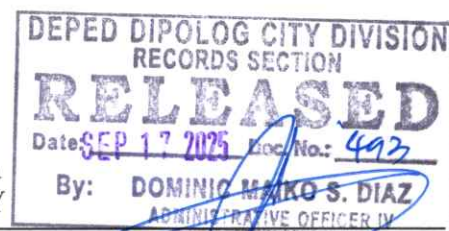




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



September 17, 2025

**DIVISION MEMORANDUM**

No. 493, s. 2025

**COLLECTION AND CONSOLIDATION OF LEARNER RIGHTS AND PROTECTION  
DATA FOR SCHOOL YEAR 2023 – 2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Division Learner Formation Coordinators  
All Public and Private School Principals  
All Guidance Counselors, Coordinators, and Teacher-Designates  
*This Division*



1. In line with the Department's commitment to ensure the protection of learners' rights and welfare, the Learner Rights and Protection Division of DepEd Philippines requests your assistance in facilitating the collection and consolidation of Learner Rights and Protection (LRP) data for **School Year 2023-2024** across all public and private schools within your respective divisions.

2. For reference and ease of access, kindly use the following links:

- School-Based Consolidation Data Sheet:  
**<https://tinyurl.com/4vhn4sxf>**
- Kindergarten: **<https://tinyurl.com/5daeeeb8>**
- Elementary: **<https://tinyurl.com/4npkkfdj>**
- Junior High School: **<https://tinyurl.com/cjrhe99d>**
- Senior High School: **<https://tinyurl.com/yc4xujkw>**

3. For instructions on completing and submitting the consolidated LRP data, please be guided accordingly by this link:  
**<https://tinyurl.com/InstructionalGuideLRPData2324>**

4. All public and private schools are reminded to ensure that entries are complete, accurate, and submitted on or before **September 30, 2025**. The active cooperation of all concerned is highly appreciated in advancing our shared goal of ensuring safe and child-friendly schools.

5. All public and private schools are required to take a screenshot of their accomplished online submission as Mode of Verification (MOV) and send it to the Division Learner Formation Unit (DLFU) via email at **[youthformation.dipolog@depd.gov.ph](mailto:youthformation.dipolog@depd.gov.ph)**. The email must also include the soft



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

**copy of the School-Based Consolidation Data Sheet.** The complete submission to the DLFU shall be made on or before **October 4, 2025**.

6. See attached for the **Instructional Guide for Proper Completion and Submission of the Consolidated LRP Data S.Y. 2023-2024**.

7. For clarifications and inquiries regarding this issuance, all concerned parties are directed to coordinate with the Division Learner Formation Coordinators:

Cielbert E. Dondoyano Jr. PDO I, 0956 590 9773	Fritzella Sam P. Sarande PDO I, 0917 130 0183
---	--

8. Immediate dissemination of and strict compliance with this Memorandum is directed.

**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

Ref.: Letter from LRPD  
Encl.: Instructional Guide  
SGOD/LFU/CEDJ  
September 17, 2025



Address: Government Center, Sta. Isabel, Dipolog City  
Email: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
Website: [www.depeddipolog.com](http://www.depeddipolog.com)  
Facebook: DepEd – Schools Division of Dipolog City



# **Instructional Guide for Proper Completion and Submission of the Consolidated LRP Data S.Y. 2023-2024**



## Summarized Step-by-step Procedure

01

### School-Based Consolidated Data

- Download and accomplish the file. Have it validated by the School Head.
- Link: <https://tinyurl.com/4vhn4sxf>
- Note: The number of data sheets to be accomplished is based on the level/s your school offers (if the school offers K to 6, the school must accomplish the forms for K to ES)



02

### School-Based Consolidation Data PDF file

- Convert the accomplished data sheets into PDF file/s.
- Strictly follow the standard format for the file name.
  - Include in the PDF file the corresponding documents (refer to slide 6 for the documents needed).
  - This will be included in the Google Form submission.



