



Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



13 August 2025

DIVISION MEMORANDUM

No. 262 , s.2025

SUBMISSION OF LEARNER RIGHTS AND PROTECTION INCIDENTS SCHOOL YEARS (SY) 2023-2024 AND 2024-2025

To: Chief Education Supervisors
Division Learner Rights and Protection Focal Persons
Heads of Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 255, s. 2025, titled, "Submission of Learner Rights and Protection Incidents for the School Years (SY) 2023-2024 and 2024-2025", which aims to systematically document, assess, and respond to incidents and concerns affecting the safety, rights, and well-being of learners within at the school level.
2. In this regard, the Learner Rights and Protection Division (LRPD) requests all public and private secondary and elementary schools to submit the reported learner rights and protection cases for the school year **(SY) 2023-2024 and 2024-2025**.
3. In addition, the manner of data collection must be that 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 designated shall be **held liable** for concealment of LRP incidents.
4. Furthermore, the timeline for the collection and consolidation of data shall also be noted and observed. For **S.Y. 2023-2024 on September 15, 2025**, and **S.Y. 2024-2025 on December 20, 2025**.



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5. An **instructional guide** for the proper submission of Learner Rights and Protection Incidents is attached to ensure the accuracy and completeness of data, the collection, consolidation, and validation process.
6. For immediate dissemination and guidance.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: Regional Memorandum No. 55, s. 2025

Reference:

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

Learner Rights and Protection

CSM/YFU/LRP/August 12, 2025



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 255, s. 2025

**SUBMISSION OF LEARNER RIGHTS AND PROTECTION INCIDENTS FOR THE
SCHOOL YEARS (SY) 2023-2024 AND 2024-2025**

To : Schools Division Superintendents
Chiefs, School Governance and Operation Division
Division Learner Rights and Protection Focal Persons
Public and Private Secondary and Elementary School Heads
All Others Concerned

1. In line with the Department of Education's commitment to uphold learner protection and promote a safe and nurturing school environment, it is imperative that all reports are accurate, complete, and submitted in a timely manner. The Learner Rights and Protection Division (LRPD) is mandated to collect consolidate, and analyze data on learner rights and protection concerns for policy recommendation and resource allocation on the implementation of the learner rights and protection programs, projects and activities.
2. In this regard, the Learner Rights and Protection Division (LRPD) requests all public and private secondary and elementary schools to submit the reported learner right and protection cases for the school years (SY) 2023-2024 and 2024- 2025.
3. The primary objective of gathering data on Learner Rights and Protection is to systematically document, assess, and respond to incidents and concerns affecting the safety, rights and well-being of learners within at the school level.
4. Furthermore, the Division Learner Rights and Protection Coordinators are requested to monitor the submission of their respective schools and submit to this Office the summary of submission for **SY 2023-2024** on **September 15, 2025** while, for **SY 2024-2025** on **December 20, 2025**.



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5. For inquiries and clarifications, you may directly coordinate with **Dr. Ginno Jhep A. Pacquing**, Project Development Officer IV, Education Support Services Division through email address at ginnojhep.pacquing@deped.gov.ph.
6. For immediate dissemination and compliance.



RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: Instructional Guide for Submission
Reference: DM- OUOPS-2025-11-04284
To be indicated Perpetual Index
under the following subjects:

LEARNER RIGHTS AND PROTECTION
DATA COLLECTION

ESSD 1/spp1
August 04, 2025



To send feedback
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**INSTRUCTIONAL GUIDE FOR THE PROPER SUBMISSION OF LEARNER
RIGHTS AND PROTECTION INCIDENTS**

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- CPC chairperson shall fill in the School-Based Consolidation Data Sheet (Bullying, Abuse, CAR, CICL and Other LRP concerns). (https://tinyurl.com/4vhn4sxf) Step 2: The school- CPC chairperson shall transfer the data from the School-Based Consolidation Data Sheet to the Google Forms 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.	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



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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

All public and private elementary and secondary schools 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.



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- 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 (Bullying, Abuse, CAR, CICL and Other LRP concerns)** 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>