



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

23 Oct 2025

DIVISION MEMORANDUM
No. 671, s. 2025

**REQUEST FOR COLLECTION AND CONSOLIDATION OF
REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS
FOR S.Y. 2024-2025**

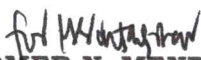
To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
Education Program Supervisors
School Heads/OICs (All Public and Private Schools)
School Child Protection Committee
All Others Concerned

1. Attached is DepEd Memorandum No. DM-OUOPS-2025-11-05770 titled **"Collection, Consolidation, and Validation of Reported Learner Rights and Protection Concerns for S.Y. 2024-2025,"** for information and guidance.

2. All public and private schools shall fill in the School-Based Consolidation Data Sheet which may be downloaded from <https://tinyurl.com/4vhn4sxf>. Then the duly accomplished downloaded Data Sheet shall be uploaded through the following links on or before December 15, 2025:

- Kindergarten: <https://tinyurl.com/4brr9bzk>
- Elementary: <https://tinyurl.com/2m7m8jab>
- Junior High School: <https://tinyurl.com/35xjr6ch>
- Senior High School: <https://tinyurl.com/5e9ebm4e>

3. For immediate dissemination.


HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Encl.: *As Stated*

Reference: *As Stated*

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

LEARNERS RIGHTS
DATA REPORTS

SGOD/ALD/10-15-25



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

DM-OUOPS-2025 - 11 - 05770

TO : Regional Directors
Schools Division Superintendents
School Heads
Regional and Division Learner Rights and Protection Focal Persons
All Others Concerned

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations



SUBJECT : **COLLECTION, CONSOLIDATION, AND VALIDATION OF
REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS
FOR S.Y. 2024-2025**

DATE : September 17, 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

¹ D.O. Nos. 40, s. 2012, and 18, s. 2015.

² Creation of the Child Protection Unit and the Child Rights in Education Desk in the Department of Education.

for **School Year (S.Y.) 2024-2025**, 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	Step 1: The school shall fill in the School-Based Consolidation Data Sheet (Annex A-E of this memorandum). 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. 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
Phase 3: Analysis and Interpretation	Step 6: The focal persons from RO and SDO shall analyze and interpret the data. Step 7: The LRPD shall collect and review the analysis and interpretation of LRP data.	Analyzed and interpreted LRP data (Regional level) Consolidated and complete reports on LRP incidents with analysis and interpretation

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**
The collection and consolidation process for the S.Y. 2024-2025 data shall begin in the fourth quarter of this year and shall close on **December 15, 2025**.
- II. **Data to be Collected and Consolidated**
- Number of incidents of 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, and 18, s. 2015, as well as the Revised Implementing Rules and Regulations of Republic Act No. 10627, otherwise known as the "Anti-Bullying Act of 2013." School heads/administrators and guidance counselors/guidance designates are highly encouraged to review the said policies to ensure that the data to be provided is accurate.
 - 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
 - School heads/ administrators and guidance counselors/guidance designates shall be held liable for concealment of LRP incidents.
- IV. **Manner of Data Consolidation**
- 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-BLSS-LRPD) **through Google Forms**.
 - 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**
- The school shall submit its report to the Central Office (Operations Strand-BLSS-LRPD) by completing the **Google Form and attaching the School-Based Consolidation Data Sheet (Annexes A-E)** and the corresponding documentation 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/4brr9bzk>
 - ii. Elementary: <https://tinyurl.com/2m7m8jab>
 - iii. Junior High School: <https://tinyurl.com/35xjr6ch>
 - iv. Senior High School: <https://tinyurl.com/5e9ebm4e>

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.