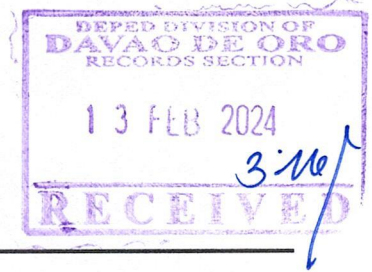




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

12 February 2024

DIVISION MEMORANDUM
SGOD-2024- 103

**ESTABLISHMENT OF LEARNER RIGHTS AND PROTECTION (LRP) DESK
DURING PROVINCIAL MEET**

TO: All Public Schools District Supervisor
All District Coordinating Principal
All District LRP Focal
Concerned Personnel
All others concerned

1. In reference to the Memorandum OUOPS 2024 regarding the Establishment of the Learner Rights and Protection Desk and Implementation of Learner Rights and Protection Guidelines in the Conduct of Sports Events. This Office hereby informs the field to establish a District Learner Rights and Protection Desk in the billeting quarter during the Provincial Meet.
2. Anent to this, the identified District LRP Committee is requested to set up and facilitate the LRP Desk in their assigned billeting quarter and inform their respective athletes to report any forms of abuse to the established desks to ensure proper interventions and referrals.
3. Attached are the forms that shall be used and a consolidated child protection cases report will be submitted daily at 5:00 PM to the Division Learner Rights and Protection Focal:
 - a. Reporting Form 1: Intake Sheet
 - b. Reporting Form 2: Incident Report
 - c. Reporting Form 3: Consolidation of Child Protection Cases(Daily)
4. Further, to ensure the smooth flow of the LRP desk, a virtual meeting for all the District LRP Focal shall be conducted on February 16, 2024, at 1:00 PM through this link <https://meet.google.com/kbr-dduh-dix>



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-022	Rev	00
Effectivity	09.12.22	Page	1 of 2



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

**Office of the Schools Division
Superintendent**

5. Travelling and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
6. Service Credits or Compensatory Overtime Credits (COC) shall be granted to the teaching and non-teaching personnel for the services to be rendered during the Holiday, Saturday, and Sunday as per DepEd Order No. 53, s.2003.
7. For other details and information, you may contact Ms. Margirie M. Asuque and Mr. Medard T. Apit, SDO LRP Focal through these numbers 09232818948 and 09093488023.
8. Lastly, this Office reiterates that DepEd has a zero-tolerance policy on any form of abuse and violence that will be inflicted on learners as reiterated in DepEd Order No. 40, s.2012.
9. For information and strict compliance.

CRISTY C. EPE

Schools Division Superintendent

Reference:
FN: SGOD13



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
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Republic of the Philippines
Department of Education
DAVAO REGION

Reporting Form 2 - Incident Report

INCIDENT REPORT

School: _____
SDO: _____
Date Accomplished: _____

I. Narration of Events

(cite the events prior and upon receiving the complaint, who are involved in the case, when did it happen, etc.)

II. Actions Taken

(cite the actions taken by the school and Schools Division Office including the collaborative actions with partners)

III. Intervention Plan

(cite the indicated intervention plan of actions that will be done after receiving the complaints, indicating dates/schedules)

IV. Appendix

(includes Intake Sheet, Police Blotter (if there are any), Memorandum (if there are any), and documentation)

Prepared by:

School CP Focal Person/
SDO CP Focal Person

Noted:

School Head/
Schools Division Superintendent





Republic of the Philippines
Department of Education

INTAKE SHEET

I. INFORMATION

A. VICTIM:

Name: _____

Date of Birth: _____ Age: _____ Sex: _____

Gr./Yr. and Section: _____ Adviser: _____

Parents:

Mother: _____ Age: _____

Occupation: _____

Address: _____

Father: _____ Age: _____

Occupation: _____

Address: _____

B. COMPLAINANT:

Name: _____

Relationship to the Victim: _____

Address and Contact Number: _____

C. RESPONDENT:

C-1. If respondent is a School Personnel

Name: _____

Date of Birth: _____ Age: _____ Sex: _____

Address and Contact Number: _____

C-2. If respondent is a Student

Name: _____

Date of Birth: _____ Age: _____ Sex: _____

Gr./Yr. and Section: _____

Parents/Guardian:

Mother: _____ Age: _____

Occupation: _____

Address: _____



Republic of the Philippines
Department of Education

Father: _____ Age: _____

Occupation: _____

Address: _____

II. DETAILS OF THE CASE:

III. ACTION TAKEN:

1.

