



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

June 22, 2026

**DIVISION MEMORANDUM**

**No. 267s. 2026**

**REITERATION OF THE PROTECTION OF LEARNERS' RIGHTS AND PROMOTION  
OF CHILD PROTECTION IN SCHOOL**

To: Assistant Schools Division Superintendents  
Chief Education Program Supervisors of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary and Elementary School Heads  
Division Learner Rights and Protection  
All Others Concerned

1. In line with the Department of Education's commitment to uphold and protect the rights, welfare, and best interests of every learner, this Office reiterates the strict implementation of existing policies on learners' rights protection, child protection, and the maintenance of safe, inclusive, secure, and learner-centered school environments.

2. This Memorandum is issued pursuant to DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy), DepEd Order No. 55, s. 2013 (Implementing Rules and Regulations of the Anti-Bullying Act of 2013), and DepEd Order No. 006, s. 2026, *Guidelines on Ensuring a Safe and Motivating Learning Environment (ESMLE)*. These issuances strengthen the Department's commitment to protecting learners from all forms of violence, abuse, exploitation, discrimination, bullying, and other threats to their safety and well-being while promoting positive discipline, respect for human dignity, and a culture of safety in all schools.

3. All school officials, teaching and non-teaching personnel are reminded to ensure that learners are protected from all forms of abuse, violence, exploitation, discrimination, bullying, cyberbullying, gender-based violence, corporal punishment, harassment, neglect, and any acts that may undermine their dignity, rights, safety, and well-being.

4. The Child Protection Committee (CPC) shall remain functional and actively implement school-based child protection programs. The Committee shall raise awareness on child protection, receive and act on reports, facilitate appropriate interventions and referrals, monitor cases, maintain confidentiality of records, and coordinate with the Schools Division Office and other concerned agencies to ensure the protection of learners.



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5. To further strengthen school safety and security in accordance with DepEd Order No. 006, s. 2026, all schools are hereby directed to implement appropriate preventive and protective measures, including but not limited to:

6. Strict implementation of visitor management and school access control procedures, shall observed.

The School security personnel or designated school personnel shall closely all monitor school entrances and exits, to ensure the safety, security , and protection of learners, personnel, and school property.

6.1 Conduct of reasonable bag inspection, whenever necessary, as part of the school's security measures to prevent the entry of firearms, bladed weapons, illegal drugs, explosives, and other prohibited or dangerous items. Bag inspections shall be conducted with due respect for the learner's dignity, privacy, and rights, and in accordance with existing DepEd policies, ensuring that inspections are non-discriminatory, child-friendly, and witnessed by appropriate school personnel.

6.2 Immediate confiscation and proper documentation of prohibited or dangerous items found within the school premises, with prompt coordination with parents or guardians and appropriate authorities, when warranted.

6.3 Regular inspection of school facilities to identify and address safety hazards.

6.4 Strengthened supervision of learners during arrival, dismissal, recess, lunch breaks, and school activities.

6.5 Establishment of clear emergency response, referral, and reporting mechanisms for child protection concerns.

7. To ensure the proper handling of child protection concerns, schools shall observe the following procedures:

7.1 Reporting of Incident or Concern

- Concern, within 3 hours (verbal report)
- Intake Sheet, Incident Report and Intervention Plan within 24 hours

7.2 Receipt and Documentation

7.3 Assessment and Initial Response

7.4 Referral and Coordination

7.5 Case Monitoring and Support Services

7.6 Documentation, Resolution, and Reporting

8. Accordingly, all schools are hereby directed to:

8.1 Strictly implement all existing DepEd policies on child protection and learners' rights;

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- 8.2 Strengthen school mechanisms for reporting, responding to, and addressing learner protection concerns;
- 8.3 Ensure confidentiality, due process, impartiality, and prompt action in handling complaints involving learners;
- 8.4 Conduct regular advocacy, orientation, and capacity-building activities for school personnel, learners, parents, and stakeholders on child protection, positive discipline, school safety, and learners' rights;
- 8.5 Maintain a safe, secure, respectful, gender-responsive, inclusive, and learner-centered learning environment at all times;
- 8.6 Ensure that the Child Protection Committee remains functional and effectively performs its duties.

9. This Office strictly upholds a zero-tolerance policy and a non-negotiable stance against any violation of children's rights, particularly cases involving child abuse, violence, exploitation, bullying, harassment, and other forms of abuse. Such cases shall not be settled through amicable settlement, mediation, or compromise, but shall be reported, investigated, and acted upon in accordance with existing laws, DepEd policies, and other applicable rules and regulations.

