



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

DIVISION MEMORANDUM

SGOD – 2025 – 0594

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operations Division (SGOD)
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Private Elementary and Secondary School
Heads/Administrators
School LRP Coordinators
Division LRP Focal and Alternate

Subject: **SUBMISSION OF COLLECTED, CONSOLIDATED, AND
VALIDATED REPORTED LEARNER RIGHTS AND PROTECTION
CONCERNS FOR SY 2024-2025**

Date : October 16, 2025

Attached is Memorandum **ESSD-2025-306** and **DM-OUOPS-2025-11-05770** re:
**SUBMISSION OF COLLECTED, CONSOLIDATED, AND VALIDATED REPORTED
LEARNER RIGHTS AND PROTECTION CONCERNS FOR SY 2024-2025**

To ensure the accuracy and completeness of data, the collection, consolidation,
and validation process shall be divided into three (3) phases:

1. Phase I: Collection and Consolidation
2. Phase II: Validation
3. Analysis and Interpretation

Anent to this, the please take note of the following guidelines for the **PHASE I**
(see attached DM-OUOPS-2025-11-05770 for the complete details):

- I. Timeline for Collection and Consolidation of Data
- II. Data to be Collected and Consolidated
- III. Manner of Data Collection
- IV. Manner of Data Consolidation
- V. Manner of Submission



Schools Division Office of Panabo City
City Hall Compound, Km. 31, JP Laurel, Panabo City
Tel. No. (084)8231469
Email: panabocity.division@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OFFICE OF PANABO CITY

The **school** shall submit the report to the **Central Office** 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.

Further, data collection for **SY 2024-2025** shall commence in the 4th quarter of this year and shall close on **December 15, 2025**.

Please refer to the following links for easier access:

- I. School-Based Consolidation Data Sheet link <https://tinyurl.com/4vhn4sxf>
- II. Submission links:
 - a. Kindergarten <https://tinyurl.com/4brr9bzk>
 - b. Elementary <https://tinyurl.com/2m7m8jab>
 - c. Junior High School <https://tinyurl.com/35xjr6ch>
 - d. Senior High School <https://tinyurl.com/5e9ebm4e>

For your information and guidance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

OCT 17 2025

RECORDS SECTION-SDO PANABO CITY
BY 

Encl: as stated.

SGOD/aba/gcr 



Schools Division Office of Panabo City
City Hall Compound, Km. 31, JP Laurel, Panabo City
Tel. No. (084)8231469
Email: panabocity.division@deped.gov.ph

Rev

1025/2052



Republic of the Philippines
Department of Education
DAVAO REGION

October 14, 2025

REGIONAL MEMORANDUM
ESSD-2025-306

SUBMISSION OF COLLECTED, CONSOLIDATED, AND VALIDATED REPORTED
LEARNER RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2024-2025

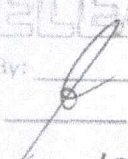
To: Schools Division Superintendents

1. Herewith is Memorandum DM-OUOPS-2025-11-05770, dated September 7, 2025, from Malcolm S. Garma, Undersecretary for Governance and Operations, relative to the **Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for S.Y. 2024-2025**, contents of which are self-explanatory.
2. For information, dissemination, and appropriate action.

ALLAN G. FARNAZO
Director IV

Encl.: As stated.
ROE/bvaj

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: 
(Date: Oct. 14, 2025 Time: 1025/2052)



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@depd.gov.ph
Website: www.depdexi.ph





Republika ng Pilipinas

Department of Education

DEPARTMENT OF EDUCATION FOR

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

DM-OUOPS-2025 - II - 01770

RECEIVED

By: 1071 RAR 2
Date: 13 OCT 2025 Times: 12:59

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).	Signed school-based consolidation data sheet
	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.	Accomplished Google Forms through the link provided herein
	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.	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).	Validated data by the focal persons from RO and SDO
	Step 5: The ROs shall consolidate the validated data.	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.	Analyzed and interpreted LRP data (Regional level)
	Step 7: The LRPD shall collect and review the analysis and interpretation of LRP data.	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/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.

