



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 019, s. 2025

NOV 12 2025

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

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), disseminates the attached Memorandum OM-OUOPS-2025-11-05770, titled "Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for S.Y. 2024-2025," dated September 17, 2025, which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated

Reference: As Stated

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

INSTRUCTIONAL MATERIALS

PROCEDURES

FMD/ESSD/ Dissemination and Implementation of the Memorandum DM-OUOPS-2025-11-05770
_____/November 5, 2025



Address: Batinguel, Dumaguete City, 6200
Telephone No:
Email Address: nir@deped.gov.ph
Website: <https://depednir.net>



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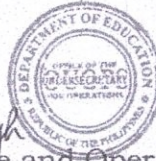
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

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).	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.

Level: (Kindergarten/Elementary/Secondary)

Classification: (Private/Public)	Level: (Kindergarten/Elementary/Secondary)

[illegible][illegible][illegible][illegible]

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[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 Organizations	

Forms of Bullying

Physical Bullying refers to unwanted physical contact (punching, shoving, pushing, kicking, slapping, 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 visible form (writing derogatory remarks or accusations in notebooks, walls, lockers, arm charts, etc.)

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

Revelations 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.

Shadek - 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.)

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: _____

Date: _____

(Name and Designation)

Validated by: _____
(Name and Designation)

Date: _____

School: _____

Address: _____

Level: (Kindergarten/Elementary/Secondary)

School ID: _____

[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 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 demeaning remarks, forcing children to watch obscene publications or shows, etc; and

Verbal Abuse 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.

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

No amicable settlement for any acts of child abuse

Prepared by: _____
(Name and Designation)

Validated by: _____
(Name and Destination)

Date: _____

Date: _____

School Year 20...-20...

Level:

Statute
(Resolved/ with on-going intervention/ Referred to other Government Agencies/ Referred to other
Non-Government Organizations)

Section 37 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."

II. Concrete descriptions of actions taken by the school to alleviate the risk factors of the CAR:

Validated by:

Date: _____ Principal _____

School Year 20 - 20

School ID

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	

CUDA Marriage refers to any marriage entered into where one or both parties are children and acknowledged 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.