03

### Google Form Submission

- Complete the designated Google Form/s.
- Notes: The number of Google Forms to be accomplished is based on the level/s your school offers.
- Refer to slide 7 for the Google Form links



## Step 1

- ## Sample Data Sheet

**CONFIDENTIAL**

School ID \_\_\_\_\_

[illegible]



# School-Based Consolidation Sheet

## Step 2

- Accomplish the School-Based Consolidation Data Sheet (Annexes A-E).
  - **IMPORTANT NOTE:**
  - If the school offers **multiple levels** (e.g., Kindergarten, Elementary, Junior High, Senior High), the data sheet must include a separate entry for each level offered.
    - **Example:**
    - School ABC is an integrated school offering Kindergarten and Elementary levels. Therefore, it must accomplish two (2) separate school-based consolidated data sheets: one for Kindergarten and one for Elementary.

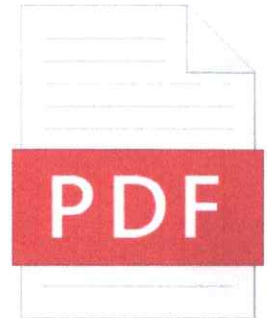
# School-Based Consolidation Sheet

## Step 3

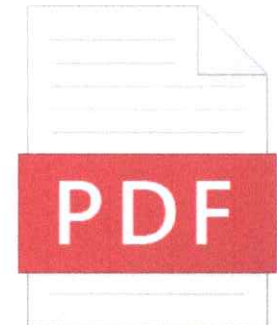
- Accomplish the School-Based Consolidation Data Sheet (Annexes A-E) and ensure it is validated by the School Head.

## Step 4

- Convert the accomplished School-Based Consolidated Data Sheet (Annexes A-E) into a **PDF file**.
  - **Strictly observe** the standard format for the file name:
  - SCHOOL ID\_SCHOOL NAME-REPORTS OF (Concerns/Cases) FOR SY 2023-2024
  - Example:
  - **120299\_ABC INTEGRATED SCHOOL (KINDERGARTEN)-REPORTS OF LRP CONCERNS FOR SY 2023-2024**
    - *Refer to the sample file name provided for guidance.*



120299\_ABC INTEGRATED SCHOOL  
(KINDERGARTEN)-REPORTS OF LRP CONCERNS  
FOR SY 2023-2024



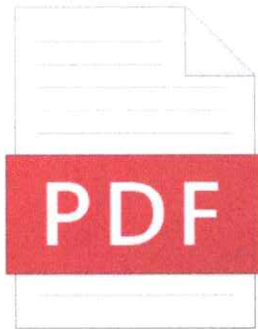
120299\_ABC INTEGRATED SCHOOL  
(ELEMENTARY)-REPORTS OF LRP CONCERNS  
FOR SY 2023-2024



# School-Based Consolidation Sheet

## Step 5

- In the same PDF file, include the corresponding documents of the reported LRP incidents such as:
  - *i.e. incident/narrative reports, intervention plan, intake sheets, and other documents showing referral to partner agencies*



120299\_ABC INTEGRATED SCHOOL  
(ELEMENTARY)-REPORTS OF LRP CONCERNS  
FOR SY 2023-2024



120299\_ABC INTEGRATED SCHOOL  
(KINDERGARTEN)-REPORTS OF LRP CONCERNS  
FOR SY 2023-2024



# Google Forms

## Step 6

- Submit the PDF file/s to the Central Office by completing the appropriate **Google Forms** based on the levels offered by your school.
  - For example:
  - School ABC offers Kindergarten and Elementary, School ABC must accomplish two separate Google Forms: one for Kindergarten and one for Elementary.

## Step 7

- Schools may access the designated Google Forms through the following links:
  - Kindergarten: <https://tinyurl.com/5daeeeb8>
  - Elementary: <https://tinyurl.com/4npkkfdj>
  - Junior High School: <https://tinyurl.com/cjrhe99d>
  - Senior High School: <https://tinyurl.com/yc4xujkw>



# IMPORTANT REMINDERS

## Fill out the correct form based on level

### CONSOLIDATED REPORTS OF LEARNER RIGHTS AND PROTECTION (LRP) CONCERNS IN KINDERGARTEN

School Year 2023-2024

kenneth.rosaura@depd.gov.ph [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.