2.

3.

IV. RECOMMENDATIONS

1.

2.

3.

Prepared by:

Signature over Printed Name

Designation

Date



Reporting Form 3 - CONSOLIDATION OF CHILD PROTECTION CASES DURING SPORTING EVENTS (Daily)

Date: _____
SDO: _____

A. Bullying (Note: Please fill-out the number of cases noted in the billeting quarter)

	Nature of Bullying						TOTAL				
	Physical		Social		Gender-Based		Cyber Bullying		Retaliation		
	M	F	M	F	M	F	M	F	M	F	
Grade Level											
Elementary											
Secondary - JHS											
Secondary - SHS											
TOTAL											

B. Child Abuse

	Nature of Abuse				TOTAL	
	Physical		Sexual		Psychological (Verbal)	
	M	F	M	F	M	F
Grade Level						
Elementary						
Secondary - JHS						
Secondary - SHS						
TOTAL						

C. Other Incidents on Child Protection

	Classification								TOTAL					
	CAR		CICL		Child Trafficking		OSAEC		Sexual Exploitation of Children		Corporal Punishment		Other Acts of Abuse (L to L)	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Grade Level														
Elementary														
Secondary - JHS														
Secondary - SHS														
TOTAL														

Prepared by: _____

Noted: _____

SDO Focal

Head of the Delgation



Republic of the Philippines
Department of Education
OPERATIONS

MEMORANDUM

OUOPS 2024 - 05-00946

TO : **Regional Directors**
Minister of Basic, Higher, and Technical Education,
BARMM
Schools Division Superintendents
ESSD Chiefs
Learner Rights and Protection Focal Persons
School Heads
All Other Concerned

FROM : *[Signature]*
Atty. Revsee A. Escobedo
Undersecretary for Operations

SUBJECT : **Establishment of the Learner Rights and Protection**
Desk and Implementation of Learner Rights and
Protection Guidelines in the Conduct of Sports
Events

DATE : February 5, 2024

This has reference to the conduct of preliminary competitions leading to the 64th *Palarong Pamabansa*, such as intramurals, division, and regional meets, in compliance with OASOPS Memorandum dated January 16, 2024, titled "General Information on the Conduct of the 2024 *Palarong Pambansa* Lower Meets," this Office through the Learner Rights and Protection Office (LRPO) issues this Guidelines for the strict implementation of the DepEd Child Protection Policy in all sports events and playing venues, guaranteeing special protection to our learner-athletes and establishment of the Learner Rights and Protection Desk.

During the 63rd *Palarong Pambansa*, this Office has issued OUOPS Memorandum No. 2023-07-3976 dated April 13, 2023, establishing the Learner Rights and Protection (LRP) National and Regional Steering Committee, aimed at addressing the issues and concerns of our learner-athletes reported before, during, and after the 2023 *Palarong Pambansa*. Relatedly, this Office commends the Regional LRP Desks who have conducted numerous activities for our learner-athletes, including the conduct of psychological first-aid, recreational activities, and counseling sessions for our learners.

For this year, this Office once again reiterates DepEd's zero-tolerance policy for any act of learner abuse, exploitation, violence, discrimination, bullying, and other forms of abuse, and emphasizes the importance of operationalizing the **Learner Rights and Protection Desk (LRPD)**, specifically in the schools through the Child



Republic of the Philippines
Department of Education
OPERATIONS

Protection Committees (CPC) or the Learner Rights and Protection Committees (LRPC) where playing venues and billeting quarters will be situated.

The Learner Rights and Protection Desk shall cover all grade levels, and be composed of the *Chairperson*, preferably the school head, *Co-Chairperson*, preferably the Guidance Counselor, and *Members* to be composed of teachers and members of the CPC/LRPC. The LRPD is expected to have close coordination with the local government unit in their locality, including like-minded agencies for easy referral. The LRPD must have a dedicated *helpline number* or post the Learners Contact Center Helpline Number in a conspicuous place in all playing venues and billeting quarters.

