



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

June 15, 2023

**REGIONAL MEMORANDUM**  
No. **509**, s. 2023

**To** : Schools Division Superintendents  
School Governance Operations Division Chiefs  
Division Learner Rights and Protection Focal Persons  
All Others Concerned

**CONDUCT OF TRAINING-WORKSHOP ON PROPER HANDLING  
OF LEARNER RIGHTS AND PROTECTION DATA**

1. This is in reference to the attached Memorandum OUOPS 2023-07-5182, dated May 30, 2023, from **ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations, Department of Education, DepEd Complex, Meralco Avenue, Pasig City contents of which are self-explanatory.
2. Particular attention is invited to paragraphs 1, 2, 3, 4, 5, 6, 7, and Enclosures of the said Memorandum for reference.
3. Be advised further that the list of participants from the Regional Office and Schools Division Offices is attached hereto.
4. Immediate dissemination of this Memorandum is desired.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director

**Copy furnished:**

**Atty. Revsee A. Escobedo**  
Undersecretary for Operations



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

Enclosure A

**TRAINING WORKSHOP ON PROPER HANDLING OF LRP DATA**  
**List of Participants**  
**August 16-18, 2023**  
**Venue: TBA**

<b>Regional Office</b>		
1	Chief, FTAD	Roger R. Morillos
2	Educ. Program Supervisor, LRP Focal Person	Leonila C. Mustapha
<b>Schools Division Office</b>		
1	Caloocan City	Lazaro, Joshua Kenneth, R.
2	Las Pinas City	Portillano, Reynante A.
3	Makati City	Ingua, Salome Refe
4	Malabon City	Villanueva, Elvira, T.
5	Mandaluyong City	Ado, Rex A.
6	Manila City	Nunez, Elizabeth G.
7	Marikina City	Villamor, Alberto D.
8	Muntinlupa City	Vivo, Ara Anissa Tensuan
9	Navotas City	Angel, Lucia G.
10	Parañaque City	Sudsakorn, Leah E.
11	Pasay City	Perez, Bernardita A.
12	Pasig City	Pamintuan, Rose Ann B.
13	Quezon City	Ilan, Brian E.
14	San Juan City	Banay, Edward F.
15	Taguig-Pateros City	Lea, Lorilyn M.
16	Valenzuela City	Santos, Elias Adrian K.



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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**MEMORANDUM**

OUOPS 2023 -07-5182

**TO** : All Regional Directors  
All Schools Division Superintendents  
All others concerned

**FROM** :   
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations 

**SUBJECT** : **CONDUCT OF TRAINING-WORKSHOP ON PROPER HANDLING OF THE LEARNER RIGHTS AND PROTECTION DATA**

**DATE** : May 30, 2023

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The Learner Rights and Protection Office (LRPO) is mandated to serve as the lead office of Department of Education in implementing activities, including intervention mechanisms, related to learner rights and protection at different governance levels of the DepEd, pursuant to DepEd Order No. 003, series of 2021. This mandate is reflected in LRPO's *Comprehensive Strategic Plan on Child Protection in Schools and Other Learning Environments for 2022-2024*. Under Outcome Statement 3, in which LRPO will provide supportive and functional Learner Rights and Protection (LRP) structures, standard policies, and strong program implementation, monitoring and evaluation with all levels of governance.

Further, the LRPO will conduct the **Training-Workshop on Proper Handling of the Learner Rights and Protection Data**, which aims to:

- a. Introduce data privacy and the general facets of information security;
- b. Address concerns related to confidentiality, security, and preservation or retention of research data;
- c. Duties and responsibilities of the Central Office, Regional Offices, Division Offices and Schools in consolidating learner rights and protection reports and cases as well as handling its confidential information;
- d. Introduce the streamlined case management protocols for efficient handling of learner rights and protection concerns; and
- e. Provide ways to properly handle sensitive data and confidential information of the learners involved during the handling of learner rights and protection concerns.

The Training-Workshop on Proper Handling of the Learner Rights and Protection Data will have four batches with their corresponding dates and venues, to wit:

	Batch 1	Batch 2	Batch 3	Batch 4
<b>Dates</b>	June 28-30, 2023	August 16-18, 2023	October 23-25, 2023	December 4-6, 2023
<b>Venue</b>	Davao City	to be announced	to be announced	to be announced
<b>Number of Participants (RO focal persons)</b>	5	8	8	6
<b>Number of Participants (SDO focal persons)</b>	53	59	51	54

All alternate and permanent regional and schools division focal are requested to attend and participate in the aforementioned training-workshop. Travel expenses of all participants shall be charged to local funds. *(Please see Enclosure A for the breakdown of participants by batches).*

In the selection of Schools Division Office focal participants, the Regional Office shall be guided by the following conditions:

1. There should be only **one** participant from Schools Division Office; and
2. Participants should be the **official** learner rights and protection focal persons and/or their alternates.

Further, all participants are required to pre-register through this link: <https://tinyurl.com/ProperHandlingofLRPData> not later than June 16, 2023. Enclosed is the indicative program for your reference (see Enclosure 2).

