaching staff)

No noticeable settlement by any note of child abuse.

Prepared by: _____
(Name and Designation)

Date: _____

Validated by: _____
(Name and Designation)

Date: _____

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: _____

1. CHILDREN-AT-RISK (CAR)

Classification	Gender			Learner with disability		Action Taken	Status Referred to / ongoing involvement of Refers for professional's Age, etc. Referred to other Government Organization
	Male	Female	LGBTQIA	1 (Yes)	0 (No)		
1. Learning difficulties/low academic achievement							
2. Emotional/behavioral issues							
3. Learning difficulties with a learning disability							
4. Learning difficulties/low academic achievement							
5. Emotional/behavioral issues with a learning disability							
6. Learning difficulties/low academic achievement							
7. Emotional/behavioral issues							
8. Learning difficulties/low academic achievement							
9. Emotional/behavioral issues with a learning disability							
10. Learning difficulties/low academic achievement							

Section 57 of RA 3344 states that the school must be alerted on the child's suspension. If the child is alerted, the school must take appropriate action to support the child's learning and well-being.

Presidential Decree 1564 states that the school must be alerted on the child's suspension. If the child is alerted, the school must take appropriate action to support the child's learning and well-being.

B. Concrete Description of actions taken by the school to alleviate the risk factors of the CAR

Number of Referrals
Number of cases with ongoing involvement of Refers for professional's Age, etc.
Number of cases referred to other Government Organization
Number of cases referred to other Government Organization

Prepared by:

Validated by:

 Date: _____

 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		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:

Refined ID: _____

Level: (Undergraduate/Elementary/Secondary)

Number of Breached 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	

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 cohabitation outside of wedlock between an adult and a child, or between children.

Debut

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