



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

June 27, 2023

**DIVISION MEMORANDUM**  
NO. 0258, S. 2023

**GUIDELINES ON THE HIRING OF REGIONAL LEARNER RIGHTS AND  
PROTECTION FOCAL PERSONS UNDER CONTRACT OF SERVICE**

To: Office of the Assistant Schools Division Superintendent  
Chief-School Governance and Operation Division  
Chief-Curriculum Implementation Division  
All Others Concerned

Attached herewith is Regional Memorandum AD 2023-123 regarding the "Guidelines on Hiring of Regional Learner Rights and Protection Focal Persons under Contract of Service." Additionally, please find enclosed the unnumbered memorandum dated May 8, 2023, issued by the Office of the Undersecretary for Operations, informing all the concerned about the hiring of Contract of Service (COS) personnel for the Regional Office, specifically assigned to handle Learner Rights and Protection matters (LRP-COS).

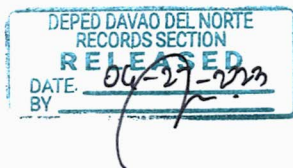
This Office informs all field offices about this vacancy. Qualified applicants based in the unnumbered memorandum may submit application documents at [personnel.region11@deped.gov.ph](mailto:personnel.region11@deped.gov.ph) on or before June 29, 2023.

Widest dissemination of this information is desired.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

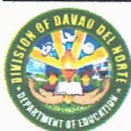
  
**REBECCA C. SAGOT, CESO VI**  
Schools Division Superintendent



Encl: A/a

PER/rbg

Page 1 of 1



RC

20755



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
AD-2023-123

To : Schools Division Superintendents  
Chief Administrative Officer – AD  
Chief Education Supervisor – ESSD

Subject: GUIDELINES ON THE HIRING OF REGIONAL LEARNER RIGHTS AND PROTECTION FOCAL PERSONS UNDER CONTRACT OF SERVICE

Date : June 22, 2023

Herewith is unnumbered memorandum dated May 08, 2023 from the Office of the Undersecretary for Operations, informing all the concerned on the hiring of Contract of Service (COS) personnel for this Office to handle Learner Rights and Protection matters (LRP-COS).

This Office informs all field offices about this vacancy. Qualified applicants based in the unnumbered memorandum may submit application documents at [personnel\\_region11@deped.gov.ph](mailto:personnel_region11@deped.gov.ph) on or before June 29, 2023.

Widest dissemination of this information is desired.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated.  
ROA3/PS/tjj

By the Authority of the Regional Director:

DEPARTMENT OF EDUCATION ROX  
RECORDS SECTION  
**RELEASED**

ROX J. ENRIQUEZ  
Chief Administrative Officer  
Officer-In-Charge

By:   
Date: June 26, 2023  
Time: 20755



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**TO :** Regional Directors  
Assistant Regional Directors

**FROM :** *Revsee A. Escobedo*  
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**ANNALYN M. SEVILLA**  
*Undersecretary for Finance*

**SUBJECT :** Guidelines on the Hiring of Regional Learner Rights and Protection Focal Persons under Contract of Service

**DATE :** May 8, 2023

This has reference to the hiring of Contract of Service (COS) personnel for the Regional Offices to handle Learner Rights and Protection matters (LRP-COS) by the Learner Rights and Protection Office (LRPO).

**I. Background**

When the LRPO started its operations, it held several consultation meetings with the field offices to solicit their comments and concerns about the implementation of the Learner Rights and Protection (LRP) policies of the Department. The representatives of the Regional Offices, particularly from the Education Support Services Division (ESSD), raised their concerns as to the handling of LRP matters due to their heavy workload (i.e., implementation of other existing programs of the Department). The following is the staff complement of the ESSD:

Unit/Position Title	No. of Positions
<b>Office of the Division Chief</b>	
Chief Education Supervisor	1
Administrative Assistant I	1
<b>Health and Nutrition Section</b>	
Medical Officer IV	1
Dentist III	1
Nutritionist-Dietitian II	1
<b>Education Facilities Section</b>	
Engineer III	1
Draftsman II	1
<b>Specials Programs and Projects Section</b>	
Project Development Officer IV	1
Project Development Officer II	1
<b>Total number of ESSD staff:</b>	<b>9</b>

Considering the technical expertise of the ESSD staff, Learner Rights and Protection will most likely fall under the Project Development Officers (PDOs) of the Special



Republic of the Philippines

**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

Programs and Projects Section. However, the PDOs are already assigned to handle the following:

- a. **PDO IV-** Partnership Programs, Youth Formation Programs, Sports Programs, International Cooperation Programs
- b. **PDO II-** Disaster Risk Reduction and Management Programs

Although the regional representatives expressed their support to the LRPO, they suggested to hire employees under COS for the Regional Offices so LRP matters may be acted upon efficiently and effectively.

