



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE- CAPIZ**

11 JUN 2024

**DIVISION MEMORANDUM**  
**NO. 332 s. 2024**

**REITERATION ON THE ESTABLISHMENT OF LEARNER RIGHTS AND  
PROTECTION DESK AND THE IMPLEMENTATION OF LEARNER RIGHTS  
AND PROTECTION GUIDELINES IN THE CONDUCT OF THE 2024  
PALARONG PAMBANSA AND SCHOOL-RELATED OR OFF CAMPUS  
ACTIVITIES**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Heads, Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 479, s. 2024 dated June 05, 2024, titled ***“Reiteration on the Establishment of Learner Rights and Protection Desk and the Implementation of Learner Rights and Protection Guidelines in the Conduct of 2024 Palarong Pambansa and School-Related or Off Campus Activities”***.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: Regional Memorandum No. 479, s. 2024 dated June 05, 2024 from Ramir B. Uytico EdD, CESO III  
To be indicated in the Perpetual Index  
Under the following subjects:

COMMITTEES	LEARNERS	RIGHTS	SCHOOLS
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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**


No. 479, s. 2024

JUN 05 2024

**REITERATION ON THE ESTABLISHMENT OF LEARNER RIGHTS AND PROTECTION  
DESK AND THE IMPLEMENTATION OF LEARNER RIGHTS AND PROTECTION  
GUIDELINES IN THE CONDUCT OF THE 2024 PALARONG PAMBANSA AND  
SCHOOL-RELATED OR OFF CAMPUS ACTIVITIES**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum OUOPS No. 2024-05-04348 dated May 27, 2024 from Atty. Revsee A. Escobedo, *Undersecretary for Operations*, regarding the **Reiteration on the Establishment of Learner Rights and Protection Desk and Implementation of Learner Rights and Protection Guidelines in the Conduct of the 2024 Palarong Pambansa and School-related or Off-Campus Activities**, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

Reference: Memorandum OUOPS No. 2024-05-04348 dated May 27, 2024 from Atty. Revsee A. Escobedo

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

COMMITTEES

LEARNERS

RIGHTS

SCHOOLS

FJC/ESSD-RM/Reiteration of LRP Desk PP2024  
128/June 05, 2024



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Telephone Nos: (033) 337-0149; 336-2816  
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Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

Department of Education  
Regional Office VI  
Duran Street, Iloilo City

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MEMORANDUM

OM-OUOPS-2024-05-04348

FOR : REGIONAL DIRECTORS  
MINISTER OF BASIC, HIGHER, AND TECHNICAL EDUCATION  
(BARMM)  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL SPORTS COORDINATOR  
LRP REGIONAL FOCAL PERSONNEL  
ALL OTHERS CONCERNED

FROM : [Signature]  
ATTY. REVSEE A. ESCOBEDO  
Undersecretary for Operations

SUBJECT : REITERATION ON THE ESTABLISHMENT OF LEARNER  
RIGHTS AND PROTECTION DESK AND THE IMPLEMENTATION  
OF LEARNER RIGHTS AND PROTECTION GUIDELINES IN THE  
CONDUCT OF THE 2024 PALARONG PAMBANSA AND SCHOOL-  
RELATED OR OFF-CAMPUS ACTIVITIES

DATE : May 27, 2024

This has reference to Office Memorandum No. OUOPS 2024-05-00946 dated February 5, 2024, in relation to the establishment of the Learner Rights and Protection (LRP) Desk and the Implementation of the Learner Rights and Protection Guidelines in the Conduct of All Sporting Events, in line with the 64<sup>th</sup> Palarong Pambansa scheduled from July 9-16, 2024 at Cebu City, this Office requests submission of the official list of the members of the Regional LRP Desk Committee.

The Palaro LRP Desk Committee for the Region shall serve as the central operations hub that will handle reported learner protection concerns, in all activities including the Learners Convergence PH, National Festival of Talents (NFOT), and the National Schools Press Conference (NSPC), which will simultaneously be conducted, for clarity the schedules are as follows:

Activity	Schedule and Venue
64 <sup>th</sup> Palarong Pambansa	July 9-16, 2024, Cebu City
Learners Convergence PH	July 8-13, 2024, Lapu-Lapu City
National Festival of Talents (NFOT)	July 8-12, 2024, Naga City
National Schools Press Conference (NSPC)	July 8-12, 2024, Cagayan City

Relatedly, may we request the submission of the composition of the LRP Desk Committees, to reiterate the members shall be as follows:

• **Chairperson – Regional LRP Focal Personnel**



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: [ouops@deped.gov.ph](mailto:ouops@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

- **Vice-Chairperson – Division LRP Focal Personnel/Registered Guidance Counselor**
- **Members: Regional Alternate/Division/School LRP Focal Personnel and Registered Guidance Counselors**

The Vice-Chairperson and members should be LRP Personnel who have undergone the Child Protection Specialization course or registered guidance counselors, as may be designated by the Regional Director and upon recommendation of the Regional LRP Focal. For clarity, the LRP Desk may be composed of at least 4 to 5 individuals and the number of members may be increased, provided that the budget allocated will be sufficient to cover their transportation and other miscellaneous expenses. The Regions that have requested a learner representative to form part of the LRP Desk shall be required to secure parental consent to be submitted to the LRPO.

