



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



Reference No.: RU-2026-004

September 1, 2026

DIVISION MEMORANDUM
No. **390** s. 2026

STRENGTHENING THE IMPLEMENTATION OF THE LEARNER RIGHTS AND PROTECTION (LRP) DESK IN SCHOOLS AND IN THE CONDUCT OF SCHOOL SPORTS, YOUTH FORMATION, AND OTHER LEARNER-RELATED ACTIVITIES

To: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All others Concerned

1. In adherence to the Department of Education's commitment to uphold the rights, welfare, safety, and well-being of learners, and pursuant to Memorandum OUOPS-2024-05-00946 dated February 5, 2024 and Department Order No. 6, s. 2026, all schools under the Schools Division of Tabuk City are hereby directed to strengthen the implementation of the Learner Rights and Protection (LRP) Desk in schools and during the conduct of school sports, youth formation, and other learner-related activities.

2. The Learner Rights and Protection (LRP) Desk shall be established and operational in all public elementary and secondary schools and in all levels of activities including but not limited to School Sports Club events, Intramurals, District and Division Meets, Regional and National Athletic Meets, and Youth Formation Programs where the primary participants are learners. The LRP Desk shall likewise remain functional and accessible during regular school days as part of the school's learner protection mechanisms. While the provisions of this Memorandum shall apply primarily to public schools within the Schools Division of Tabuk City, private elementary and secondary schools are strongly encouraged to establish and maintain functional Learner Rights and Protection (LRP) Desks and adopt appropriate reporting, referral, and intervention mechanisms consistent with Memorandum OUOPS-2024-05-00946 dated February 5, 2024 and Department Order No. 6, s. 2026 to promote learner safety, well-being, and protection.

3. All School Heads are directed to ensure that the Learner Rights and Protection Desk (LRPD) is properly established and fully operational specifically in the schools through the School Learner Rights and Protection Committees/Child Protection



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

DepEd Tayo Tabuk City



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

Committees, particularly in areas where billeting quarters, playing venues or competition venues are located. The LRP Desk shall serve the following purposes:

- a. Ensure a safe, secure, supportive, and learner-friendly environment;
- b. Provide immediate response and assistance to learner-related concerns;
- c. Serve as a referral mechanism for cases requiring intervention in coordination with LGUs and other partner agencies;
- d. Disseminate and visibly post contact information of the LRP/Child Protection Committee at all playing venues, activity sites, and billeting quarters;
- e. Facilitate reporting, documentation, referral, and appropriate intervention for learner protection concerns.

4. The School Learner Rights and Protection Committee/Child Protection Committee shall likewise ensure the continuous and year-round operation of the LRP Desk as a frontline learner protection mechanism within the school. It shall serve as an accessible venue for reporting, referral, documentation, monitoring, and coordination of interventions for cases involving bullying, violence, discrimination, abuse, and other learner protection concerns.

5. The **Learner Rights and Protection Desk** shall encompass all grade levels and its composition shall be as follows:

- Chairperson: School Head
- Co-Chairs: Learner Formation Officer (LFO)
Guidance Counselor/ Teacher
- Members:
 - Teacher Representative,
 - Parent Representative,
 - Learner Representative, and
 - Barangay Representative (from the Barangay Child Protection Committee)

6. The LRP Desk must be visible and functional throughout the duration of the activity. In addition, all School Heads shall ensure that the Learner Rights and Protection (LRP) Desk remains functional, accessible, and responsive during regular school days and not solely during major school sports, youth formation, and other learner-related activities. Schools shall ensure that the desk is strategically located, clearly labeled, highly visible, and readily identifiable to learners, parents, and other stakeholders. The LRP Desk shall serve as a safe and child-sensitive mechanism where learners may seek assistance, report complaints and concerns, and access appropriate support and referral services.

7. In line with Department Order No. 6, s. 2026, schools shall establish and maintain appropriate mechanisms for the receipt, documentation, referral, monitoring, and prompt action on reports and complaints involving bullying,



Address: Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>

 DepEd Tayo Tabuk City



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

cyberbullying, violence, discrimination, abuse, and other learner protection concerns. Such mechanisms shall ensure timely intervention, promote learner safety and well-being, protect confidentiality, uphold the best interests of the child, and prevent the escalation of incidents that may adversely affect learners and the school environment.

8. The School Learner Rights and Protection Committee shall regularly monitor the functionality of the LRP Desk and conduct advocacy and information dissemination activities to ensure that learners are aware of available reporting channels, support services, and protection mechanisms.

