




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

**REGIONAL MEMORANDUM**  
 ORD-2024- 576

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Marikina City  
 SDO Pasay City  
 SDO Quezon City  
 SDO Valenzuela City  
 SDO Caloocan City  
 SDO Paranaque City

**FROM :** **JOCELYN DR ANDAYA**   
 Director IV

**SUBJECT :** **REITERATION ON THE ESTABLISHMENT OF LEARNER RIGHTS AND PROTECTION DESK AND THE IMPLEMENTATION OF GUIDELINES IN THE CONDUCT OF THE 2024 PALARONG PAMBANSA AND SCHOOL-RELATED OR OFF-CAMPUS ACTIVITIES**

**DATE :** March 7, 2024

1. This is relative to the attached Memorandum OM-OUOPS-2024-05-04348 from **ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations, Department of Education, dated May 27, 2024, in relation to the establishment of the Learner Rights and Protection (LRP) Desk and the implementation of LRP guidelines in the conduct of all sporting events, in line with the 64<sup>th</sup> Palarong Pambansa to be held on July 9 -16, 2024 at Cebu City.
2. The Palarong Pambansa Regional Learner Rights and Protection Desk Committee shall serve as the central operations hub that will handle LRP concerns in all activities including the Learners Convergence PH, National Festival of Talents (NFOT), and the National Schools Press Conference (NSPC) with the following simultaneous schedule of activities:

Event	Schedule	Venue
64 <sup>th</sup> Palarong Pambansa	July 9-16, 2024	Cebu City
Learners Convergence PH	July 8-13, 2024	Lapu-Lapu City



Address: 6 Misamis St. Bago Bantay, Quezon City  
 Email Address: ncr@deped.gov.ph  
 Website: <https://www.depedncr.com.ph>

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National Festival of Talents (INFOT)	July 8-12, 2024	Naga City
National Schools Press Conference (NSPC)	July 8-12, 2024	Carcar City

- The LRP Desk Committee shall be responsible for conducting the pre-activity, during, and after the events stipulated in the attached Memorandum (Please refer to paragraph 5). Travel expenses of the LRP Desk Committee members shall be charged from the downloaded Program Support Funds (PSF) intended for the *LRP Regional Operational Expenses*, subject to the existing budgeting, accounting, and auditing rules and regulations.
- Enclosed are the **Composition of the Regional LRP Desk Committee** (*Enclosure 1*), and **LRP Desk Report Sheet** (*Enclosure 2*) to manage reported learner-athlete concerns. The planning phase meeting will be conducted prior to the events' schedule.
- For queries and other concerns, please contact LRPS through email at [lrps.ncr@deped.gov.ph](mailto:lrps.ncr@deped.gov.ph).
- Immediate dissemination of and compliance with this Memorandum is desired.

**Copy furnished:**

[maria.sano@deped.gov.ph](mailto:maria.sano@deped.gov.ph)  
[lrps@deped.gov.ph](mailto:lrps@deped.gov.ph)

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Enclosure 1

**REGIONAL LEARNER RIGHTS AND PROTECTION DESK COMMITTEE**  
National Capital Region-Department of Education

Name	Division/School	LRP Desk Designation	Contact Number
Atty. Annaliza G. Experanza	Head, Legal Unit-RO	Chairman	09175377373
Leonila C. Mustapha	Regional LRP Focal	Co-Chairman	0936-644-0761
Alberto D. Villamor	SDO Marikina, Div. LRP Focal	Vice-Chairman	0917-580-9755
Atty. Maria Hannah Perez	Attorney III, Legal Unit-RO	Member	09173204813
Bernardita A. Perez	SDO Pasay, Div. LRP Focal	Member	0922-8275934
Rhia C. Joson, RGC	SDO Quezon City, Don Alejandro Roces Sr. Science and Technology HS	Member	9676271180
Elias Adrian K. Santos II	SDO Valenzuela, Div. LRP Focal	Member	9683104594
Ponciano P. Delos Santos, RGC	SDO Valenzuela, Maysan National High School	Member	9173718849
<b>LRP DESK SUB-COMMITTEES</b>			
<b>Learners Convergence PH</b>			
Susan C. Militar, RGC	SDO Marikina, Malanday National High School	Member	9764913223
<b>National Festival of Talents (NFOT)</b>			
Jocelyn DG. Antipala, RGC	SDO Caloocan City, Camarin High School	Member	9454265561
<b>National Schools Press Conference (NSPC)</b>			
Eleanor B. Buduan, RGC	SDO Paranaque, Parañaque National High School – Main Campus	Members	9182710620



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Enclosure 2

**Learner Rights and Protection Desk Report Sheet**  
**2024 Palarong Pambansa**

In compliance with the Data Privacy Act of 2012, the Department of Education through the Regional Learner Rights and Protection Steering Committee and the Local Government of Marikina City assures that all personal data obtained from this form is entered and stored within DepEd's authorized information and communications system and will only be accessed by authorized personnel. Moreover, Section 18 of the DepEd Child Protection Policy ensures that the identity or other information pertaining to the learner/s or individuals involved shall be withheld from the public to protect their privacy.

Date: \_\_\_\_\_

Complaint/Report     Query     Other LRP Concern

Type of Learner Rights and Protection Reported: \_\_\_\_\_

I. Information of the Concerned Parties

A. Learner-Athlete Complainant

Name of Learner-Athlete		Age and Sex	
Name of School			
Grade Level		Division	
Name of Coach/Guardian		Contact Number	
Assigned Billeting Quarter			
Sports or Activity Participated (Palaro/LearnCon/NFOT/NSPC)			

B. Learner-Athlete/Person Complained of

Name LA/Person Complained off		Age	
Name of School			
Grade Level		Division	
Name of Coach/Guardian		Contact Number	
Relationship to the Learner-Athlete			



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Assigned Billeting Quarter	
Sports or Activity Participated (Palaro/LearnCon/NFOT/NSPC)	

C. Reporting Party

Name	
Relation to the Learner-Athlete	
Contact Number	
Assigned Billeting Quarter	
Sports or Activity Participated (Palaro/LearnCon/NFOT/NSPC)	

II. Details of the Incident

*(Kindly include where and when the incident took place)*

\_\_\_\_\_

III. Immediate Actions Taken to Address the Incident

A. Learner to Learner

- Assessment for Medical Assistance
- Psychological First Aid
- Call for Assistance (i.e. Local CSWDO, CPC-LGU)
- Details on the Actions Taken:

B. Adult to Learner

- Assessment for Medical Assistance
- Psychological First Aid
- Call for Assistance (i.e. Local CSWDO, CPC-LGU, PNP/Barangay)
- Details on the Actions Taken:

IV. Referral

- CSWDO
- PNP-WCPD
- BCPC
- Details on the Actions Taken:

Action Officer: \_\_\_\_\_

Date: \_\_\_\_\_