Moreover, the LRPO with the assistance of the Schools Division Office of Marikina City has crafted the **Learner Athletes Safeguarding Guidelines**, which may serve as guidance in the protocols for handling reported learner-athlete concerns, especially in the aspect of enforcing preventive and protective mechanisms. The *Safeguarding Guidelines* also include the different duties and responsibilities of the coaches, trainers, chaperones/guardians, and the learner-athletes themselves. Faithful compliance with these *Safeguarding Guidelines* shall ensure a safe space and positive experience for all delegates, especially for all our learner-athletes. Enclosed is a copy of the *Safeguarding Guidelines* and reporting template, for reference and dissemination.

The Regional and Division Learner Rights and Protection focal personnel shall monitor the strict implementation and creation of the LRP Desks within their locality. All reported learner-athlete concerns and the actions immediately taken thereafter shall be reported immediately to the Learners Contact Center Helpline.

For queries and clarifications, kindly contact the Learner Rights and Protection Office at (02) 8638-1872 or lrpo@deped.gov.ph

For immediate dissemination and compliance.

Thank you.

DepEd
MATATAG



LRPO
Learner Rights and Protection Office

Palalaro!

MARIKINA 2023
PALARONG PAMBANSA



LEARNER-ATHLETES SAFEGUARDING GUIDELINES

MATATAG
DepEd
Mangang Malabatas
Maging Malabans



CLEAN SPORT

A GUIDE TO ENJOY A CLEAN AND FUN SPORTING ENVIRONMENT



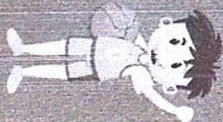
Succeeding through
hardwork, talent,
determination, skills,
and trust in oneself



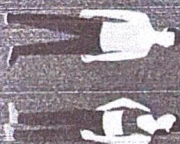
Competing on a fair
and level playing field



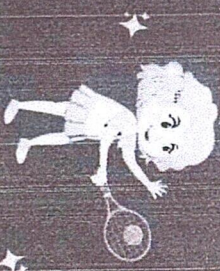
Giving value to
the spirit of
sport



Respecting and
looking after one's
body, mind, health
and spirit



Playing true,
playing clean, and
playing fair at all
times



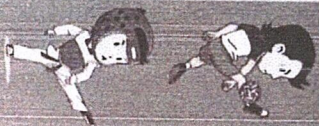
Source: Philippine National Anti-Doping Organization

★ SIMPLE WAYS TO MAKE SPORT MORE FUN FOR ALL ★



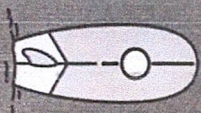
Trust in yourself.

Follow the rules and policies of the sport.



Enjoy the wins and learn from the losses.

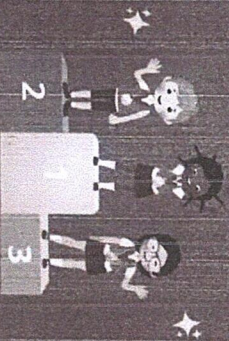
Celebrate small wins.



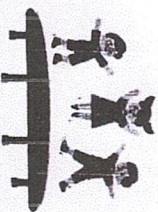
Make every game and training a learning opportunity for you to grow better.



Respect your fellow learner—athletes, coaches, officials and sport personnel.



Most importantly, have fun!



Source: Philippine National Anti-Doping Organization

★ DUTIES AND RESPONSIBILITIES OF COACHES, TRAINERS, & CHAPERONS/GUARDIANS ★

ONE

Exercise parental authority over the learner-athletes during supervision, instruction, and custody.



TWO

Keep them in their company and support, educate and instruct them by right conduct and good example.

THREE

Give them support, advice and counsel, companionship and understanding.

FOUR

Empower, protect, preserve, and keep them physically and mentally healthy at all times.

SIX

Represent them in all matters affecting their interests.

FIVE

Keep them away from bad company and keep them from developing habits that are harmful to their health, studies, and morals.

SEVEN

Inculcate the value of respect and obedience.

EIGHT

Practice positive and non-violent discipline as required, without resorting to corporal punishment under any circumstances.

