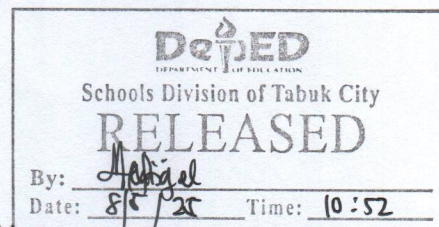




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

August 5, 2025

**Division Memorandum**

No. 324 s. 2025

TO: All Public School District Supervisors  
All Public and Private Elementary and Secondary School Heads  
All Others Concerned

**COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION (LRP) CONCERNS FOR SCHOOL YEAR 2023-2024**

1. Pursuant to Regional Memorandum 554 s. 2025, and in reference to DM-OUOPS-2025-11-04284, the Bureau of Learner Support and Services-Learner Rights and Protection (BLSS-LRPD) is requesting for the collection, consolidation, and validation of reported learner rights and protection concerns for SY 2023-2024.
2. All public schools and private elementary schools shall collect reported LRP incidents within their respective schools, especially the schools with reported LRP cases or incidents SY 2023-2024 through the Legal Services Information System (LSIS).
3. Schools shall fill in the **School-Based Consolidation Sheet** and shall transfer the data from the Consolidation Data to Google Forms. The School-Based Data Sheet can be downloaded through this link: <https://tinyurl.com/yapwardd>.
4. Schools shall submit their report directly to the Central Office (Operations Strand-BLSS-LRPD) by accomplishing the Google Form and attaching the School-Based Consolidation Sheet with documentation of the reported cases, such as incident and narrative reports, intervention plan, intake sheets, and other documents showing referral to partner agencies.
5. All public and private elementary and secondary schools are required to submit their reports to the central office on or before September 15, 2025 through the following google form links:
  - a. Kindergarten – <https://tinyurl.com/5daeeeb8>
  - b. Elementary – <https://tinyurl.com/4npkkfdj>
  - c. Junior High School – <https://tinyurl.com/cjrhe99d>
  - d. Senior High School – <https://tinyurl.com/yc4xujkw>

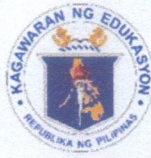


**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City







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**Office of the Schools Division Superintendent**

6. For queries and clarification, please contact Mr. Allan R. Galanza PDO I through email at [allan.galanza@deped.gov.ph](mailto:allan.galanza@deped.gov.ph).

7. For your guidance and immediate compliance.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 

Reference: As stated  
Enclosure: As stated


SGOD/YFD/arg



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