



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2023-110

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Education Program Supervisor, School Governance and Operations Division  
Education Program Supervisors, Curriculum Implementation Division  
Public Schools District Supervisors  
School Heads Concerned  
All Others Concerned

Subject: **ESTABLISHMENT OF LEARNER RIGHTS AND PROTECTION DESKS IN ALL BILLETING QUARTERS**

Date: April 19, 2023

1. Pursuant to Regional Memorandum ESSD-2023-116 and Regional Memorandum ESSD-2023-125 and in relation to the conduct of the 2023 DAVRAA Meet on April 24-28, 2023 in Tagum City, this Division hereby sets up a **Learner Rights and Protection Desk** on the billeting quarters at **Laureta Elementary School and Laureta National High School** in San Miguel, Tagum City.
2. All athletes are hereby informed to report any forms of abuse to the established desk to ensure that proper interventions and referrals are given. Attached are the forms that will be used and consolidated, which shall then be reported daily at 5:00 p.m. to the Regional Learner Rights and Protection Desk.
3. To facilitate concerns in the said Learner Rights and Protection (LRP) Desk, the LRP Committee is hereby constituted with the following members who shall report at the aforementioned billeting quarters from April 24-28, 2023, to wit:

NAME	DESIGNATION	STATION
JILLIAN APRIL A. CASAL	Chairperson – LRP Focal Person	SGOD-Division Office
ELVIN A. ANAJAO	Vice Chairperson – LRP Alternate Focal Person	SGOD-Division Office
MARIVIC B. ABA-A	Registered Guidance Counselor – Committee Member	New Corella NHS
URBANO Q. JUMAMIL	Teacher Representative – Committee Member	Sta. Fe NHS
ERIKA REIGN F. PIZON <i>(may attend online if cannot attend face-to-face, if there are any LRP concerns)</i>	Student Representative – Committee Member	Asuncion NHS



4. Further, the LRP Focal Persons and Alternates are requested to attend on the Provincial Orientation on Child Protection Mechanisms during the conduct the 2023 DAVRAA Meet on April 22, 2023 (3:00 p.m.) at the DavNor Teen Tambayan Hub, Davao del Norte Sports and Tourism Complex, Mankilam, Tagum City, Davao del Norte.
5. It is reiterated that DepEd has zero tolerance policy on any forms of abuse and violence that will be inflicted to learners as emphasized in DepEd Order No. 40, s. 2012.
6. Travel and other incidental expenses incurred in the activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Compensatory Overtime Credits (COC) and Service Credits shall be given to the personnel who shall serve during weekends and holidays, pursuant to DepEd Order No. 53, s. 2003.
8. The school shall arrange the class schedule of the involved teachers and assign teaching personnel to handle their respective classes in adherence to the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 titled, Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.
9. It is emphasized that everyone shall observe and follow the minimum health protocols in accordance with the Inter-Agency Task Force Against Infectious Disease (IATF) and Department of Health (DOH) rules and guidelines, while the Equal Opportunity Principle (EOP) must always be upheld.
10. For information and guidance of the concerned.

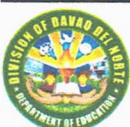
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

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



Enclosure/s: As stated  
sgod/djql



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

Office of the Regional Director

REGIONAL MEMORANDUM  
ESSD-2023-116

To : Schools Division Superintendents  
Stephen Mark T. Castres, Regional LRP Focal Person

Attention: SDO – Learner Rights and Protection Focal Person

Subject: ESTABLISHMENT OF LEARNER RIGHTS  
PROTECTION DESKS IN ALL BILLETING  
QUARTERS IN 2023 DAVRAA MEET

Date : April 5, 2023

Relative to the conduct of the 2023 DAVRAA Meet on April 24-28, 2023, which will be held in the Province of Davao del Norte, with the theme "MATATAG: Bansang Makabata, Batang Makabansa." This is hosted by the Province of Davao del Norte with the Schools Division Office of Davao del Norte and co-hosted by the City of Tagum with the Schools Division Office of Tagum City.

In relation to this, all Division Athletic Associations through their Learner Rights and Protection (LRP) Focal Persons and Alternates (formerly called as Child Protection Focal Persons) are requested to **set up a Learner Rights and Protection Desk on their different billeting quarters** (please see attached Annex A) and **inform their respective athletes to report any forms of abuse to establish desks to ensure proper interventions and referrals are given.**

Further, all SDO LRP Focal Persons and Alternates are requested to attend on the Provincial Orientation on Child Protection Mechanisms during the conduct of 2023 DAVRAA Meet on **April 22, 2023 (3:00 pm)** at the **DavNor Teen Tambayan Hub**, Davao del Norte Sports and Tourism Complex, Capitol Circumferential Road, Barangay Mankilam, Tagum City, Davao del Norte.

