



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

February 11, 2025

**Division Memorandum**

No. 135, s. 2025

**ESTABLISHMENT OF THE LEARNER RIGHTS AND PROTECTION (LRP) DESK  
AND IMPLEMENTATION OF THE LRP SAFEGUARDING GUIDELINES IN THE  
CONDUCT OF THE 2025 RSPC, RFOT AND EVRAA MEET**

To: Assistant Schools Division Superintendent  
Chiefs – SGOD and CID  
Public School District Supervisors  
Secondary & Elementary School Heads  
Learners Rights Protection Focal  
All Other Concerned

1. Pursuant to DepEd Order No. 66, s. 2017 titled “Implementing Guidelines on the Conduct of Off-Campus Activities” and DM-OUOPS- 2024-05-07998 the Supplemental Guidelines for the Implementation of DepEd Order no. 40 s. 2012, or the DepEd Protection Policy”, this Office, Learner Rights Protection The Department of Education (DepEd) has issued several key policies and memorandums to address the child protection in schools and ensure the implementation of the LRP Safeguarding Guidelines during 2025 Regional School Press Conference (RSPC), Regional Festival of Talents (RFOT) and the Eastern Visayas Regional Athletic Association (EVRAA) Meet.
2. The Division/ School LRP Desk Committee shall comprise:
  - a. Chairperson- Division Permanent Focal Person/ School Head
  - b. Vice- Chairperson- Division Alternate Focal Person/ Registered Guidance Counselor or Designate.
  - c. Members- DepEd Personnel who have gone to LRP Specialization Course/ Teachers or Child Protection Committee Member.
3. The LRP Desk Committee shall be responsible for the implementation of the following:
  - a. Formulate and discuss safe guardingly protocols with the Technical Officials, coaches, Chaperones and the learners-participants (Template of the LRP Safeguarding Protocols is attached as annexed A.
  - b. Verify that all learners have submitted signed parental consent forms.
  - c. Coordinate with the Delegation Chairperson on the preparation of the Learner Safety and Emergency Card for the learner participants as



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

provided by section VII, paragraph B(7) of DO no. 66, s. 2017;

- d. Establish a functional LRP Desk in all activity venues and billeting quarters equipped to recognize, record, report, and refer incidents, as well as provide immediate intervention and support, including psychological first Aid (PFA) and crisis counseling. A dedicated helpline number was displayed, listing the contact information of the LRP Desk Chairperson/ Vice-Chairperson, ensuring a timely and effective response to incidents.
  - e. Ensure proper issuance and accomplishment of pass slips and waiver forms (annex b, c, & d)
  - f. Conduct Regular "Kumustahan" Sessions and organize recreational activities for learner-participants' health and wellness.
  - g. Provide daily reports on incidents and submit and submit accomplished incidents report forms and other documents to the regional office.
  - h. Closely coordinate with the local government unit in the locality and other relevant agencies for referral purposes, and,
  - i. Monitor the strict implementation and creation of LRP Desks.
4. The editable copies of the LRP Safeguarding Guidelines Template, necessary Forms, and Social Behavioral Change (SBC) Materials that maybe utilized for the establishment of the LRP Desks are available at <https://tinyurl.com/LRPDeskMaterials>.
  5. The per diem, travel, and other incidental expenses of the LRP Desk Committee members shall be charged against their respective MOOE/Local Fund/SEF, while their food and accommodation shall be charged against the RSPC/RFOT/EVRAA Fund or to their respective Local Fund, whichever is appropriate, subject to the usual government accounting and auditing procedures.
  6. Immediate dissemination of and compliance with this Memorandum are Desired.

*Sherlita A. Palma*  
**SHERLITA A. PALMA, EdD CESO VI**  
Schools Division Superintendent

Enclosure: As stated,  
References: None

To be indicated in the Perpetual Index under the following subjects

EVRAA    LRP DESK    RSPC    RFOT    SAFEGUARDING GUIDELINES



Schools Division of Tacloban  
Brgy. 54, Real Street  
Telephone no. 053-832-8242  
Email Address: [sdotacloban@deped.gov.ph](mailto:sdotacloban@deped.gov.ph)