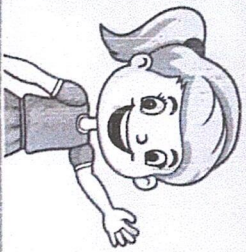
NINE

Report learner abuse incidents to the designated Regional Learner Rights and Protection (LRP) Steering Help Desk.

TEN

Perform other duties as required by law, acting as substitute parents or guardians.





DUTIES AND RESPONSIBILITIES OF LEARNER-ATHLETES

ONE

Treat coaches, trainers, and chaperons as their guardians during the conduct of Palarong Pamabansa. Seek permission and ensure that activities outside billeting areas are with adult supervision.

THREE

Practice good habits such as sleeping on time, eating healthy food, maintain positive attitude and personal care to keep physically and mentally healthy.



TWO

Heed the guidance and counsel given by guardians, as this is for your best interest and welfare.

FOUR

Avoid friends and activities that may pose risk to your health and safety. Be mindful of the curfew and the ban on smoking and liquor for minors.

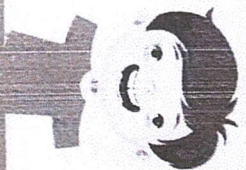
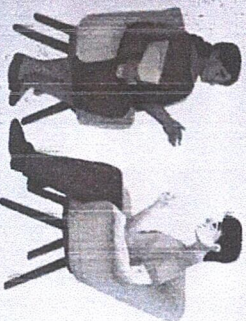


FIVE

Observe respect, courtesy and sportsmanship towards fellow learner-athletes as well as to other adult delegates.

SIX

Report any form of abuse or learner-athlete protection concern IMMEDIATELY to the Learner Rights and Protection Help Desk.

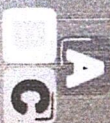


DUTIES AND RESPONSIBILITIES OF LEARNER-ATHLETES

Participants are expected to comply with the regulations of Palarong Pamabansa, prioritizing their best interests, and refraining from:

ONE

Discriminating against other learner-athletes on the basis of their appearance, weaknesses, or status.



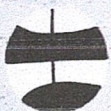
THREE

Marking or damaging school / billeting quarter property and playing venues.



SIX

Bringing prohibited items like weapons, drugs, alcohol, toxic substances, cigarettes, and pornographic materials onto Palarong Pamabansa premises.



SEVEN

Performing other similar acts that cause damage or injury to another.



TWO

Doing any act that is inappropriate, unsafe, or sexually provocative.

FOUR

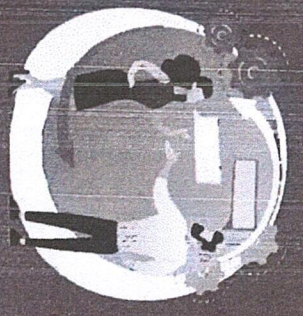
Using vulgar language, inciting malicious acts, or catcalling towards other learner-athletes and adult participants.

FIVE

Engaging in fights or any aggressive behavior.



SAFE INTERACTION DURING THE PALARONG PAMIBANSA 2023 EVENT



ONE

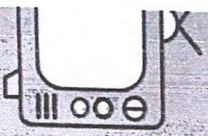
Respectful, non-violent, and non-sexual interactions are expected from all participants, including adult delegates and learner-athletes to foster a safe and inclusive environment.

TWO

Adult must not share rooms with learner-athletes (except authorized chaperons).



Avoid inappropriate touching or suggestive comments, addressing allegations made by learner-athletes, as well as obtain written consent for transporting learner-athletes.



SAFE INTERACTION DURING THE PALARONG PAMIBANSA 2023 EVENT

FOUR

All delegates must wear their Palarong Pamibansa identification cards, use proper language when communicating, and avoid private conversations in secluded areas.

FIVE

Officials and delegations must follow guidelines for safe physical interactions, limiting touches to non-private areas like handshakes and pats on the back. All unsafe and confusing touches must be avoided.

SIX

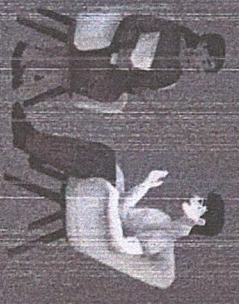
Learner-athletes should prioritize safety by not accepting or responding to friend requests or messages from adult delegates.



