



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

AUG 04 2026

DIVISION MEMORANDUM
No. 346, s. 2026

SUBMISSION OF THE DESIGNATED LEARNER FORMATION OFFICERS IN PUBLIC AND PRIVATE SCHOOLS

To: Assistant Schools Division Superintendent
Chiefs of Division
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 262, s. 2026, titled "Submission of the Designated Learner Formation Officers in Public and Private Schools," and in accordance with DepEd Order No. 006, s. 2026, Guidelines on Ensuring a Safe and Motivating Learning Environment, this Office directs all public and private elementary and secondary schools in the Division of Bataan to **designate a Learner Formation Officer (LFO)**.
2. The Learner Formation Officer (LFO) shall serve as the school's focal person in coordinating and implementing learner formation and learner rights and protection programs to ensure a safe, inclusive, supportive, and motivating learning environment while safeguarding the rights, welfare, and holistic development of every learner.
3. In compliance with the Regional Memorandum, to facilitate the regional consolidation of designated LFOs, **all public and private School Heads** shall accomplish the **Learner Formation Officer (LFO) Google Form** on or before **August 15, 2026**, through this link: <https://forms.gle/13J7ENXk8x8iq6xo6>
4. The designated Learner Formation Officer shall perform the following functions:
 - a. Coordinate the implementation of learner formation and learner rights and protection programs in accordance with DepEd Order No. 006, s. 2026;
 - b. Serve as the focal person for school-based learner welfare, child protection, mental health, and psychosocial support initiatives;
 - c. Ensure the proper implementation of programs and activities promoting positive behavior, discipline, values formation, and learner well-being;
 - d. Coordinate with the School Child Protection Committee, Guidance Office, DRRM Coordinator, school administrators, parents, and external partners in implementing learner protection interventions;



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- e. Monitor and facilitate the reporting of learner rights and protection concerns through prescribed DepEd mechanisms;
 - f. Maintain confidentiality and ensure adherence to applicable child protection and data privacy policies; and
 - g. Submit reports and other required documents to the Schools Division Office as may be required.
5. School Heads are likewise directed to issue a **School Designation Order** for the designated Learner Formation Officer and keep a copy on file for monitoring and validation purposes.
 6. The Division Learner Rights and Protection (LRP) Focal Person shall monitor compliance with this Memorandum and provide the necessary technical assistance to schools regarding the implementation of learner formation programs.
 7. Immediate dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

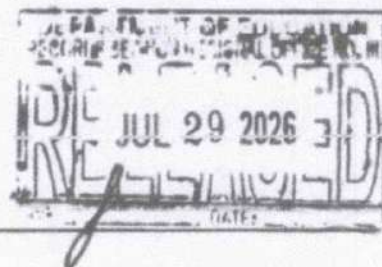
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BY: _____



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



REGIONAL MEMORANDUM

No. **262** s. 2026

**SUBMISSION OF THE DESIGNATE LEARNER FORMATION OFFICERS IN
PUBLIC AND PRIVATE SCHOOLS**

To : Schools Division Superintendents
Division Learner Rights and Protection Focal Persons
Public and Private Elementary and Secondary School Heads
Learners Rights and Protection Advocate
All Others Concerned

1. Pursuant in the implementation of **DepEd Order No. 006, s. 2026**, *Guidelines on Ensuring a Safe and Motivating Learning Environment*, 2026 reinforces the Department's commitment to ensuring that every learner is provided with a safe, inclusive, supportive, and motivating learning environment. The Order consolidates policies and procedures related to learner rights and protection, school safety, mental health and psychosocial support, prevention and response to bullying and gender-based violence, and other child protection concerns.
2. In reference to this Memorandum, to designate a Learner Formation Officer (LFO) in every public and private school and to ensure the effective coordination, monitoring, and implementation of learner formation and protection programs that promote a safe, inclusive, supportive, and motivating learning environment while safeguarding the rights, welfare, and holistic development of every learner.
3. Pursuant to Section IV of DepEd Order No. 006, s. 2026, each School Head/Principal shall designate a Learner Formation Officer (LFO) to serve as the school's focal person for learner formation and protection programs. To facilitate the regional consolidation of designated LFOs, all public and private elementary and secondary schools shall accomplish the **Learner Formation Officer (LFO) Google Form** through the following link on or before **August 15, 2026**:
<https://forms.gle/13J7ENXk8x8iq6xo6>.
4. In accordance with the provisions of Section IV of DepEd Order No. 006, s. 2026, the designated Learner Formation Officer (LFO) shall perform the following functions:
 - a. Coordinate the implementation of learner formation and learner rights and protection programs in accordance with DepEd Order No. 006, s. 2026;
 - b. Serve as the focal person for school-based learner welfare, child protection, mental health, and psychosocial support initiatives;



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- c. Ensure the proper implementation of programs and activities promoting positive behavior, discipline, values formation, and learner well-being;
- d. Coordinate with the School Child Protection Committee, Guidance Office, DRRM Coordinator, school administrators, parents, and external partners in implementing learner protection interventions;
- e. Monitor and facilitate the reporting of learner rights and protection concerns through prescribed DepEd mechanisms;
- f. Maintain confidentiality and ensure adherence to applicable child protection and data privacy policies; and
- g. Submit reports and other required documents to the Schools Division Office as may be required.

5. The Schools Division Offices, through their respective Learner Rights and Protection focal persons, shall monitor compliance with this Memorandum and provide the necessary technical assistance to schools in the implementation of learner formation programs.

6. For inquiries and clarifications, you may directly communicate with **Mr. Edison L. Mercado**, Regional LRP Focal Person at edison.mercado@deped.gov.ph.

7. For information and compliance.

TOLENTINO G. AQUINO
Regional Director

Encl.: None

References: None

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

LEARNERS
PROGRAM

RIGHTS
SUPPORT

ESSD 1/spp1
July 28, 2026



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