School: _____

Address: _____

Level: (Kindergarten/Elementary/Secondary)

School ID: _____

[illegible][illegible]

[illegible][illegible]

[illegible]

Forms of Bullying

Physical Bullying refers to unwanted physical contact (punching, shoving, pushing, kicking, stepping, hitting, 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 stable 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.)

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

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.
Suicide - 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. It is persistent sadness, anxiety, low self-worth, emotional detachment, overthinking, mood swings, difficulty trusting others, excessive guilt, trauma-related responses, and sudden emotional outbursts.

Validated by: _____
(Name and Designation)

Date: _____

Dental:

School: _____

Address: _____

School ID: _____

Level: (Kindergarten/Elementary/Secondary)

[illegible]

	Number of Resolved Cases	
	Number of cases with on-going implementation of interventions	
	Number of cases referred to other Government Agencies	
	Number of cases referred to other non-Government Organizations	

No workable settlement for any acts 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: _____

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	LGBTQIA+	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 87 of RA 9344, as amended							
6. Minors under PS 1563							
7. Bully/ Bully user							
8. Marijuana/ Drug Use/ Dependency							
9. Use of cigarettes, vape, and tobacco products							
10. Involved in gambling activities							

Section 87 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 1968 otherwise known as the "Mandatory Law of 1978" defined Minors under Section 2 (a) as any person, except those mentioned in Section 4 of this Decree, who has no visible and legal means of support, or lawful engagement and who is physically able to work but neglects or refuses himself to work, being called and advised to do so as a source of living.

II. Concise description of actions taken by the school to address 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:

Date: _____

Validated by:

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
		M	F	LGBTQIA+	I (Yes)	O (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: _____

Level: Undergraduate/Intermediate/Secondary

Refined ID: _____

Address: _____

[illegible]

Corporal Punishment refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried out or inflicted, for the purpose of discipline, training or control, by a teacher, school administrator, an adult, or another child who has been given authority or responsibility for punishment or discipline. It includes shaming, humiliating or degrading punishment, and others.

[illegible]

CAUTION: Certain human strains and manipulations of children refers to the use of XCF as a means to abuse and/or exploit children; usually, which involves cases in which either child abuse and/or exploitation is combined with no weapon equipment. This can also include, but is not limited to, action grooming of children for sexual purposes; sexual enticement of children; sharing long-term sexual abuse; intentional sexual exploitation of children; sexual abuse of children through sexual prostitution; and use-surrender of sexual abuse, with or without the consent of the victim. Prohibit. The OMEC may be used interchangeably with crime (with sexual exploitation or abuse (CPSEA)).

gender-based violence (GBV) refers to any act of violence that is directed against an individual based on their gender identity or perceived gender.

Gender-based Sexual Harassment is a form of harassment based on one's sexual orientation, gender, identity, activities, or reputation. This form of harassment may be verbal, non-verbal, psychological, or physical.

Grave Global Rights Violations (GGRVs) refer to the crimes committed against children that constitute flagrant violations of their human rights and have severe consequences on their lives. These crimes include those enumerated in Item 9 of this list such as killing or maiming of children, recruitment in use of CAC, rape and other forms of sexual violence against children, abduction of children, attacks against schools or hospitals, or denial of humanitarian aid.

Child Nominations refers to any nomination awarded to where one or both parties are children and adolescents in civil or church proceedings, or in any recognized traditional, cultural or customary manner. It shall include an informal union or relationship outside of wedlock between an adult and a child, or between children

Number of Branches Closed	
Number of cases with on-going implementation of intervention	
Number of cases referred to other Government Agencies	
Number of cases referred to other non-Governmental Organizations	

Prepared for: 2008-2009

Validation for β and γ (continued)