9. All schools are required to submit an Accomplishment Report and, if applicable, an Incident Report together with the Intake Sheet to the Division LRP Focal Person within five (5) working days after the conclusion of the activity.

10. Templates for the reports and advocacy materials can be accessed through the following links:

Accomplishment and Incident Report and Intake Sheet Templates:

<https://bit.ly/SDOTabukLRPForms>

Tarpaulin Layout: <https://bit.ly/SDOTabukLRPDeskTarp>

Advocacy Materials: <https://bit.ly/SDOTabukLRPAdvocacyMats>

11. Expenses related to the establishment and operation of the LRP Desk (e.g., tarpaulins, materials) may be charged to school MOOE or other available local funds, subject to existing accounting and auditing rules and regulations.

12. Immediate dissemination of and strict compliance with this memorandum is directed.


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

SGOD/P&R/DBB/September 2026



Address: Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>

 DepEd Tayo Tabuk City



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

Enclosure 1 to DM 390 s. 2026

ACCOMPLISHMENT REPORT

TITLE OF ACTIVITY/ PROGRAM																																
DATE																																
VENUE																																
PARTICIPANTS	<table border="1"><thead><tr><th>Number</th><th>Male</th><th>Female</th><th>Total</th></tr></thead><tbody><tr><td>Learners</td><td></td><td></td><td></td></tr><tr><td>Parents</td><td></td><td></td><td></td></tr><tr><td>Teachers</td><td></td><td></td><td></td></tr><tr><td>Stakeholders</td><td></td><td></td><td></td></tr><tr><td>Others (Specify)</td><td></td><td></td><td></td></tr><tr><td>TOTAL</td><td></td><td></td><td></td></tr></tbody></table>				Number	Male	Female	Total	Learners				Parents				Teachers				Stakeholders				Others (Specify)				TOTAL			
Number	Male	Female	Total																													
Learners																																
Parents																																
Teachers																																
Stakeholders																																
Others (Specify)																																
TOTAL																																
OBJECTIVES OF THE ACTIVITY																																
MAJOR HIGHLIGHTS OF THE ACTIVITY (Brief narrative of what transpired, may include opening program, sessions, competitions, etc.)																																
ISSUES/ CHALLENGES ENCOUNTERED (if any)																																
RECOMMENDATIONS/ NEXT STEPS																																

*Attach supporting MOVs (Means of Verification)

Prepared by:

Reviewed by:

Designation:

School head

Noted:

Public Schools District Supervisor



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

DepEd Tayo Tabuk City



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

Enclosure 2 to DM 390 s. 2026

INCIDENT REPORT

WHAT (Nature of complaint)	
WHEN	
Victim's Profile	
Name:	
Age: _____	Sex (M or F): _____
Respondent's Profile	
Name:	
Age: _____	Sex (M or F): _____
Incident Details (Brief description of the incident)	
Immediate Action Taken by the School	
Intervention Plan to the Learners Involved	
Next Steps and Ways Forward	

*Attach supporting documents (as applicable to the incident)

Prepared by:

Reviewed by:

Designation:

School head

Noted:

Public Schools District Supervisor



Address: Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City



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

Enclosure 3 to DM 390 s. 2026

INTAKE SHEET

I. Information

A. VICTIM

Name: _____

Date of Birth: _____

Age: _____

Sex: _____

Grade & Section: _____

Adviser: _____

Parents:

Mother: _____

Age: _____

Occupation: _____

Address and Contact Number: _____

Father: _____

Age: _____

Occupation: _____

Address and Contact Number: _____

B. COMPLAINANT

Name: _____

Relationship to victim: _____

Address and Contact Number: _____

C. RESPONDENT

C-1. If Respondent is a School Personnel

Name: _____

Date of Birth: _____

Age: _____

Sex: _____

Grade & Section: _____

Adviser: _____

Address and Contact Number: _____



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

DepEd Tayo Tabuk City



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

C-2. If Respondent is a Learner

Name: _____

Date of Birth: _____

Age: _____

Sex: _____

Designation/ Position: _____

Address and Contact Number: _____

Parents/ Guardian:

Mother: _____ Age: _____

Occupation: _____

Address and Contact Number: _____

Father: _____ Age: _____

Occupation: _____

Address and Contact Number: _____

II. Details of the Case

III. Actions Taken:

- 1.
- 2.
- 3.
- 4.



Address: Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City



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

IV. Recommendations:

- 1.
- 2.
- 3.
- 4.

Prepared by:

Signature over printed name

Designation

Date



Address: Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City