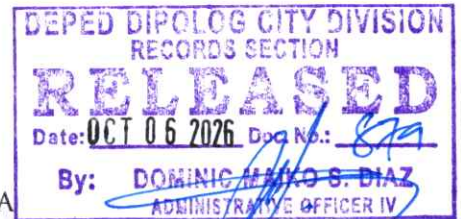




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 6, 2026

DIVISION MEMORANDUM

No. 879, s. 2026

**DESIGNATION OF LEARNER FORMATION OFFICERS (LFOs) AND
SUBMISSION OF SCHOOLS' DESIGNATED LFOs**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads
This Division

1. Pursuant to Regional Memorandum No. 725, s. 2026 dated September 29, 2026, titled "*Submission of Schools Designated Learner Formation Officer (LFO)*," and DepEd Memorandum No. 055, s. 2026 dated September 17, 2026, titled "*Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, otherwise known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026*," **all public and private schools** in the Schools Division of Dipolog City are directed to designate a **Learner Formation Officer (LFO)** and to submit the details of the designee to this Office.

2. Schools shall ensure that an LFO is designated on or before **October 9, 2026**, and shall submit a hard copy of the Designation Order, addressed to the Schools Division Superintendent (SDS), through the Division Learner Rights and Protection (LRP) Focal Person. Templates are provided as *Annex A* (for Assistant School Head Designates and Head Teachers) and *Annex B* (for teachers). The school head shall then encode the designated LFO in the online registry at <https://tinyurl.com/DipologLFOsRegistry> or by scanning the QR code below.



3. The school head shall designate the LFO following the guidelines below:
- Eligible personnel and priority.** Assistant School Head Designates (ASHDs) and Head Teachers (HTs) who are not designated as Department Heads or Teachers-in-Charge shall be given priority. A teacher may be designated only when no ASHD or HT is available.
 - Teachers as LFOs.** The designation of a teacher as LFO is a teaching-related assignment under the Advocacy component of Guidance and Advocacy. Priority shall be given to teachers with less than six (6) hours of



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teaching load and/or who are not class advisers, and to personnel with advisory-class experience and training on learner rights and protection. Work performed beyond the regular working hours shall be compensated through overtime pay in accordance with DO 026, s. 2025.

- c. **Number of LFOs.** A school head may designate more than one LFO to ensure coverage across key stages or grade levels. However, only one main LFO shall be entered in the online registry.
- d. **Not eligible.** School Counselors, School Counselor Associates, guidance advocates, and other non-teaching personnel shall not be designated as LFOs.
- e. **ALS.** A School-Based Learning Center (SBLC) shall have the same LFO as its mainstream school if that LFO is an ASHD; otherwise, it shall choose from among its ALS teachers. For Community Learning Centers and other ALS sites, the Chief of the Curriculum Implementation Division shall designate a Division Focal Person as LFO.

4. The LFO shall: (a) provide learners and their parents or parent-substitutes with a copy of the school's anti-bullying policy; (b) enable anonymous reporting, provided that no disciplinary action shall be taken against a bully solely on the basis of an anonymous report; (c) handle and resolve bullying complaints while protecting the rights of all parties and maintaining confidentiality; (d) ensure the availability of consolidated statistics on bullying, subject to data privacy rules; (e) handle and record non-bullying complaints under Annex I of DO 006, s. 2026; and (f) render desk duty of at least two (2) hours daily. The LFO shall submit findings and recommendations to the school head, who shall decide on the appropriate sanctions.

5. The Division LRP Focal Person shall monitor compliance, verify the completeness and accuracy of the submitted information, and coordinate with the Regional Office and the Learner Rights and Protection Division on the capacity-building of LFOs who have not undergone relevant training.

6. For clarifications and inquiries regarding this issuance, please coordinate with:

Cielbert E. Dondoyano Jr.
PDO I, 0956 590 9773

Fritzella Sam P. Sarande
PDO I, 0917 130 0183

7. Immediate dissemination of and strict compliance with this Memorandum are directed.


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

Ref.: RM No. 725, s. 2026; DM No. 055, s. 2026
Encl.: Annex A – Designation Order Template
(Assistant School Head Designate/Head Teacher);
Annex B – Designation Order Template (Teacher)
SGOD/LFU/CEDJ
October 6, 2026



Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd – Schools Division of Dipolog City



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ANNEX A

DESIGNATION ORDER

No. _____, s. 2026

**DESIGNATION OF [NAME OF ASHD/HT] AS LEARNER FORMATION
OFFICER (LFO) OF [NAME OF SCHOOL]**

Pursuant to Section 11.1 of the Revised IRR of Republic Act No. 10627 (Anti-Bullying Act of 2013), DepEd Order No. 006, s. 2026, DepEd Memorandum No. 055, s. 2026, and Division Memorandum No. _____, s. 2026, **[NAME OF DESIGNEE]**, [Assistant School Head Designate / Head Teacher], is hereby designated as **Learner Formation Officer (LFO)** of [NAME OF SCHOOL], effective [DATE], until revoked or until transfer of station, whichever comes first.