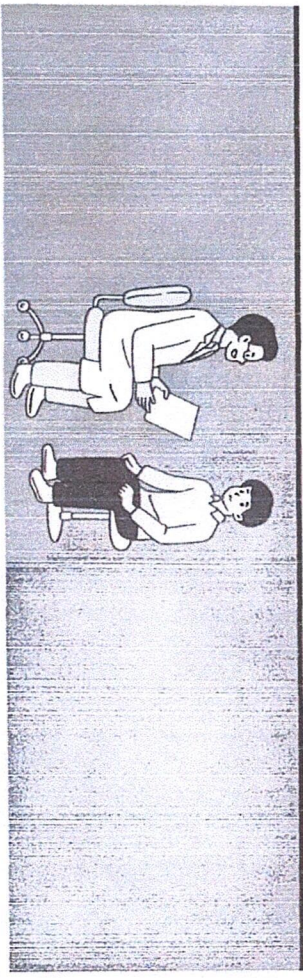
SEVEN

Learner-athletes should report any form of abuse or learner protection concern IMMEDIATELY to the Learner Rights and Protection Help Desk.

REPORTING SAFEGUARDING CONCERNS



Learner-athletes with protection concerns during the Palarong Pambansa can approach a designated Learner Rights and Protection Help Desk or Host RO and SDO personnel for assistance.



Learner-athletes experiencing distress or protection concerns during the Palarong Pambansa can approach designated guidance counselors in their billeting quarters for immediate intervention.

PROCEDURES IN BULLYING CASE

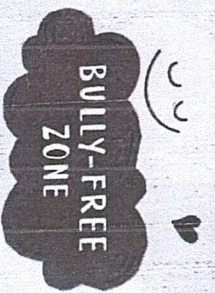
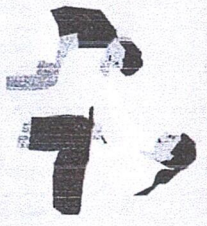
1
All incidents of bullying must be reported to the respective Regional Learner Rights and Protection Steering Committee for appropriate action, and immediate referral, and/or intervention.

2
The Learner Rights and Protection Committee shall inform the head of the regional delegation or the concerned parents and a meeting shall be held for that purpose.

3
The learners shall be referred to the Learner Rights and Protection Committee for counselling and other interventions.

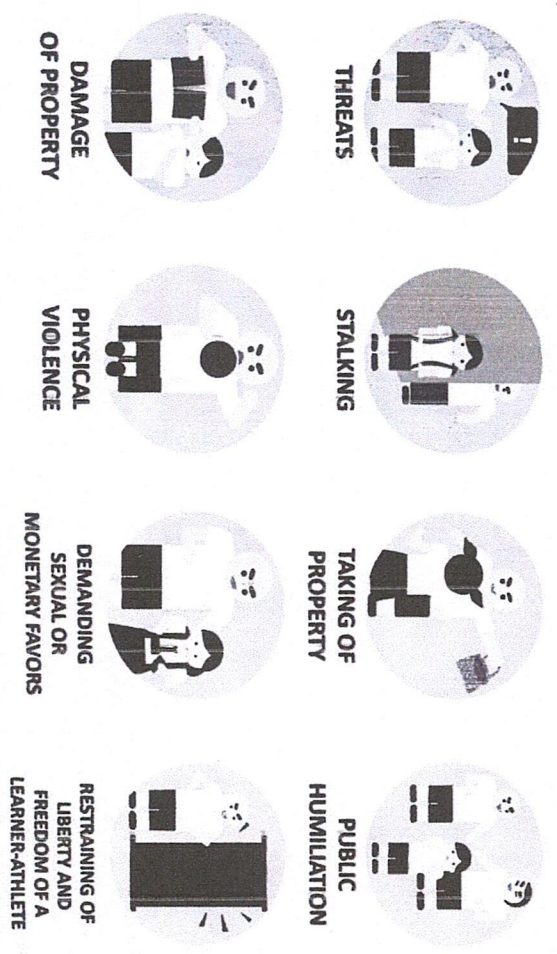
4
The RO/DO/School may impose non-punitive measures in accordance with the principles of **Positive Discipline**.