**II. Financial Aspect**

**a. Funds for the Salary of the LRP-COS**

The proposal to hire COS for the Regional Offices can now be achieved through the increase of the Learner Rights and Protection Program budget under Republic Act No. 11936 or the 2023 General Appropriations Act ("2023 GAA" for brevity). Under the 2023 GAA, this Office is planning to use a part of the operational budget for the hiring of COS in the following manner:

Compensation Items	Budget for 1 COS		No. of Regions	Total Amount for the Hiring of COS
	May - June	July - December		
<u>Base Salary:</u> PhP 27,500.00 per month	PhP 55,000.00		16	PhP 4,620,000.00
<u>Premium:</u> PhP 1,375.00 per month	PhP 2,750.00			
<u>Base Salary:</u> PhP 35,000.00 per month		PhP210,000.00		
<u>Premium:</u> PhP 3,500.00 per month		PhP 21,000.00		

**b. Process of Hiring and Downloading of Funds**

The hiring of the proposed COS shall be done by the Regional Offices following the qualifications stated hereunder. Thus, the payment for the COS shall be downloaded to the Regional Offices.

**III. Hiring of Personnel under LRP-COS**


**a. Place of Assignment**

The LRP-COS shall report in the Regional Office to assist the LRP Regional Focal Person.

**b. Terms of Reference of the LRP-COS**

The proposed COS to be hired for the Regional Offices shall have the following terms of reference:



  
Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

---

The LRP-COS shall be under the supervision of the Regional Director at the Regional Offices, and of the Head of the LRPO at the Central Office.

The tasks of the LRP-COS shall be communicated by the LRPO to the Regional Office, and the latter shall ensure that the LRP-COS completes and performs the tasks given by the LRPO through the submission of an accomplishment report every 15<sup>th</sup> and 30<sup>th</sup> day of the month. Further, the accomplishment reports reviewed and approved by the Regional Directors or their designated Official, shall be submitted to the LRPO every month.

**IV. Roles and Responsibilities**

**a. Roles and Responsibilities of LRPO (Central Office)**

The LRPO shall be responsible for the following:

1. Download the funds to the ROs to cover the salaries for the period of eight (8) months;
2. Conduct orientation for the LRP-COS about the activities, programs, and policies relative to Learner Rights and Protection;
3. Collect the monthly accomplishment report of the LRP-COS; and
4. Participate in the conduct of screening of applicant LRP-COS.

**b. Roles and Responsibilities of the Regional Office**

The Regional Offices shall be responsible for the following:

1. Conduct screening of applicant LRP-COS;
2. Prepare and manage the contract of the LRP-COS, following the prescribed contract of the LRPO. (see **Enclosure 1**);
3. Supervise the LRP-COS in performing the tasks given by the LRPO; and
4. Review and approve the accomplishment report of the LRP-COS.

**V. Justification for Hiring**

For the past years, DepEd has allowed the hiring of COS to address the heavy volume and urgency of work in the Department, as well as the insufficiency of plantilla items in the Regional Offices. Moreover, pursuant to Item 19, Enclosure to DepEd Order No. 03, s. 2021, otherwise known as the "Creation of the Learner Rights and Protection Office and the Child Rights in Education Desk in the Department of Education (now **Learner Rights and Protection Office**)". **LRPO may engage the services of consultants and technical assistants on a contractual basis or under other arrangements in accordance with applicable laws and rules.**

The hiring of employees under COS will not only benefit the LRPO in the efficient performance of its functions, but will also enable the Regional Office to implement LRP programs more effectively as they have closer access to the schools and to our learners.



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

---

The hiring of COS for the Regional Offices is necessary to significantly improve the implementation of LRP programs as the current personnel of the ROs are handling other heavy programs of the Department which are already in place even before the creation of the LRPO. Moreover, the LRP-COS will also serve to assist the regional focal person to closely monitor the following:

- a. Collection of Learner Rights and Protection data;
- b. Implementation of LRP activities; and
- c. Gathering of concerns from the Schools Division Offices.

With the LRP-COS handling matters in the regional level, the LRPO can address crucial LRP reports immediately and devote more time in the implementation of its programs, which are now made even more urgent by the cash-based budgeting and the implementation of Republic Act No. 11032 or the Ease of Doing Business and Efficient Delivery of Government Services Act.

For immediate implementation and dissemination.

Thank you very much.