Basis of designation (check all that apply):

- ☐ Designee is an Assistant School Head Designate (ASHD).
- ☐ Designee is a Head Teacher (HT) who is not designated as a Department Head or Teacher-in-Charge (TIC).
- ☐ Designee has attended training on learner rights and protection:
_____.

The designee shall:

1. Provide learners and their parents or parent-substitutes with a copy of the school's anti-bullying policy;
2. Enable learners to report bullying or retaliation anonymously, with clear instructions on how to do so; provided that no disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report;
3. Handle and resolve bullying complaints and cases while protecting the rights of the victim, bully, upstander, and bystander and maintaining confidentiality;
4. Handle, record, and resolve non-bullying complaints against learners under Annex I of DO No. 006, s. 2026;
5. Ensure the availability of consolidated statistical information on bullying and retaliation, subject to data privacy policies;
6. Render desk duty of at least two (2) hours a day for consultations on reporting and inquiries with learners, school personnel, and parents or parent-substitutes; and
7. Submit findings and recommendations to the school head, who shall determine the appropriate sanctions.

The designee shall be provided with capacity-building interventions by the Learner Rights and Protection Division, if needed. The original copy of this Order shall be submitted to the Schools Division Superintendent through the Division LRP Focal Person. This Order shall take effect immediately.

MA. LIZA R. TABILON EdD, CESO V

Schools Division Superintendent

Recommending Approval:

[NAME OF SCHOOL HEAD]

School Head

Conforme:

[NAME OF DESIGNEE]

Designated LFO

Date: _____



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ANNEX B

DESIGNATION ORDER

No. _____, s. 2026

**DESIGNATION OF [NAME OF TEACHER] AS LEARNER FORMATION
OFFICER (LFO) OF [NAME OF SCHOOL]**

Pursuant to Section 11.1 of the Revised IRR of Republic Act No. 10627 (Anti-Bullying Act of 2013), DepEd Order No. 006, s. 2026, DepEd Memorandum No. 055, s. 2026, and Division Memorandum No. _____, s. 2026, and with the concurrence of the designee, **[NAME OF TEACHER]**, [Position/Item], **[NAME OF SCHOOL]**, is hereby designated as **Learner Formation Officer (LFO)** of **[NAME OF SCHOOL]**, effective [DATE], until revoked or until transfer of station, whichever comes first.

Basis of designation (check all that apply):

- ☐ No Assistant School Head Designate or Head Teacher is available in the school.
- ☐ Designee has less than six (6) hours of teaching load: _____ hours.
- ☐ Designee is not a class adviser or assigned to any other teaching-related assignment.
- ☐ Designee has experience in handling an advisory class and has attended training on learner rights and protection: _____.

The designee shall:

1. Provide learners and their parents or parent-substitutes with a copy of the school's anti-bullying policy;
2. Enable learners to report bullying or retaliation anonymously, with clear instructions on how to do so; provided that no disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report;
3. Handle and resolve bullying complaints and cases while protecting the rights of the victim, bully, upstander, and bystander and maintaining confidentiality;
4. Handle, record, and resolve non-bullying complaints against learners under Annex I of DO No. 006, s. 2026;
5. Ensure the availability of consolidated statistical information on bullying and retaliation, subject to data privacy policies;
6. Render desk duty of at least two (2) hours a day for consultations on reporting and inquiries with learners, school personnel, and parents or parent-substitutes; and
7. Submit findings and recommendations to the school head, who shall determine the appropriate sanctions.

This designation is a teaching-related assignment under the Advocacy component of Guidance and Advocacy. Work performed beyond the regular working hours shall be compensated through overtime pay in accordance with DO No. 026, s. 2025. The designee shall be provided with capacity-building interventions by the Learner Rights and Protection Division, if needed. This Order shall take effect immediately.

MA. LIZA R. TABILON EdD, CESO V

Schools Division Superintendent

Recommending Approval:

[NAME OF SCHOOL HEAD]

School Head

Conforme:

[NAME OF DESIGNEE]

Designated LFO

Date: _____