For emphasis, the LRP Desk shall be responsible for:

**A. Pre-activity events**

1. Ensure that all parental/guardian consent has been submitted
2. Submission of the composition of the LRP Committee in their respective regions as well as the DepEd personnel/LRP personnel who will accompany the learners in the Learners Convergence, NFOT, and NSPC.
3. Conduct a pre-departure orientation on learner safeguarding guidelines for all delegates (learner-athletes, learner contingents, trainers, coaches, and chaperones) specifically to discuss the protocols to be observed to ensure the protection of our learners in all national events.
4. Conduct a meeting with the DepEd personnel/LRP personnel who will accompany the learners in the Learners Convergence, NFOT, and NSPC, for the establishment of communication protocols for reporting and referral, in cases of learner protection concerns.
5. Ensure compliance with safety standards for learner participants, i.e. transportation and billeting areas.

**B. During the events**

1. Set up the LRP Desk in the designated billeting quarter, with a counseling room and open area for possible learner activities (e.g. playing venue, coloring area, and/or other recreational activity for learner participants)
2. Conduct a welcome orientation, reiterating the learner safeguarding guidelines and reporting protocols to be observed in cases of learner protection concerns.
3. Address all LRP reports and concerns through observance of 5Rs:
  - a. Recognize – acknowledgment of the LRP concern raised
  - b. Record – ensure that the Intake Sheet Form is filled up or completion of an Incidental Report
  - c. Respond – Provide immediate intervention such as but not limited to counseling as may be needed, and lead in reactional activities for learner-delegates
  - d. Refer – endorse the LRP complaints to the proper agencies for immediate intervention or assistance



- e. Report – ensure that all LRP concerns received and addressed are reported to the LRPO and the *Palarong Pambansa* Safety and Wellness sub-committee on learner protection.
4. In cases of emergency and other critical concerns, the LRP Desk must endorse or refer the concern immediately to the appropriate agency or institution, a directory of numbers is provided on the protocols disseminated.
5. Coordinate and establish a partnership with the school head and/or the school's child protection committee for immediate referral.
6. Conduct regular audits of learners' attendance, inspect billeting quarters/rooms, hold debriefing sessions or medical check-ups, and provide relaxation activities.
7. Ensure that all actions to protect participants are in the child's best interest.
8. Make suitable provisions for the learners to be monitored by a coach or chaperone during the event, including free time.

### **C. After the Event**

1. All learner rights and protection cases shall be reported to LRPO, through channels at the DepEd-Central Office.
2. Co-facilitate a pre-departure orientation on learner safety rules.
3. Ensure that all concerned officials, coaches, or chaperones monitor their learners for any potential after-event intervention or needs.

Relatedly, on account of rendering work beyond the regular office hours and in the exigencies of service, this Office requests that compensatory service credits be given as may be allowed by the DepEd rules and regulations, and applicable Civil Service Resolutions and Department of Budget and Management issuances.

To reiterate the establishment of our LRP Desk supports DepEd's zero-tolerance policy for any act of learner abuse, exploitation, violence, discrimination, bullying, and other forms of abuse. Consequently, this Office commends the Regional Offices and Division Offices who have created their localized LRP Desk in the sporting and off-campus events conducted in their respective jurisdiction.

Attached are the following enclosures to be filled up by the regional LRP Focal Personnel and for submission to the LRPO.

- Enclosure 1 – Composition of the Regional LRP Desk
- Enclosure 2 – Referral and Reporting Template
- Enclosure 3 – Copy of the previously signed memorandum on the establishment of the LRP Desk

Kindly submit the filled-up Enclosure 1 titled "Composition of the Regional LRP Desk," on or before June 5, 2024, at [maria.sano@deped.gov.ph](mailto:maria.sano@deped.gov.ph). For clarifications, kindly contact the Learner Rights and Protection Office at (02) 8638-1782 or [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph)

For your immediate action and guidance.

Thank you.