Relatedly, this Office requests the issuance of Compensatory Overtime Credits to the invited participants if the abovementioned event falls under a holiday or non working day in compliance with DepEd Order No. 30, s. 2012 or the Policies and Guidelines on Overtime Services and Payment in the Department of Education, *viz:*

Section D.2 (2.2): OT Services shall include:

2.2: Those rendered during Saturday, Sundays, and holidays or non-working days to start at 8:00 AM up to 5:00 PM.

For any related concerns and clarifications, you may coordinate with the following LRPO staff:

1. Ms. Ann May Aguinaldo at viber number (+63 906-889-7732) or email at [ann.aguinaldo@deped.gov.ph](mailto:ann.aguinaldo@deped.gov.ph); or
2. Mr. Harvey Dollente at viber number (+63 965-579-5363) or email at [harvey.dollente@deped.gov.ph](mailto:harvey.dollente@deped.gov.ph).

Immediate dissemination of and response to this Memorandum are desired.

For your immediate compliance





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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**ENCLOSURE A**  
**List of Participants**

Date: June 28-30, 2023  
Time: 8:00 am - 5:00 pm  
Venue: DepEd NEAP Region XI

- 5 LRPO focal persons from the Regional Offices
- 53 LRPO focal persons from the Schools Division Offices

<b>BATCH 1</b>		
<b>Region</b>	<b>Number of RO Participants</b>	<b>Number of SDO Participants</b>
Region IX	1	8
Region X	1	14
Region XI	1	11
Region XII	1	8
Region XIII	1	12

Date: August 16-18, 2023  
Time: 8:00 am - 5:00 pm  
Venue: to be announced

- 8 LRPO focal persons from the Regional Offices
- 67 LRPO focal persons from the Schools Division Offices

<b>BATCH 2</b>		
<b>Region</b>	<b>Number of RO Participants</b>	<b>Number of SDO Participants</b>
NCR	2	16
Region IV-A	2	23
MIMAROPA	2	7
Region V	2	13

**ENCLOSURE A**  
**List of Participants**  
*(continuation)*

Date: October 23-25, 2023  
Time: 8:00 am - 5:00 pm  
Venue: to be announced

- **8** LRPO focal persons from the Regional Offices
- **59** LRPO focal persons from the Schools Division Offices

<b>BATCH 3</b>		
<b>Region</b>	<b>Number of RO Participants</b>	<b>Number of SDO Participants</b>
<b>Region I</b>	<b>2</b>	<b>14</b>
<b>Region II</b>	<b>2</b>	<b>9</b>
<b>Region III</b>	<b>2</b>	<b>20</b>
<b>CAR</b>	<b>2</b>	<b>8</b>

Date: December 4-6, 2023  
Time: 8:00 am - 5:00 pm  
Venue: to be announced

- **8** LRPO focal persons from the Regional Offices
- **67** LRPO focal persons from the Schools Division Offices

<b>BATCH 4</b>		
<b>Region</b>	<b>Number of RO Participants</b>	<b>Number of SDO Participants</b>
<b>Region VI</b>	<b>2</b>	<b>21</b>
<b>Region VII</b>	<b>2</b>	<b>20</b>
<b>Region VIII</b>	<b>2</b>	<b>13</b>





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**ENCLOSURE B**  
**Indicative Program**

<b>DAY 0 (Wednesday)</b>	
8:00 AM - 12:00 NN	Arrival and Check-in of Participants
12:00 NN - 1:00 PM	Healthy Lunch
1:00 PM - 2:00 PM	Registration of Participants (Main Hall)
2:00 PM - 2:15 PM	Preliminaries: Nationalistic Anthem Prayer Pangatang Makabata
2:15 PM - 2:30 PM	Welcome Remarks Inspirational Message
2:30 PM - 3:30 PM	Introduction of Participants
3:30 PM - 4:30 PM	Workshop Objectives and Levelling of Expectations
4:30 PM - 5:00 PM	House Rules
6:00 PM	DINNER
<b>DAY 1 (Thursday)</b>	
8:30 AM - 9:00 AM	Management of Learning
9:00 AM - 10:00 AM	Introduction to Data Privacy and its overall facets <i>National Privacy Commission</i>
10:00 AM - 10:15 AM	Mental Break
10:15 AM - 11:00 PM	Safety Measures on Data Breach and Information Leakage <i>Department of Information and Communications Technology</i>
11:00 PM - 12:00 NN	Child Protection Network
12:00 NN - 1:00 PM	Healthy Lunch
1:00 PM- 3:00 PM	Monthly, Quarterly, Bi-Annual and Annual Consolidation of Reports <i>Learner Rights and Protection Office</i>
3:00 PM - 3:15 PM	Mental Break

3:15 PM - 5:00 PM	Proper Handling of Learner Rights and Protection Data <i>Learner Rights and Protection Office</i>
6:00 PM	DINNER
<b>DAY 2 (Friday)</b>	
8:30 AM - 9:00 AM	Management of Learning
9:00 AM - 10:00 AM	Introduction of Streamlined Case Management Protocols <i>Stairway Foundation Inc</i>
10:00 AM - 10:15 AM	Mental Break
10:15 AM - 11:00 AM	Continuation of Discussion of Stairway Foundation Inc
11:00 AM - 12:00 NN	Wrap-up Ways Forward
12:00 NN - 1:00 PM	Healthy Lunch
1:00 PM	Home Sweet Home
Mr. Harvey S. Dollente <i>Master of the Ceremony</i>	