



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
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REGIONAL MEMORANDUM

No. 0989, s. 2026

To: Schools Division Superintendents
Schols Governance and Operation Division Chiefs
All Others Concerned

GUIDELINES ON THE DESIGNATION OF DIVISION LEARNER RIGHTS AND
PROTECTION (LRP) FOCAL PERSONS

1. **Activity/Directive.** This Office, through the Education Support Services Division (ESSD), issues the Guidelines on the Designation of Division Learner Rights and Protection (LRP) Focal Persons and directs all Schools Division Offices (SDOs) to designate or update their Division LRP Focal Person in accordance with the provisions of this Memorandum.
2. **Objective/Policy Basis.** This issuance supports the Department of Education's commitment to providing safe, inclusive, and positive learning environments and enforcing a zero-tolerance policy against all forms of child abuse, exploitation, violence, discrimination, bullying, and other acts of abuse pursuant to **DepEd Order No. 40, s. 2012** (*DepEd Child Protection Policy*), and subsequent issuances on child protection mechanisms.
3. **Duties and Responsibilities.** The designated Division LRP Focal Person shall perform the following functions:
 - a. **Program Implementation & Capacity Building:** Oversee, coordinate, and monitor the localization and implementation of the DepEd Child Protection Policy, anti-bullying programs, and related LRP initiatives across all public and private schools within the Schools Division Office (SDO).
 - b. **Monitoring & Technical Assistance:** Conduct regular monitoring and evaluation on the compliance of schools in establishing Child Protection Committees (CPCs) and formulating localized School Child Protection Policies and Codes of Conduct.
 - c. **Case Management, Referral, & Reporting:** Assist and coordinate the multi-disciplinary referral system for cases involving child abuse, violence, exploitation, bullying, Children-at-Risk (CAR), and Children in Conflict with the Law (CICL) to appropriate agencies (e.g., DSWD, PNP, LGU/BCPC, and health facilities).
 - d. **Directory & Network Building:** Establish and maintain linkages with government agencies, non-government organizations, and community



partners to maintain an updated directory of child protection resources and services.

- e. **Data Management & Reporting:** Consolidate, validate, and submit Division Monitoring, Evaluation, and Adjustment (DMEA) reports, incident reports, and quarterly LRP Program Implementation Review (PIR) reports to the Regional Office.

4. **Minimum Qualifications.** To ensure effective advocacy, handling, and governance of LRP initiatives, designated Division LRP Focal Persons should meet the following minimum qualifications:

- a. **Position/Status:** Regular personnel within the Schools Division Office or school level. Preference is given to a **Guidance Counselor, Guidance Advocate, or Psychologist**, or permanent status non-teaching personnel with relevant experience and demonstrated competence in learner protection, child rights, psychosocial support, case management, and learner resilience programming.
- b. **Training & Expertise:** Completion of capacity-building programs, modules, or National/Regional Training of Trainers (NToT/RTToT) on Child Protection, Rights-Based Education, or LRP Protocols.
- c. **Skills & Competencies:** Sound knowledge of child rights and protection laws; strong interpersonal, case handling, network building, and report generation skills.
- d. **Integrity:** High standard of moral integrity with no pending administrative or criminal cases involving child abuse, violence, or moral turpitude.

5. **Designation and Approval.** The SDOs may assess and review the performance of their local focal persons. However, **the designation, retention, or replacement of the Division LRP Focal Person shall be subject to the discretion and approval of the Schools Division Superintendent (SDS).**

6. **Submission of Designation Order.** SDOs desiring to update or submit new designations of their Division LRP Focal Person shall submit an official Designation Order **signed by the SDS** to the ESSD - Regional Office, on or before September 30, 2026.

7. **Clarifications.** For clarifications and concerns, please contact the Learner Rights and Protection RO Focal Person, Mr. Giro Paolo Misael V. Almendralejo, at giropaolomisael.almendralejo@deped.gov.ph

8. For immediate dissemination and strict compliance.

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ALLAN G. FARNAZO
Director IV

GPMVA/ESSD/ Announcement of the Job Description, Qualifications, and Designation...
15392/September 16, 2026

