



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

AUG 20 2025

No. 340, s. 2025

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary 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 on time. This Office, through the Division Learner Rights and Protection (LRP), requests all public and private elementary and secondary schools to submit the reported Learner Rights and Protection cases for the School Years (SY) 2023-2024 and 2024-2025.
2. Furthermore, the School Child Protection Committee (CPC) Chairperson shall submit the School-Based Consolidation Data Sheet (Bullying, Abuse, CAR, CICL, and other LRP Concerns) through the One Drive link: <https://tinyurl.com/TemplateLinks> on or before September 12, 2025 (for SY 2023-2024) and December 15, 2025 (for SY 2024-2025), as the official deadline for submission to the Division.
3. Likewise, the School Child Protection Committee (CPC) Chairperson shall also transfer the data from the Consolidation Data Sheet to the Google Forms. The deadline for the Google Form submissions is September 15, 2025, for SY 2023-2024 and December 20, 2025, for SY 2024-2025. These submissions shall serve as the official deadline for submission to the Central Office. The following are the links:
  - Kindergarten: <https://tinyurl.com/5daeeeb8>
  - Elementary: <https://tinyurl.com/4npkkfdj>
  - Junior High School: <https://tinyurl.com/cjrhe99d>
  - Senior High Schools: <https://tinyurl.com/yc4xujkw>
4. Immediate dissemination of this Memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent  
FOR THE SCHOOLS DIVISION SUPERINTENDENT

**MILAGROS M. PEÑAFLOR, Ph.D.**  
Chief Education Supervisor-CID  
COMMITTEE SCHOOLS

Encl: As stated

To be included in the Perpetual Index

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Under the following:

CHILD PROTECTION

CHILDREN'S RIGHTS

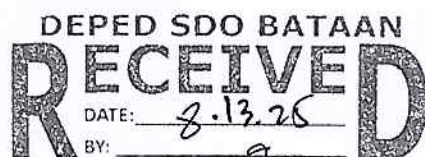
COMMITTEE

SCHOOLS

SO13/RMI

August 18, 2025





**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](mailto: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

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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
<b>Phase 1:</b> Collection and Consolidation	<p><b>Step 1:</b> The school- CPC chairperson shall fill in the <b>School-Based Consolidation Data Sheet (Bullying, Abuse, CAR, CICL and Other LRP concerns)</b>.  <a href="https://tinyurl.com/4vhn4sxf">https://tinyurl.com/4vhn4sxf</a></p> <p><b>Step 2:</b> The school- CPC chairperson shall transfer the data from the School-Based Consolidation Data Sheet to the Google Forms link provided herein.</p> <p><b>Step 3:</b> 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>
<b>Phase 2:</b> Validation	<p><b>Step 4:</b> The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-BLSS-LRPD).</p> <p><b>Step 5:</b> 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>





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<b>Phase 3:</b> Analysis and Interpretation	<b>Step 6:</b> The focal persons from RO and SDO shall analyze and interpret the data.	Analyzed and interpreted LRP data (Regional level)
	<b>Step 7:</b> 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

- Number of incidents on child abuse, violence, exploitation, neglect, bullying, children-at-risk (CAR), and children in conflict with the law (CICL);
- Number of schools with localized child protection policies, and anti-bullying policies; and
- 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:

- 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/4npgkfdj>
  - iii. Junior High School: <https://tinyurl.com/cjrhe99d>
  - iv. Senior High School: <https://tinyurl.com/yc4xujkw>