



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

March 10, 2023

Division Memorandum  
No. 32 s. 2023

**REINFORCING LEARNERS' RIGHTS AND PROTECTION IN SCHOOLS DIVISION OF VIGAN CITY**

TO: **PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
SCHOOL CHILD PROTECTION FOCAL PERSONS  
GUIDANCE COORDINATOR, GUIDANCE COUNSELORS AND  
GUIDANCE TEACHER DESIGNATES OF ISNHS**

1. In accordance with DepEd Order No. 40, s. 2012 "DepEd Child Protection Policy", this Office reinforces its Learners' Rights and Protection (LRP) arm through the implementation and compliance of schools with the mandated Projects, Programs, and Activities (PPAs) under preventive and responsive approaches in dealing with LRP.
2. For particulars, refer to the Approaches to LRP to be undertaken by the School Child Protection Committee (see enclosure).
3. LRP document templates, which must be prepared, kept/filed, and submitted online to the Division Office with complete confidentiality, are also attached herein (see enclosure). These materials are available for download at <https://bit.ly/LRPDocs>.
4. Immediate dissemination of this memorandum is desired.

  
**GEMMA Q. TACUYCLUY, CESO V**  
Schools Division Superintendent





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**APPROACHES TO LEARNERS RIGHTS AND PROTECTION (LRP)**  
to be conducted by the Child Protection Committee (CPC) in schools

**LRP Preventive Approach**

Prescribed Projects, Programs and Activities (PPAs)

- ❖ Establishment of a functional School Child Protection Committee (CPC).
- ❖ Conduct of Information and Education Campaign, and Advocacy activities.  
*Legal Basis: DepEd Order No. 31, s. 2022, titled Child Rights Policy: Adopting the Rights-Based Education (RBE) Framework in Philippine Basic Education states that in RBE-DepEd, programs pertaining to child protection, student governance and participation, health and nutrition, and gender sensitivity, for example, are not viewed as extra, disparate or peripheral programs in basic education. Instead, these programs are cohesively and consistently treated as an integral part of basic education where the right to access education, right to quality education, and right to respect and well-being in the learning environment are indispensable, interrelated, and interdependent, and should all be realized through both the performance of obligations by duty-bearers, and the active participation of children as rights-holders.*
- ❖ Inclusion of LRP in Learning Action Cell session.
- ❖ Conduct of Capability Building/Training Programs for LRP key players in schools and the community.
- ❖ Posting of Streamers or Painting of Murals (Welcome to a child-friendly, gender-sensitive safe and motivating Learners Rights and Protection Zone) in schools.
- ❖ Localizing the Child Protection Policy (CPP).  
Schools are expected to establish and enforce a school-based CPP that conforms with both the DepEd CPP and existing relevant laws related to the promotion of learners' rights and protection.

The localized CPP will ensure that a school follows a defined plan of action with regard to the rights and protection of students.

- ❖ Network Building  
The school CPC is directed to interact and work with the following institutions in their respective community for collaborative learners rights and protection initiatives:
  - ✓ Barangay Council – Violence Against Women and Children (VAWC) desk
  - ✓ LGU – local social welfare and development office





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- ✓ Philippine National Police – municipal police precinct – Violence Against Women and Children (VAWC) desk
- ✓ Non-Government Organization (NGO) \*partner for IEC, and advocacy activities

**LRP Responsive Approach**

Prescribed Projects, Programs and Activities (PPAs)

- ❖ Recognize - identify the details and location of the incident.  
Upon identification of the incident, the school CPC, through the guidance counselor as a member, may initiate immediate intervention (guidance and counselling) for the learner in addition to the recording, reporting, and referral processes.  
  
Guidance (designate) teachers may seek professional and guided advice on counselling and referral of learners from the designated guidance counselor in the division.

<b>Designated Guidance Counselor Supervisor</b>
<b>NADIA MARIE ACYAPAT-ADCAPAN</b> Station: Ilocos Sur National High School Contact Details: <b>09174201337</b> <a href="https://www.facebook.com/nadiamarie.acyapat">https://www.facebook.com/nadiamarie.acyapat</a>

Nevertheless, for sensitive and complicated incidents, case management shall be handled by the LGU local social welfare and development office through a Registered Social Worker (RSW). The school CPS shall follow-up the status of the case to the RSW for monitoring.

- ❖ Record - put the information in writing by completing the following:
  - ✓ Intake Sheet  
*(Prepared by the Guidance Counselor/Teacher (Guidance Counselor) Designate, signed by the School Head)*
  - ✓ Learner's Information and Statement  
*(Prepared by the Learner)*
  - ✓ Child Sexual Abuse and Harassment Monthly Report  
*(Prepared by the Guidance Counselor, signed by the School Head)*  
Prepare and keep these documents in confidentiality.
- ❖ Report - Intake Sheet, Learner's Information and Statement, Child Sexual Abuse and Harassment Monthly Report shall be submitted online via [lrp.sdovigan@gmail.com](mailto:lrp.sdovigan@gmail.com).

