



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
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REGIONAL MEMORANDUM
ESSD – 2026 – 0895

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned

ESTABLISHMENT OF LEARNER RIGHTS AND PROTECTION (LRP) DESK
DURING THE SCHOOL SPORTS CLUB CARAVAN

1. **Directive.** Pursuant to Regional Memorandum No. 0844, s. 2026, entitled "*Conduct of the School Sports Club Caravan*," this Office directs the Learner Rights and Protection Office (LRPO) to establish an LRP Desk at the event venue.
2. **Objectives.** This directive aims to provide an accessible mechanism for the reporting, receiving, and appropriate referral of learner rights and protection concerns and other related incidents during the event.
3. **Components of the LRP Desk:**
 - a. **LRP Foldable Desk and Wellness Area** – A visible and accessible desk shall be provided as the primary point for receiving LRP concerns and providing initial assistance. An adjacent or screened wellness area may also be provided for learners needing immediate psychosocial support.
 - b. **Private Room or Appropriate Space for Counseling** – A private and secure space shall be identified for counseling, Psychological First Aid (PFA), and other learner support services, ensuring privacy and confidentiality during the provision of assistance.
 - c. **LRP Advocacy and Information Materials** – The LRP Desk shall provide IEC materials such as roll-up banners, posters, leaflets, and brochures containing information on learner rights, protection, reporting channels, contact details, and QR codes, where applicable.
 - d. **LRP Reporting Tools** – Standardized LRP reporting and documentation forms shall be made available to facilitate the proper recording, assessment, referral, and monitoring of reported concerns.
 - e. **LRP Desk Officers** – Designated LRP focal persons from the Regional and/or Schools Division Offices, in coordination with the CPC and IMT, shall manage the desk, receive concerns, provide initial assistance, facilitate referrals, and coordinate appropriate responses.
 - f. **Referral and Coordination Mechanism** – A clear referral pathway shall be established to ensure that concerns requiring further intervention, investigation, medical assistance, or psychosocial support are promptly referred to the appropriate office or service provider.
 - g. **Confidentiality and Data Privacy** – All reports and personal information shall be handled confidentially and accessed only by authorized personnel, consistent with the Data Privacy Act of 2012 and applicable DepEd policies and guidelines.



4. **Coordination with LGUs and Partner Agencies.** The LRP Desk Officers shall closely coordinate with concerned LGUs and other relevant agencies for referral purposes.
5. **Travel and Other Expenses.** Information regarding travel expenses and other expenses is stated in the provisions of RM No. 0844, s. 2026.
6. **References.** For full activity details, please refer to RM No. 0844, s. 2026 and to the attached document.
7. **Inquiries.** For inquiries, please contact the Learners Rights and Protection RO Focal Person, Mr. Giro Paolo Misael V. Almendralejo, at giropaolomisael.almendralejo@deped.gov.ph or the Alternate Focal Person, Ms. Leah Ellen V. Yaoyao at leahellen.yaoyao@deped.gov.ph.
8. **Dissemination.** Immediate dissemination of this memorandum is desired.

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ALLAN G. FARNAZO
Director IV

LEVY/ESSD/RM- Establishment of Learner Rights and Protection (LRP) Desk ...
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