



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

July 30, 2026

DIVISION MEMORANDUM

No. 345, s. 2026

**SUBMISSION OF THE DESIGNATE LEARNER FORMATION OFFICERS IN
PUBLIC AND PRIVATE SCHOOL**

To:

Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
Division Learner Rights and Protection Focal Persons
Learners Rights and Protection Advocates
All Others Concerned

1. Pursuant to Regional Memorandum No. 262, s. 2026 and in line with the implementation of **DepEd Order No. 006, s. 2026**, *Guidelines on Ensuring a Safe and Motivating Learning Environment*, this Division reiterates the Department's commitment to safeguarding the rights, welfare, and holistic development of every learner by ensuring a safe, inclusive, supportive, and motivating learning environment.
2. In reference to the above, all public and private schools are directed to designate a Learner Formation Officer (LFO) who shall serve as the school's focal person for learner formation and protection programs. The LFO shall coordinate, monitor, and implement initiatives on child protection, mental health and psychosocial support, prevention and response to bullying and gender-based violence, and other learner welfare concerns.
3. In accordance with DepEd Order No. 006, s. 2026, the Learner Formation Officer (LFO) shall be designated from among the school's permanent teaching or non-teaching personnel, preferably a non-teaching staff, who possesses good moral character, knowledge of child protection and anti-bullying policies, and the ability to handle learner discipline with fairness and confidentiality. It is emphasized that the Guidance Counselor or Guidance Designate shall not be designated as the LFO, as the role is distinct and focused on coordinating learner formation, discipline, and protection programs.



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4. To facilitate the consolidation of designated LFOs, all public and private elementary and secondary schools shall accomplish the **Learner Formation Officer (LFO) Google Form** through the following link on or before **August 15, 2026: <https://forms.gle/13J7ENXk8x8iq6x06>**

The designated LFO shall perform the functions outlined in Section IV of DepEd Order No. 006, s. 2026, including but not limited to:

- Coordinating learner formation and protection programs;
 - Serving as focal person for school-based child protection and psychosocial support initiatives;
 - Ensuring implementation of positive behavior, discipline, and values formation programs;
 - Coordinating with the School Child Protection Committee, Guidance Office, DRRM Coordinator, parents, and external partners;
 - Monitoring and reporting learner rights and protection concerns through prescribed DepEd mechanisms;
 - Maintaining confidentiality and adherence to child protection and data privacy policies; and
 - Submitting reports and required documents to the Schools Division Office.
5. The Division Learner Rights and Protection Focal Person shall monitor compliance with this Memorandum and provide technical assistance to schools in the implementation of learner formation programs.
6. For inquiries and clarifications, you may coordinate with the Division LRP Focal Person through the Schools Division Office of Bulacan.
7. Immediate dissemination and strict compliance with this Memorandum is directed.

fn  8/3/26
CECILIA E. VALDERAMA, PhD. CESO VI
Schools Division Superintendent *md*

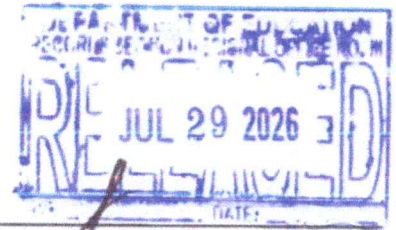
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Republic of the Philippines

Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 262 s. 2026

**SUBMISSION OF THE DESIGNATE LEARNER FORMATION OFFICERS IN
PUBLIC AND PRIVATE SCHOOLS**

To : Schools Division Superintendents
Division Learner Rights and Protection Focal Persons
Public and Private Elementary and Secondary School Heads
Learners Rights and Protection Advocate
All Others Concerned

1. Pursuant in the implementation of **DepEd Order No. 006, s. 2026**, *Guidelines on Ensuring a Safe and Motivating Learning Environment*, 2026 reinforces the Department's commitment to ensuring that every learner is provided with a safe, inclusive, supportive, and motivating learning environment. The Order consolidates policies and procedures related to learner rights and protection, school safety, mental health and psychosocial support, prevention and response to bullying and gender-based violence, and other child protection concerns.

2. In reference to this Memorandum, to designate a Learner Formation Officer (LFO) in every public and private school and to ensure the effective coordination, monitoring, and implementation of learner formation and protection programs that promote a safe, inclusive, supportive, and motivating learning environment while safeguarding the rights, welfare, and holistic development of every learner.

3. Pursuant to Section IV of DepEd Order No. 006, s. 2026, each School Head/Principal shall designate a Learner Formation Officer (LFO) to serve as the school's focal person for learner formation and protection programs. To facilitate the regional consolidation of designated LFOs, all public and private elementary and secondary schools shall accomplish the **Learner Formation Officer (LFO) Google Form** through the following link on or before **August 15, 2026**:
<https://forms.gle/13J7ENXk8x8iq6xo6>.

4. In accordance with the provisions of Section IV of DepEd Order No. 006, s. 2026, the designated Learner Formation Officer (LFO) shall perform the following functions:

- a. Coordinate the implementation of learner formation and learner rights and protection programs in accordance with DepEd Order No. 006, s. 2026;
- b. Serve as the focal person for school-based learner welfare, child protection, mental health, and psychosocial support initiatives;



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Maimpis,
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- c. Ensure the proper implementation of programs and activities promoting positive behavior, discipline, values formation, and learner well-being;
- d. Coordinate with the School Child Protection Committee, Guidance Office, DRRM Coordinator, school administrators, parents, and external partners in implementing learner protection interventions;
- e. Monitor and facilitate the reporting of learner rights and protection concerns through prescribed DepEd mechanisms;
- f. Maintain confidentiality and ensure adherence to applicable child protection and data privacy policies; and
- g. Submit reports and other required documents to the Schools Division Office as may be required.

5. The Schools Division Offices, through their respective Learner Rights and Protection focal persons, shall monitor compliance with this Memorandum and provide the necessary technical assistance to schools in the implementation of learner formation programs.

6. For inquiries and clarifications, you may directly communicate with **Mr. Edison L. Mercado**, Regional LRP Focal Person at edison.mercado@deped.gov.ph.

7. For information and compliance.

TOLENTINO G. AQUINO
Regional Director

Encl.: None

References: None

To be indicated in the Perpetual Index
under the following subjects:

LEARNERS
PROGRAM

RIGHTS
SUPPORT

ESSD 1/spp1
July 28, 2026



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