



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

24 Oct 2025

DIVISION MEMORANDUM

No. 612, s. 2025

**REQUEST FOR COLLECTION AND CONSOLIDATION OF REPORTED LEARNER
RIGHTS AND PROTECTION CONCERNS FOR SY 2024 - 2025**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 776, s. 2025, this Office, through the School Governance and Operations Division (SGOD) – Learner Rights and Protection, earnestly enjoins the full attention, support, and active participation of all public and private schools in the implementation of the above cited activity.
2. In line with this, all concerned are hereby reminded to ensure the timely submission of the required data on or before **December 15, 2025** – Data Collection for SY 2024 – 2025.
3. Compliance with the above timelines is imperative to facilitate the consolidation and submission of accurate reports to the Schools Division Office, Regional and Central Office.
4. Attached herewith is the **Annex 1 – Phase 1 Data Collection and Consolidation of Data**. All concerned are requested to accomplish the **School - Based Consolidation Data Sheet**, transfer the data to the Central Office (Operations Strand – LRPD) via the provided Google Forms link, and submit the printed copy, duly signed by the school head, enclosed in a sealed envelope marked **“CONFIDENTIAL”**, to the SGOD – LRPD through their respective sub-offices.
5. Kindly be reminded to use the assigned **code or alias** in lieu of the learner’s actual name when accomplishing the data sheet and Google Forms to ensure confidentiality in compliance with data privacy protocols.
6. For queries and clarifications, feel free to contact and send email to rosemarie.gonzales004@deped.gov.ph.



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7. Immediate dissemination of and compliance with this Memorandum are expected.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

Encl.:

As stated

Reference:

Regional Memorandum No. 776, s. 2025

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

Issuances: Division Memorandum

RJG, Request for Collection and Consolidation of Reported Learner Rights and Protection Concerns for SY 2024 - 2025, S2-113066, 241025

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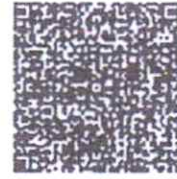
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



ESSD-RM-2025-776

Regional Memorandum
No. 776, s. 2025

20 October 2025

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

To: **Schools Division Superintendents**
All Others concerned

1. In reference to DepEd Memorandum OUOPS-2025-11-05770¹, this Office, through the Education Support Services Division, earnestly calls for the attention and active cooperation of the Schools Division Offices (SDO) and School relative to the aforementioned subject on or before **December 15, 2025**.
2. This aims to systematically prepare, maintain, and submit data on incidents and conditions affecting learners which are vital in shaping future policies, programs, advocacy campaigns, and other initiatives aimed at promoting learner welfare.
3. In view of the foregoing, **all public and private elementary and secondary schools with the guidance of the Division Focal Persons** are hereby instructed to observe the following guidelines for **Phase I: Data Collection and Consolidation**:
 - a. Step 1: The school shall fill in the **School-Based Consolidation Data Sheet** which may be downloaded from <https://tinyurl.com/4vhn4sxf>.
 - b. Step 2: The school shall transfer the data from the School-Based Consolidation Data Sheet to the **Google Form Links of each year level** provided.
4. Detailed guidelines and procedures relative to the collection and consolidation is attached as **Annex A**.

¹ Collection, Consolidation, and Validation of Reported Learner Rights and Protection concerns for S.Y. 2024-2025

5. For further details, you may contact Ms. Rochelle May M. Nisola, Regional Learner Rights and Protection Focal Person through email at learnershelpline.calabarzon@deped.gov.ph.
6. Immediate dissemination and strict compliance of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

ROE/RMMN

Annex A:

PHASE 1: DATA COLLECTION AND CONSOLIDATION

I. Timeline for the Collection and Consolidation of Data

a. Data Collection for S.Y. 2024-2025

- The collection process shall begin in the fourth quarter of this fiscal year and shall close on **December 15, 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 DO 40, s. 2012, DO 55, s. 2013, and DO 18, s. 2015. School heads/administrators and the Guidance Counselors/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;
- c. School Heads/Administrators and Guidance Counselors/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 to the Central Office (Operations Strand-LRPD) **through Google Forms**.
- b. The Central Office (Operations Strand-LRPD) shall consolidate the submitted data by the schools. The data shall be disaggregated per RO and SDO, which shall be then 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 (Annexes A-E) and the corresponding documentations of the reported LRP incidents**.

- b. Schools may download the **School-Based Consolidation Data Sheet** from
- 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, the school ABC shall accomplish the forms for Elementary and Junior High School**). Schools may access the designated forms through the following links:
 - i. Kindergarten:
 - ii. Elementary:
 - iii. Junior High School:
 - iv. Senior High School: