



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



May 13, 2024

REGIONAL MEMORANDUM

No. 475, s. 2024

To: Schools Division Superintendents
 SGOD- Chief Education Supervisors
 Division Learner Rights and Protection Focal Persons
 All Others Concerned

DEFINING THE DUTIES AND RESPONSIBILITIES OF THE DIVISION LEARNER RIGHTS AND PROTECTION UNIT (FORMERLY CHILD PROTECTION UNIT) FOCAL PERSON IN MANAGING LRP INCIDENTS, ISSUES AND CONCERNS

1. This Regional Memorandum is issued to define the duties and responsibilities of Division Learner Rights and Protection Unit Focal Persons in relation to the implementation of **DepEd Order No. 40, s. 2012**, **DepEd Order No. 55, 2013**, **DepEd Order No. 18 s. 2015** and other related DepEd issuances, specifically in the formulation of management of standard reporting protocols, and procedures, maintaining a central repository of division and regional reports on incidents, issues, and concerns relative to child abuse, exploitation, violence, discrimination, and bullying and other acts of abuse.
2. The Division Learner Rights and Protection Focal Persons are advised to observe the duties and responsibilities (**Enclosure 1**) in compliance with the laid down office functions and identified offices in the Schools Division Offices who will lead in carrying out the duties and responsibilities of different governance levels as provided for in DepEd issuances on child protection. Attached is the list of designated Division LRP Focal Persons and their Alternate (**Enclosure 2**).
3. Immediate dissemination of and compliance with this Memorandum is directed.

JOCELYN DR. ANDAYA
 Director IV

Encl.: As stated



Address: 6 Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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Enclosure 1

Specific Terms of Reference of Duties and Responsibilities of Learner Rights and Protection Focal Persons in the Schools Division Offices in Managing and Handling LRP Incidents, Issues, and Concerns

The Division LRP Focal Persons shall:

1. Organize and conduct the capacity-building activities for members of the Child Protection Committee and Guidance Counselors/Teachers; including, but not limited to the identification of students who may be suffering from significant harm based on any physical, emotional, or behavioral signs;
2. Act on communications, incident reports relative to Learner Rights and Protection issues and concerns:
 - a. Immediate coordination with the School Head/Child Protection Committee;
 - b. Extend technical assistance in developing evidence-based and holistic intervention programs together with a Registered Guidance Counselor of the Division;
 - c. Monitor and evaluate the actualization of the intervention program until termination;
 - d. Refer to the **Legal Unit** if an incident **involves teaching and non-teaching personnel**.
3. Establish and strengthen partnerships and linkages to NGAs, LGUs, and NGOs relative to the referral system of LRP incidents, issues, and concerns;
4. Develop and update a directory of resources that can be easily accessed by the schools in the referral of cases;
5. Attend online or face-to-face case conferences conducted by the Regional LRP, and or LRPS-CO related to LRP incidents, issues, and concerns that need immediate attention;
6. Provide technical assistance to private and public schools including but not limited to:
 - a. Formulation of a localized School Child Protection Policy, and standard protocols in reporting LRP cases;



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- b. Assists in the referral of Children-at-Risk (CAR) or Children in Conflict with the Law (CICL) to the appropriate agency (DepEd Order No. 18, s. 2015), such as social workers, guidance counselors, psychologists, or child protection specialists, for psychological assessment and appropriate intervention program, as may be necessary;
 - c. Review compliance of documents of the school (Incident report, intervention plan, inform consent form) prior to submission to the Regional Office; and
 - d. Make appropriate recommendations to the school's Child Protection Committee on appropriate actions, interventions, referrals, and monitoring of cases.
7. Consolidate reports on LRP incidents, issues, and concerns of all schools and submit an Annual Division Report using the template provided under DepEd Order No. 40, 2012, and DepEd Order No.18, s, 2015 to the Regional Learner Rights and Protection Section; and
 8. Conform with the ethical principles in handling LRP cases specifically on confidentiality (Sec. 18, DO No. 40, s. 2012; RA 11036).

The Division LRP Focal Persons shall not:

1. Conduct administrative investigation on complaints against personnel and private schools unless authorized in writing by the Disciplining Authority;
2. Issue order to explain, order to comment, and show cause order to DepEd personnel and private schools;
3. Conduct case conferences or clarificatory hearings like administrative investigations relative to complaints against DepEd personnel and private schools;
4. Allow, agree, condone, facilitate, and encourage the settlement of child abuse cases; and
5. Undertake other analogous or similar acts.



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Enclosure 2

*List of Designated Division Learner Rights and Protection Focal Person
and Their Alternate*

SCHOOLS DIVISION OFFICE	DIVISION LRP FOCAL PERSON	DIVISION LRP ALTERNATE
1 Caloocan City	Leandro C. Balcon	
2 Las Pinas City	Mary Stephanie R. Magdamit	Mark Lyndon B. Garcia
3 Makati City	Rosally L. Roque	
4 Malabon City	Elvira T. Villanueva	Donna F. Capuli
5 Mandaluyong City	Laraine S. Quibuyen	
6 Manila	Elizabeth G. Nunez	Loreta M. Cruz
7 Marikina City	Alberto D. Villamor	Risheill D. Guevara
8 Muntinlupa City	Ma. Regaele Olarte	Sue Ann R. Yago
9 Navotas City	Lucia G. Angel	Catherine DG. Santos
10 Paranaque City	Chrice Amiel M. Nopuento	Leah E. Sudsakorn
11 Pasay City	Bernardita A. Perez	Concepcion M. Macapagal
12 Pasig City	Rose Ann B. Pamintuan	Atty. Marilou G. Calingo
13 Quezon City	Marietta Caballero	Dr. Jose S. Trinidad, Jr.
14 San Juan City	Edward F. Banay	Kristine Nova P. Melido
15 Taguig-Pateros	Lorilyn M. Lea	Ieryn S. Simborio
16 Valenzuela City	Elias Adrian K. Santos II	Richmae L. Dantes