



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



March 25, 2024

**REGIONAL MEMORANDUM**

No. 294, s. 2024

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

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

1. This is relative to the attached Memorandum No. OUOPS-2024-05-02133 from **ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations, dated March 14, 2024, contents of which are self-explanatory.
2. The Division Learner Rights and Protection Focal Persons and Division Alternates enumerated in the list of participants (Enclosure A) are requested to attend the aforementioned training-workshop on April 10-12, 2024 at DepEd NEAP Malvar, Batangas Region IV-A. The travel expenses of participants shall be charged to local funds.
3. All registered participants shall confirm their attendance through this link: <https://bit.ly/PRE-REGISTRATIONFORTRAININGWORKSHOPONPROPEROFTHRLARNERRIGHTSANDPROTECTIONDATA>
4. All participants are requested to be in the venue at 2:00 PM on April 10, 2024. The first meal which will be provided is lunch.
5. Should there be queries, clarifications and concerns regarding this activity, please email [lrps.ncr@deped.gov.ph](mailto:lrps.ncr@deped.gov.ph).
6. Immediate dissemination of and compliance with this Memorandum is desired.

  
**JOCELYN DR ANDAYA**  
Director IV

Copy furnished  
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Doc. Ref. Code	RO-ORD-F004	Rev	0
Effectivity	01.26.23	Page	1 of 1




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

**MEMORANDUM**  
OUOPS 2024 -65- 02133

**TO** : **JOCELYN DR. ANDAYA**  
*Regional Director, DepEd National Capital Region*

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
*Regional Director, DepEd CALABARZON Region*

**NICOLAS T. CAPULONG**  
*Regional Director, DepEd MIMAROPA Region*

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

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

**DATE** : **March 14, 2024**

The Learner Rights and Protection Office (LRPO) is mandated to serve as the lead office of the 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 ("LRPO Strategic Plan" for brevity). Under Outcome Statement 3, the LRPO shall provide supportive and functional Learner Rights and Protection (LRP) structures, standard policies, and strong program implementation, monitoring, and evaluation at all levels of governance.

In compliance with the LRPO Comprehensive Strategic Plan, that Office shall conduct this Training-Workshop on the Proper Handling of Learner Rights and Protection Data.

This Training-Workshop on Proper Handling of the Learner Rights and Protection Data 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.

**Participants**

All Regional and Schools Division Focal Persons of LRPO are requested to attend and participate in the aforementioned training-workshop. The identified focal persons are enumerated as **Enclosure A** herein. The travel expenses of all participants shall be charged to local funds. For the Regional Office Contract of Service Personnel, they shall charge their travel expenses to the downloaded Program Support Funds by the LRPO.

Further, all participants who already submitted their names in the early registration shall confirm their attendance through this link: <https://bit.ly/PRE-REGISTRATIONFORTRAININGWORKSHOPONPROPEROFTHRLEARNERRIGHTSANDPROTECTIONDATA>

**Date and Venue**

Date: April 10-12, 2024  
Venue: DepEd NEAP Malvar Batangas Region IV-A

All participants are requested to be in the venue by 2:00 PM on April 10, 2024. The first meal which will be provided is lunch.

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

1. Atty. Suzette T. Gannaban-Medina at [suzette.medina@deped.gov.ph](mailto:suzette.medina@deped.gov.ph); and
2. Ms. Hannah Rodriguez at viber number (+63 916-105-8104) or email at [hannah.rodriguez@deped.gov.ph](mailto:hannah.rodriguez@deped.gov.ph).

Immediate dissemination of and response to this Memorandum is desired.

For your immediate compliance.

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

<b>Region</b>	<b>Number of RO Participants</b>	<b>Number of SDO Participants</b>
NCR	2	27
Region IV-A	2	20
MIMAROPA	2	8

**I. Participants from the Regional Offices (6)**

1. Leonila C. Mustapha
2. Erika Rianne Nicole A. Pattaguan (RO-COS)
3. Rochelle Nisola
4. Michael Girard R. Alba
5. Hazel M. Quevedo
6. Liza Marie Victoria M. Dillena

**II. Participants from the Schools Division Offices (55)**

1. Bernardita A. Perez
2. Lorilyn M. Lea
3. Leryn S. Simborio
4. Elvira T. Villanueva
5. Alberto D. Villamor
6. Laraine S. Quibuyen
7. Mary Stephanie R. Magdamit
8. Leandro C. Balcon
9. Marietta S. Caballero
10. King Solidini J. Torres
11. Mark Lyndon B. Garcia
12. Rosally L. Roque
13. Ma Regaele Olarte
14. Lucia G. Angel
15. Leah E. Sudsakorn
16. Elizabeth G. Nunez
17. Concepcion M. Macapagal
18. Hector L. Ngales
19. Mark Gerome M. Catchillar
20. Maximino E. Santos JR.
21. Rose Ann B. Pamintuan
22. Elias Adrian K. Santos II
23. Karen R. Verano
24. Catherine DG. Santos

25. Jose S. Trinidad Jr.
26. Risheill D. Guevara
27. Salome R. Ingua
28. Eloisa J. Pramis
29. Rencie O Majillo
30. Rosebelle F. Castrillo
31. Rhubie M. Silang
32. Isidra L. Galman
33. Maria Ellaine D. Grifaldo
34. Anne Jeliene, C, Capacia
35. Jenneth J. Larena
36. Nicole May R. Lagar
37. Rosemarie J. Gonzales
38. Maridel O. Monfero
39. Jerwin L Patiga
40. Hazel Ann S. Camo
41. Marissa M. Manguiat
42. Elenita Labios-Tuyor
43. Jeffry M. Fresco
44. Reia May L. Guda
45. Florentina C. Rancap
46. Neil Ivan P. Lontoc
47. Jolina, P., Mernado
48. Ayzel Lea Palmero
49. Grace Estefano
50. Mary Ann B. Arellano
51. Annie Claire L. Camangeg
52. Michael Angelo R. Adalia
53. Myla R. Suguitan
54. Janet M Fortunato
55. Josefina P. Brual

— *Nothing follows* —