



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



**REGIONAL MEMORANDUM**  
 ORD-2025- 347

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Marikina City  
 SDO Muntinlupa City

**FROM :** **JOCELYN DR ANDAYA**  
 Regional Director, NCR  
 Concurrent Officer-in-Charge, Office of the  
 Assistant Secretary for Operations

**SUBJECT :** **REQUEST FOR REGIONAL REPRESENTATIVES FOR THE  
 WRITESHOP ON THE DEVELOPMENT OF GUIDELINES ON  
 LEARNER RIGHTS AND PROTECTION IN EMERGENCIES  
 (LRPiE)**

**DATE :** April 10, 2025

1. This is relative to the attached Memorandum DM-OUOPS-2025-11-02138, dated April 2, 2025, from **MALCOLM S. GARMA**, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations, Department of Education, DepEd Complex, Meralco Avenue, Pasig City, contents of which are self-explanatory.

2. This national event is scheduled on April 21-23, 2025 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City. The participants are the selected Division Learner Rights and Protection Focals from the following Schools Division Offices:

SDO	Division Focal Person
Marikina City	Mr. Alberto D. Villamor
Muntinlupa City	Mr. King Solidini J. Torres

3. Travel Expenses of the participants shall be charged to the downloaded funds of the Learner Rights and Protection Section, Regional Office, subject to usual accounting and auditing rules and regulations. For confirmation of attendance, participants are requested to register through this link:  
<https://tinyurl.com/LRPiE-Writers>



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





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4. For queries and other concerns, please contact LRPS through email at [lrps.ncr@deped.gov.ph](mailto:lrps.ncr@deped.gov.ph).
5. Immediate dissemination and compliance of this Memorandum is desired.

Encl.: As stated



Republika ng Pilipinas  
**Department of Education**


OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2025-11-02138**

**TO :** Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
Learner Rights and Protection Focal Persons  
All Others Concerned



**FROM :**  **MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Operations



**MALCOLM S. GARMA**  
Assistant Secretary, Officer-In-Charge  
Office of the Undersecretary for Operations

**SUBJECT :** **REQUEST FOR REGIONAL REPRESENTATIVES FOR THE WRITESHOP ON THE DEVELOPMENT OF GUIDELINES ON LEARNER RIGHTS AND PROTECTION IN EMERGENCIES (LRPIE)**

**DATE :** **March 26, 2025**

This is in reference to the conduct of Writeshop on the Development of Guidelines on Learner Rights and Protection in Emergencies (LRPIE), initiated by this Office through the Learner Rights and Protection Division (LRPD). This initiative is aligned with DepEd's 5-Point Reform Agenda of "Building Classrooms, and Safe Supportive Learning Environments."

The program aims to strengthen our advocacy of protecting our learners in cases of emergencies through developing a set of guidelines that will assist all DepEd governance levels in addressing and responding to various emergency concerns affecting the well-being of our learners.

In line with the abovementioned, may we respectfully request the assistance of the Regional Office to identify writers who will assist us in developing the guidelines, in handling learners during emergencies, with emphasis on promoting basic education and strict observance of the non-disruption of classes policy must be complied.

With this, may we request the Regional Office to identify at least **two (2) personnel** who will represent their Regions for this program. The LRPD requests that the identified participants should have undergone the Learner Rights and Protection Specialization Course or Child Protection Functionality Training.

The aforementioned activity is scheduled from **April 21-23, 2025**, at **ECOTECH, Sudlon, Lahug, Cebu City**, with PM Snacks as the first meal to be served. Attached herein is the indicative program for your reference.

For confirmation of attendance and administrative preparation, identified participants are requested to accomplish the online registration form **no later than Tuesday, April 15, 2025**, through this link <https://tinyurl.com/LRPiE-Writers>. Travel expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

Should you have queries, you may coordinate with LRPD at [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph) or call (02) 8638-1782.

For your appropriate action.

Thank you.

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**WRITESHOP ON THE DEVELOPMENT OF GUIDELINES ON LEARNER RIGHTS AND PROTECTION IN EMERGENCIES (LRPIE)**

DepEd Ecotech, Cebu City

April 21-23, 2025

<b>Day 1:</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE UNIT/PERSON</b>
	<i><b>First Meal to be served is PM Snacks</b></i>	
12:00 n.n. – 1:00 p.m.	Registration and Arrival of Participants	LRPD
1:00 p.m. – 1:30 p.m.	<b>OPENING CEREMONY</b>  • Nationalistic Song • Prayer	AVPs
	Welcome Remarks	<b>Estela L. Cariño</b> <i>Regional Director</i> Cordillera Administrative Region (CAR)
	Inspirational Message	<b>Malcolm S. Garma</b> <i>Assistant Secretary,</i> Officer-in-Charge, Office of the Undersecretary for Operations
	Keynote Message	<b>Dr. Dexter A. Galban</b> <i>Assistant Secretary for Operations,</i> Office of the Assistant Secretary for Operations
	Acknowledgement of Participants	LRPD
	Leveling of Expectations	
	House Rules and Ice Breaker	
1:30 p.m. – 1:45 p.m.	Health Break	
1:45 p.m. – 2:30 p.m.	Overview of Learner Rights and Protection in Emergencies (LRPiE)  <i>Republic Act No. 10821, “An Act of Mandating the Provision of Emergency Relief and Protection for Children Before, During, and After Disasters and Other Emergency Situations”</i>	Save the Children
2:30 p.m. – 3:15 p.m.	Strengthening Child Protection Systems in the Philippines Child Protection in Emergencies	UNICEF

3:15 p.m. – 4:00 p.m.	Comprehensive Emergency Program for Children	Development of Social Welfare and Development (DSWD)
4:00 p.m. – 5:00 p.m.	DepEd Issuances on Learner Rights and Protection in Emergencies (LRPiE)	Disaster Risk Reduction and Management Service (DRRMS)
<b>Day 2:</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE UNIT/PERSON</b>
7:45 a.m. – 8:00 a.m.	Registration of Participants	LRPD
8:00 a.m. – 8:30 a.m.	Management of Learning	Writers
8:30 a.m. – 10:00 a.m.	Writershop Proper	Participants
10:00 a.m. – 10:15 a.m.	Health Break	
10:15 a.m. – 12:00 n.n.	Writershop Proper	Participants
12:00 n.n. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 2:45 p.m.	Writershop Proper	Participants
2:45 p.m. – 3:00 p.m.	Health Break	
3:00 p.m. – 5:00 p.m.	Writershop Proper	Participants
<b>Day 3:</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE UNIT/PERSON</b>
7:45 a.m. – 8:00 a.m.	Registration of Participants	LRPD
8:00 a.m. – 9:30 a.m.	Presentation of Draft Guidelines	Participants
9:30 a.m. – 9:45 a.m.	Health Break	
9:45 a.m. – 10:30 a.m.	Feedback and Consolidation	Facilitator
10:30 a.m. – 11:30 a.m.	Finalization of the Draft Guidelines	Writers
11:30 a.m. – 12:00 n.n.	<b>CLOSING CEREMONY</b> Agreement and Ways Forward Awarding of Certificates Closing Remarks	<b>Atty. Suzette T. Gannaban-Medina</b> OIC-Director III, Bureau of Learner Support Services and Learner Rights and Protection Office
<b><i>Last Meal to be served is LUNCH</i></b>		