



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

DIVISION MEMORANDUMNo. 554, s.2025**COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In compliance with DM-OUOPS-2025-11-04284 titled Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for S.Y. 2023-2024 and Regional Memorandum No. 1058 s. 2025 titled Koleksyon, Pagpapasama-sama, at Beripikasyon ng mga Ulat na Alalahanin Ukol sa Karapatan at Proteksyon ng mga Mag-aaral Para Sa Taon Panuruan 2023-2024, all public and private schools of this Division are directed to comply with data consolidation and submission.
2. All schools are must download and fill out the School-Based Consolidation Data Sheet through this link: <https://tinyurl.com/4vhn4sxf>.
3. Moreover, schools are requested to accomplish the form and submit the needed data based on the school level through the following Google Forms:
 - Kindergarten: <https://tinyurl.com/5daeeeb8>
 - Elementary: <https://tinyurl.com/4nppkfdj>
 - Junior High School: <https://tinyurl.com/cjrhe99d>
 - Senior High School: <https://tinyurl.com/yc4xujkw>
4. All public and private schools must submit the date not later than September 15, 2025.
5. Enclosed to this memorandum is the DM-OUOPS-2025-11-04284 and Regional Memorandum No. 1058 s. 2025 for reference.
6. Immediate dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
School Division Superintendent

Encs.: DM-OUOPS-2025-11-04284
Regional Memorandum No. 1058 s. 2025
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:
LRP
SGOD/YFD/SDF





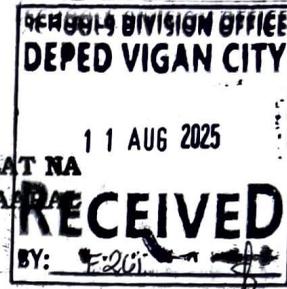
Republic of the Philippines
Department of Education
 REGION I



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REGIONAL MEMORANDUM

No. 1058 s. 2025



**KOLEKSIYON, PAGPAPAGSAMA-SAMA, AT BERIPIKASYON NG MGA ULAT NA
 ALALAHANIN UKOL SA KARAPATAN AT PROTEKSIYON NG MGA MAG-AARAL
 PARA SA TAONG PANURUAN 2023-2024**

Para sa: Mga Tagapamahala ng Sangay ng mga Paaralan
 Mga Hepe ng Dibisyon ng Pamamahala at Operasyon ng Paaralan
 Sangay ng Tagapagtutok sa Pangangalaga ng mga Karapatan ng Mag-aaral
 Lahat ng Kinauukulan

1. Kaugnay ng DM-OUOPS-2025-11-04284, ang Bureau of Learner Support Services - Learner Rights and Protection Division (BLSS-LRPD) ang mangunguna sa pangangasiwa ng koleksyon, pagpagsama-sama, at beripikasyon ng mga alalahanin ukol sa karapatan at proteksiyon ng mga mag-aaral (LRP) para sa Taong Panuruan (TP) 2023-2024.
2. Lahat ng pampubliko at pribadong paaralang elementarya at sekondarya ay inaatasang mangalap ng mga naiulat na LRP na insidente mula sa kanilang mga paaralan, lalo na ang mga nakapagsumite ng deklarasyon ng pagkakaroon ng LRP concerns para sa TP 2023-2024 sa pamamagitan ng Legal Services Information System (LSIS).
3. Lahat ng pampubliko at pribadong paaralan ay kailangang kumpletuhin ang School-Based Consolidation Data Sheet at ilipat ang datos mula rito sa Google Form. Maaaring i-download ang School-Based Consolidation Data Sheet sa sumusunod na link: <https://tinyurl.com/4vhn4sxf>.
4. Ang mga paaralan ay direktang magsusumite ng ulat sa Central Office (Operations Strand - BLSS-LRPD) sa pamamagitan ng pagsagot sa Google Form at paglalakip ng School-Based Consolidation Data Sheet kasama ang mga dokumentasyong kaugnay ng mga naiulat na kaso, gaya ng incident at narrative reports, intervention plan, intake sheets, at iba pang dokumentong nagpapatunay ng referral sa mga katuwang na ahensya.
5. Magkakahiwalay na link sa Google Form ang ibibigay para sa Kindergarten, Elementarya, Junior High School, at Senior High School. Maaaring ma-access ang mga form sa mga sumusunod na link:
 - o Kindergarten: <https://tinyurl.com/5daeeeb8>
 - o Elementarya: <https://tinyurl.com/4npkfdj>
 - o Junior High School: <https://tinyurl.com/cjrhe99d>
 - o Senior High School: <https://tinyurl.com/vc4xujkw>

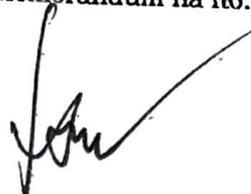


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6. Lahat ng pampubliko at pribadong paaralan ay kinakailangang punan ang mga Google Form at isumite ang kanilang mga ulat sa Central Office sa o bago ang Setyembre 15, 2025.
7. Kalakip ng Memorandum na ito ang DM-OUOPS-2025-11-04284 para sa inyong sanggunian at gabay.
8. Para sa mga katanungan o paglilinaw, mangyaring makipag-ugnayan kay G. Darius C. Nieto, LRP Focal Person, G. Elmer P. Sabado, o kay Bb. Roxanne D. Cases, LRP Alternate Focal Person sa pamamagitan ng email: roxanne.cases@o365.deped.gov.ph o sa contact number na +639931975928.
9. Nais ang agarang pagpapalaganap at pagsunod sa Memorandum na ito.



TOLENTINO G. AQUINO
Director IV

Encl.: Wala

Reference: Wala

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

RM COLLECTION OF DATA LRP

ESSD/rdc/RM_LRPCOLLECTIONOFDATA2023-2024
August 7, 2025



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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:
 - i. Kindergarten: <https://tinyurl.com/5daeeeb8>
 - ii. Elementary: <https://tinyurl.com/4npkkfdj>
 - iii. Junior High School: <https://tinyurl.com/cjrhe99d>
 - iv. 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.