Upon the submission, notify the LRP focal persons in the division level:

<b>Pelagio F. Cardenas</b>	Focal Person
<b>Alma Inamorata A. Nebab</b>	Focal Person – Alternate





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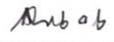
Until the incident or case is resolved, the division focal person or alternate should be informed monthly on the progress of the incident or case by the school head, the guidance counselor, or the guidance and counseling (designate) teacher.

- ❖ Refer – in responding to child abuse and harassment incidents, schools are advised to ask for guidance and assistance from LRP partner institutions such as:
  - ✓ Barangay Council – Violence Against Women and Children (VAWC) desk
  - ✓ LGU – local social welfare and development office
  - ✓ Philippine National Police – municipal police precinct – Violence Against Women and Children (VAWC) desk

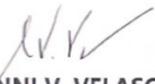
The school CPC may seek guidance and assistance from the division focal person or alternate when the need to refer the learner to child protection facilities arises.

Prepared by:

  
**PELAGIO F. CARDENAS**  
Division Child Protection Focal Person

  
**ALMA INAMORATA A. NEBAB**  
Division Child Protection Focal Person (Alternate)

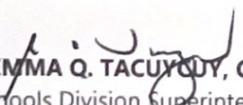
Noted:

  
**GIOVANNI V. VELASCO, PhD**  
Chief Education Supervisor, School Governance and Operations Division

Recommending Approval:

  
**JO EULIE MEI T. DOMINGO, EdD**  
Officer-in-Charge, Office of the Assistant Schools Division Superintendent

Approved:

  
**GEMMA Q. TACUYOD, CESO V**  
Schools Division Superintendent





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Intake Sheet (template)

**INTAKE SHEET**  
(Confidential)

School: \_\_\_\_\_

**I. INFORMATION**

**A. VICTIM/S**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Grade/Year and Section: \_\_\_\_\_

Adviser: \_\_\_\_\_

*Parents:*

Mother: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Father: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**B. COMPLAINANT/S**

Name: \_\_\_\_\_

Relationship to Victim: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**C. PERSON COMPLAINED OF / PERPETRATOR/S**

**C.1 If the Person Complained of is a School Personnel (Teaching or Non-Teaching)**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Position / Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_





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**C.2 If the Person Complained of is a Student**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Grade / Year and Section: \_\_\_\_\_

Adviser: \_\_\_\_\_

**Parents:**

Mother: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Father: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**C.2 If the Person Complained of is an Outsider**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Position / Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**II. DETAILS OF THE CASE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**III. ACTIONS TAKEN**

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**IV. RECOMMENDATIONS**

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Prepared by:

\_\_\_\_\_ (signature over printed name)

Guidance Counselor / Guidance Counselor (Designate) Teacher

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

Noted:

\_\_\_\_\_ (signature over printed name)

School Head

School: \_\_\_\_\_

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





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**LEARNER'S INFORMATION AND STATEMENT** *(template)*

School: \_\_\_\_\_

**LEARNER'S INFORMATION**

Name: \_\_\_\_\_

Grade and Section: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Adviser: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Name of Parents / Guardian:

*Parents:*

Mother: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Father: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Number of Siblings (Ilan Kayong Magkakapatid): \_\_\_\_\_ Pang-ilan ka? \_\_\_\_\_

Address: \_\_\_\_\_

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

**LEARNER'S STATEMENT**

\_\_\_\_\_  
*Signature Over Printed Name*



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: [vigan.city@deped.gov.ph](mailto:vigan.city@deped.gov.ph)



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**Child Sexual Abuse and Harrassment Monthly Report (template)**

\_\_\_\_\_, 2023

**GEMMA Q. TACUYCUY, CESO V**  
Schools Division Superintendent

**Madam:**

Respectfully submitting this Report on the Incident of Sexual Abuse and Harassment in our school.

Report on the Incident of Sexual Abuse and Harassment Case/s			
<b>School:</b>			
<b>Name of Parties Involved</b>	<b>Nature of the Incident / Case</b>	<b>Status of the Incident / Case</b>	<b>Ways Forward / Next Step / Intervention / Recommendation</b>
<b>VICTIM/S:</b> Name (Alias/LRN): Age: Sex: Address: Other Info:			
<b>PERPETRATOR/S:</b> Name (Alias/LRN): Age: Sex: Address: Other Info:			

Thank you and God bless!

Very truly yours,

\_\_\_\_\_  
*Signature over Printed Name*

School Head Position: \_\_\_\_\_

School: \_\_\_\_\_

Contact No.: \_\_\_\_\_

DepEd Email Address: [vigan.city@deped.gov.ph](mailto:vigan.city@deped.gov.ph)

