



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



Reference No.: RU-2026-009

September 02, 2026

DIVISION MEMORANDUM

No. 395 s. 2026

**REQUEST FOR DATA ON SCHOOLS WITH LEARNER RIGHTS AND
PROTECTION (LRP) DESKS AND DESIGNATED LEARNER FORMATION
OFFICERS (LFO)**

TO: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 671, s. 2026, entitled "Request for Data on Schools with Learner Rights and Protection (LRP) Desks and Designated Learner Formation Officers (LFO)," all public elementary and secondary school heads are directed to submit the required data on the status of their Learner Rights and Protection (LRP) Desks and designated Learner Formation Officers (LFOs).
2. In accordance with the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 10627, otherwise known as the Anti-Bullying Act of 2013, school heads shall designate a Learner Formation Officer (LFO) who shall be responsible for handling and resolving bullying complaints and cases. The designated LFO shall likewise render at least two (2) hours daily to accommodate sessions and consultations with learners, school personnel, parents, and parent-substitutes for purposes of reporting incidents and responding to inquiries.
3. Relative thereto, this Office requests all public elementary and secondary schools to provide the necessary information on the existence of Learner Rights and Protection (LRP) Desks and the designation of Learner Formation Officers (LFOs) in their respective schools.



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

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4. All school heads shall accomplish the data collection template through the following link: <https://tinyurl.com/SDOTabukLFOLRPDesk>.
5. Schools are given until 5:00 PM of September 3, 2026 to accomplish the template to facilitate consolidation and timely submission of the Division report to the Regional Office. To ensure the integrity and accuracy of the data collected, school heads shall fill in only the designated row assigned to their respective schools and shall refrain from modifying, deleting, or altering entries made by other schools to avoid any unnecessary deletion or disruption of submitted data.
6. For inquiries and clarifications, please contact the Division LRPO Focal, School Governance and Operations Division (SGOD) through email address deewaii.bagayao@deped.gov.ph or cell number 09399029204.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

[Redacted]

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

SGOD/PandR/dbb/02September2026



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