\* Indicates required question

#### DATA PRIVACY CONTENT

The Department of Education recognizes its responsibilities under the Republic Act No. 10173, also known as the Data Privacy Act of 2012, with respect to the data it collects, records, organizes, updates, uses, consolidates or destroys from its personnel. The personal data obtained from this form is entered and stored within DepEd's authorized information and communications system and will only be accessed by the authorized personnel. DepEd has instituted appropriate organizational, technical and physical security measures to ensure the protection of personal data.

Further, the information collected and stored in the system shall only be used for the purposes of this activity. DepEd shall not disclose any personal information without consent and shall retain this information for the effective implementation and management of its activities.

#### Data Privacy Agreement \*

☐ I have read, understood, and agreed with the above terms.

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Page 1 of 56

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### CONSOLIDATED REPORTS OF LEARNER RIGHTS AND PROTECTION (LRP) CONCERNS IN ELEMENTARY

School Year 2023-2024

kenneth.rosaura@depd.gov.ph [Switch account](#)

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\* Indicates required question

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Page 1 of 56

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### CONSOLIDATED REPORTS OF LEARNER RIGHTS AND PROTECTION (LRP) CONCERNS IN JUNIOR HIGH SCHOOL

School Year 2023-2024

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#### DATA PRIVACY CONTENT

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#### Data Privacy Agreement \*

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Page 1 of 56

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### CONSOLIDATED REPORTS OF LEARNER RIGHTS AND PROTECTION (LRP) CONCERNS IN SENIOR HIGH SCHOOL

School Year 2023-2024

kenneth.rosaura@depd.gov.ph [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.

\* Indicates required question

#### DATA PRIVACY CONTENT

The Department of Education recognizes its responsibilities under the Republic Act No. 10173, also known as the Data Privacy Act of 2012, with respect to the data it collects, records, organizes, updates, uses, consolidates or destroys from its personnel. The personal data obtained from this form is entered and stored within DepEd's authorized information and communications system and will only be accessed by the authorized personnel. DepEd has instituted appropriate organizational, technical and physical security measures to ensure the protection of personal data.

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#### Data Privacy Agreement \*

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Page 1 of 56

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**If School ABC offers Elementary & JHS → Fill both forms.  
If School ABC offers all grade levels → Fill all forms.**





## IMPORTANT REMINDERS

### Use the official template

Strictly observe the standard format for the file name:

**SCHOOL ID\_SCHOOL NAME-REPORTS OF  
(Concerns/Cases) FOR SY 2023-2024**

**Example:**

**120299\_ABC ELEMENTARY SCHOOL-REPORTS OF  
BULLYING CASES FOR SY 2023-2024**



120299\_ABC ELEMENTARY SCHOOL-REPORTS  
OF BULLYING CASES FOR SY 2023-2024



## IMPORTANT REMINDERS

**Ensure supporting documents are complete**

**i.e. incident/narrative reports,  
intervention plan, intake sheets, and  
other documents showing referral to  
partner agencies**







## **QUERIES AND ASSISTANCE**



**For queries, clarifications and further assistance, you may contact us through the following:**

- **BLSS-LRPD-LTCCH Email**
  - **[weprotectlearners@deped.gov.ph](mailto:weprotectlearners@deped.gov.ph)**
  
- **BLSS-LRPD Technical Assistants:**
  - **Edel Rose Jaraba: [edel.jaraba@deped.gov.ph](mailto:edel.jaraba@deped.gov.ph)**
  - **Rein Aira Pacheco: [rein.pacheco@deped.gov.ph](mailto:rein.pacheco@deped.gov.ph)**
  - **Kenneth Rosaura: [kenneth.rosaura@deped.gov.ph](mailto:kenneth.rosaura@deped.gov.ph)**