[LRPO/MCE\_ASPR]

**Enclosure 1**

**LEARNER RIGHTS AND PROTECTION DESK**

DepEd Region \_\_\_\_\_

*Composition*

<i>Name</i>	<i>Regional/Division / School Designation</i>	<i>LRP Desk Designation</i>	<i>Contact Number</i>
		<i>Chairman</i>	
		<i>Vice-Chairman</i>	
		<i>Member</i>	
		<i>Member</i>	
		<i>Member</i>	

*Chaperone/ Accompanying DepEd Personnel:*

<i>Name</i>	<i>Regional/ Division / School Designation</i>	<i>DepEd Event</i>	<i>Contact Number</i>
		<i>Learners Convergence PH</i>	
		<i>NSPC</i>	
		<i>NFOT</i>	

**Note:**

**The contact numbers of the LRP Desk and Co-Chairman will be included in the Official Directory for easy reference.**



**Enclosure 2**

**LRP DESK REPORT SHEET**

**2024 Palarong Pambansa**

In compliance with the Data Privacy Act of 2012, the Department of Education through the Regional Learner Rights and Protection Steering Committee and the Local Government of Marikina City assures that all personal data obtained from this form is entered and stored within DepEd's authorized information and communications system and will only be accessed by authorized personnel. Moreover, Section 18 of the DepEd Child Protection Policy ensures that the identity or other information pertaining to the learner/s or individuals involved shall be withheld from the public to protect their privacy.

**Date:** \_\_\_\_\_

☐

**Complaint/Report**

☐

**Query**

☐

**Other LRP Concern**

**Type of Learner Rights and Protection Reported:**

**I. Information of the Concerned Parties**

**A. Learner-Athlete Complainant**

<b>Name of Learner-Athlete</b>		<b>Age and Sex</b>	
<b>Name of School</b>			
<b>Grade Level</b>		<b>Division</b>	
<b>Name of Coach/Guardian</b>		<b>Contact Number</b>	
<b>Assigned Billeting Quarter</b>			
<b>Sports or Activity Participated</b> (Palaro/LearnCon/NFOT/NSPC)			

**B. Learner-Athlete/Person Complained of**

<b>Name LA/Person Complained off</b>		<b>Age</b>	
<b>Name of School</b>			
<b>Grade Level</b>		<b>Division</b>	
<b>Name of Coach/Guardian</b>		<b>Contact Number</b>	
<b>Relationship to the Learner-Athlete</b>			
<b>Assigned Billeting Quarter</b>			
<b>Sports or Activity Participated</b> (Palaro/LearnCon/NFOT/NSPC)			



### C. Reporting Party

Name	
Relation to the Learner-Athlete	
Contact Number	
Assigned Billeting Quarter	
Sports or Activity Participated (Palaro/LearnCon/NFOT/NSPC)	

### II. Details of the Incident

(Kindly include where and when the incident took place)

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### III. Immediate Actions Taken to Address the Incident

#### A. Learner to Learner

- ☐ Assessment for Medical Assistance  
☐ Psychological First Aid  
☐ Call for Assistance (i.e. Local CSWDO, CPC-LGU)  
☐ Details on the Actions Taken:

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#### B. Adult to Learner

- ☐ Assessment for Medical Assistance  
☐ Psychological First Aid  
☐ Call for Assistance (i.e. Local CSWDO, CPC-LGU, PNP/Barangay)  
☐ Details on the Actions Taken:

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### IV. Referral

- ☐ CSWDO  
☐ PNP-WCPD  
☐ BCPC  
☐ Details on the Actions Taken:

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Action Officer: \_\_\_\_\_

Date: \_\_\_\_\_





Republic of the Philippines  
**Department of Education**  
**OPERATIONS**

**MEMORANDUM**  
OUOPS 2024 - cf- 00966

**TO :** Regional Directors  
Minister of Basic, Higher, and Technical Education,  
BARMM  
Schools Division Superintendents  
ESSD Chiefs  
Learner Rights and Protection Focal Persons  
School Heads  
All Other Concerned

**FROM :** Atty. Raven A. Escobedo  
Undersecretary for Operations

**SUBJECT :** Establishment of the Learner Rights and Protection Desk and Implementation of Learner Rights and Protection Guidelines in the Conduct of Sports Events

**DATE :** February 5, 2024

This has reference to the conduct of preliminary competitions leading to the 64<sup>th</sup> Palarong Pambansa, such as intramurals, division, and regional meets, in compliance with OASOPS Memorandum dated January 16, 2024, titled "General Information on the Conduct of the 2024 Palarong Pambansa Lower Meets," this Office through the Learner Rights and Protection Office (LRPO) issues this Guidelines for the strict implementation of the DepEd Child Protection Policy in all sports events and playing venues, guaranteeing special protection to our learner-athletes and establishment of the Learner Rights and Protection Desk.

During the 63<sup>rd</sup> Palarong Pambansa, this Office has issued OUOPS Memorandum No. 2023-07-3976 dated April 13, 2023, establishing the Learner Rights and Protection (LRP) National and Regional Steering Committee, aimed at addressing the issues and concerns of our learner-athletes reported before, during, and after the 2023 Palarong Pambansa. Relatedly, this Office commends the Regional LRP Desks who have conducted numerous activities for our learner-athletes, including the conduct of psychological first-aid, recreational activities, and counseling sessions for our learners.

For this year, this Office once again reiterates DepEd's zero-tolerance policy for any act of learner abuse, exploitation, violence, discrimination, bullying, and other forms of abuse, and emphasizes the importance of operationalizing the **Learner Rights and Protection Desk (LRPD)**, specifically in the schools through the Child

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