5
Punitive measures will be the **last resort**.



BULLYING AND CYBERBULLYING

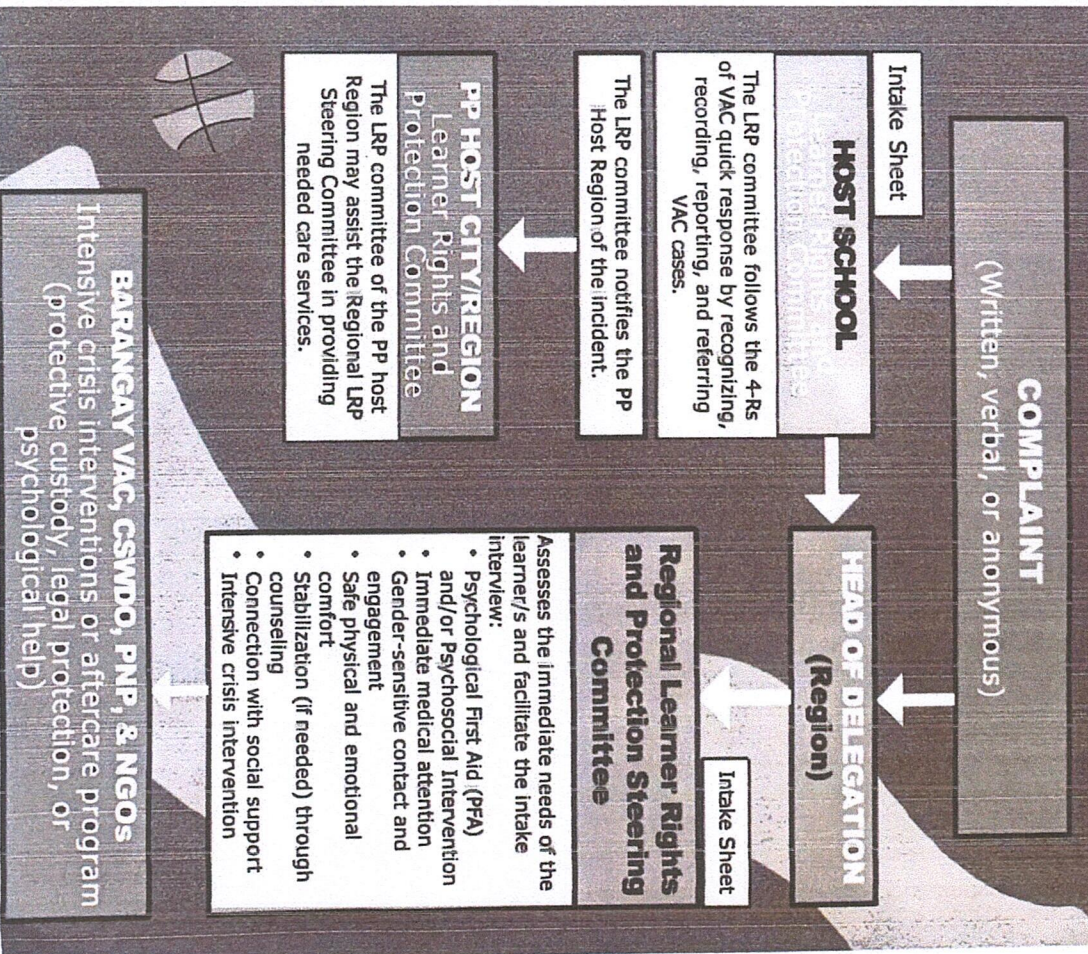
BULLYING is willful aggressive behavior that is directed toward a particular victim who may be outnumbered, younger, weak, with a disability, less confident, or otherwise vulnerable.



CYBERBULLYING is any conduct of bullying, resulting in harassment, intimidation, or humiliation through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites, or other platforms or formats.

PALARONG PAMBANSA 2023 IS NO BULLYING ZONE

ABUSE, EXPLOITATION, AND DISCRIMINATION COMMITTED BY A LEARNER-ATHLETE





Know your rights.
Speak Up,
Speak to Us.

CONTACT US

LEARNER RIGHTS AND PROTECTION OFFICE

E: lrpo@deped.gov.ph

T: (02) 8632-1782

LEARNERS TELESAFE CONTACT CENTER

HELPLINE

E: weprotectlearners@deped.gov.ph

T: (02) 8632-1372

M: +63 945-175-9777

Fb: [/deped.lrpo](https://deped.lrpo)