10. Attached are the forms for reference.

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

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent



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**INTAKE SHEET**

**I. INFORMATION**

**A. VICTIM/S**

Name \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Grade/ Year and Section: \_\_\_\_\_ Adviser: \_\_\_\_\_  
Parents:  
Mother: \_\_\_\_\_ Age: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Father: \_\_\_\_\_ Age: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address and \_\_\_\_\_  
\_\_\_\_\_  
Contact Number: \_\_\_\_\_

**B. COMPLAINANT**

Name: \_\_\_\_\_  
Relationship to Victim: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Number: \_\_\_\_\_

**C. RESPONDENT**

**C.1 If the Person Complained of is a School Personnel ( Teaching or Non-Teaching)**

Name : \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Position/ Designation: \_\_\_\_\_





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Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**C.2 If a Person Complained is a Student**

**Name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Grade/ Year and Section: \_\_\_\_\_ Adviser: \_\_\_\_\_

**Parents:**

Mother: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

Father: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

**II. DETAILS OF THE CASE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
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**III. ACTION TAKEN:**

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**IV. RECOMMENDATIONS:**

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Prepared by:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date





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Incident Report No. \_\_\_\_\_

**INCIDENT REPORT FORM**

**School:** \_\_\_\_\_

**District:** \_\_\_\_\_

<b>TYPE OF INCIDENT</b> <i>(Specify the incident. i.e. vehicular incident, harassment, personnel affairs, armed conflict, bullying, etc.) If bullying, indicate form if Physical, Psychological or Emotional, Verbal, Cyber, Gender-Based, or Social Bullying (Refer to Section 4-D of RA 1067)</i>	
<b>Date of Incident</b>	
<b>Time of Incident</b>	
<b>Place/Exact Location of Incident</b>	
<b>Person/s Involved &amp; their specific participation</b> <i>(Indicate full name, age, gender, position/designation/grade level. Involvement in the incident. Names of minors should be withheld; use of alias is suggested)</i>	
<b>Description/Details of the Incident</b> <i>(Describe/Narrate how the incident happened, sustained figures, damages incurred, emotional state of the involved persons, and impact on the school/workplace/community)</i>	
<b>Action/s Taken</b> <i>(State the responses/initial actions taken, decisions made or implemented by the school)</i>	

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authorities or immediate supervisors.)	
<b>Follow-Up Recommendations</b> (State suggestions that the other concerned DepEd Officials/Officers must consider or must do to respond to the situation fully.)	
<b>Prepared by</b> (RGC, Guidance Designate/Teacher Advocate)	
<b>Date Prepared</b>	
<b>Received &amp; Reviewed by</b> (CPC Committee Chair-School Head)	
<b>Date/Time Received &amp; Reviewed</b>	
<b>Noted &amp; Reviewed by</b> (Division LRP Officer)	
<b>Date/Time Noted &amp; Reviewed</b>	

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**LEARNER RIGHTS AND PROTECTION INTERVENTION PLAN**  
**SY: \_\_\_\_\_**

Schools Division office: \_\_\_\_\_  
School: \_\_\_\_\_

Division LRP Focal: \_\_\_\_\_  
School I.D. No.: \_\_\_\_\_ District: \_\_\_\_\_  
LRP case No.: \_\_\_\_\_  LTCCH Report

Report Incident:

- Bullying
- Child Abuse
- CAR
- CICL
- Other Acts of Abuse  
(Learner-to-Learner)
- Child Labor
- Suicide
- Child Trafficking
- OSAEC/CSAEM
- Corporal Punishment

<b>OBJECTIVES</b>	<b>INTERVENTION STRATEGY</b>	<b>TIME FRAME</b> (Indicate the Start Date and Expected Duration)	<b>PERSONS INVOLVED</b>	<b>RESOURCES NEEDED</b>	<b>EXPECTED OUTCOME</b>



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**Monitoring and Evaluation**

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Prepared by:

\_\_\_\_\_  
Guidance Counselor/Designate  
Vice-Chairperson, School CPC  
Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
School Head  
Chairperson, School CPC  
Date: \_\_\_\_\_

Copy Furnished:

**DIVISION LEARNER RIGHTS AND PROTECTION FOCAL**  
***lrpo.bulacan@bulacandeped.com.ph***





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**ANNEX H: INITIAL RISK ASSESSMENT FORM**

**INITIAL RISK ASSESSMENT FORM**

**Note:** This tool shall be used by the Registered Guidance Counselor/Guidance Designate of the school.

Use the following questions to complete the matrix below:

- **IDENTIFY** - What are the activities in school and at home which present a risk to children?
- **RISK** - What could go wrong?
- **PROBABILITY** - What is the likelihood of something going wrong?
- **IMPACT** - What would be the consequences to the child?
- **ACTION** - Identify ways to reduce these risks, and resources required to reduce the risks.

**Name of Learner/Victim:**

**Context:**

Identified Risk to Child	Analysis of Risk Factors	Probability			Impact	Action(s) to be Taken	By Whom	By When
		High	Medium	Low				

Prepared by:

Signature & Printed Name  
 Registered Guidance Counselor/Guidance Designate