Attached are the forms that will be used and consolidation of the child protection cases will be reported daily at 5:00 pm to the Regional Learner Rights and Protection Desk:

1. Reporting Form 1 – Intake Sheet
2. Reporting Form 2 – Incident Report
3. Reporting Form 3 – Consolidation of Child Protection Cases (Daily)

Lastly, this Office reiterated that **DepEd has zero tolerance policy on any forms of abuse and violence that will be inflicted to learners as reiterated in DepEd Order No. 40, s. 2012.**



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

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DAVAO REGION

**Office of the Regional Director**

Travelling and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.

For guidance and compliance.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated

ROB/smtc

DEPARTMENT OF EDUCATION  
REGION  
**RELEASED**

Date:                      Time: April 11 2023

By the Authority of the Regional Director:

**ROY D. ENRUDEZ**  
Chief Administrative Officer  
Officer-In-Charge





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

Office of the Regional Director  
 Annex A.

**List of Billeting Quarters/Schools - 2023 DAVRAA Meet**

	<i>Name of Schools/Quarters</i>	<i>Assigned Division/Delegation</i>	<i># of Rooms</i>	<i>Contact Person</i>	<i>Contact Number</i>
1	TAGUM CITY NHS	Tagum City	151	Dr. Jeffrey C. Villarosa - P4	0998-8682701
2	TAGUM NAT'L TRADE SCHOOL	Davao City	104	Mr. Roger A. Martinez -P4	0917-1356716
3	TAGUM CITY NAT'L COMP. HIGH SCHOOL	RO & Technical Officials	110	Dr. Judith Magsipoc - P4	0917-6207837
4	LA FILIPINA NHS	Davao de Ora	119	Mr. Dionisio Siglos - P4	
5	LA FILIPINA ELEM. SCHOOL	IGACOS	42	Mr. Romeo Dano - P3	0977-8367863
6	LAURETA NHS	Davao del Norte	33	Dr. Nancy Gonzales - P2	0969-0175389
7	LAURETA ELEMENTARY SCHOOL	Davao del Norte	35	Dr. Shiela Grace Barbaso - P2	0927-3118608
8	MAGUGPO PILOT CES	Davao del Sur	101	Mrs. Mergie Hondrada - P4	0905-3345885
9	MANGGA ELEM. SCHOOL	Davao Oriental	71	Mrs. Rameline Combatis - P2	0949-4625826
10	VISAYAN VILLAGE CES	Mati City	50	Dr. Joy Jade E. Relos - P4	0917-1209327
11	DON RICARDO BRIZ ELEM. SCHOOL	Davao Occidental	36	Dr. Marilyn Palo - P4	0912-7212204
12	MAGUGPO PILOT IMELDA ELEM. SCHOOL	Panabo City	72	Ms. Leonila Anonuevo -P4	0905-6892543
13	RIZAL ELEM. SCHOOL	Digos City	35	Dr. Arlene C. Pamitalan - P2	0949-4561016



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**Reporting Form 1 - 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 School Personnel**

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

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

Gr./Yr. and Section: \_\_\_\_\_

Parents/Guardian:

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

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

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



Republic of the Philippines  
**Department of Education**

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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



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

Office of the Regional Director

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







Record



23-12070

23-1790

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

Office of the Regional Director

REGIONAL MEMORANDUM  
ESSD-2023-125

To : Schools Division Superintendents  
Stephen Mark T. Castres, Regional LRP Focal Person

Attention: SDO - Learner Rights and Protection Focal Person

Subject: ADDENDUM TO REGIONAL MEMORANDUM  
NO. ESSD-2023-116

Date : April 13, 2023

Relative to the Regional Memorandum No. ESSD-2023-116 entitled **"Establishment of Learner Rights and Protection Desks in all Billeting Quarters in 2023 DAVRAA Meet"** which will be held on April 24-28, 2023 at the Davao del Norte Sports and Tourism Complex (DNSTC), Barangay Mankilam, Tagum City, with the theme **"MATATAG: Bansang Makabata, Batang Makabansa."** This is hosted by the Province of Davao del Norte with the Schools Division Office of Davao del Norte and co-hosted by the City of Tagum with the Schools Division Office of Tagum City.

In relation to this, all Division Athletic Associations through their Learner Rights and Protection (LRP) Focal Persons and Alternates (formerly called as Child Protection Focal Persons) are requested to **set up a Learner Rights and Protection Desk on their different billeting quarters and inform their respective athletes to report any forms of abuse to establish desks to ensure proper interventions and referrals are given.**

Further, the composition of the Learner Rights and Protection (LRP) Committee of the respective SDOs will comprised of the following:

- Chairperson: SDO - LRP Focal Person
- Vice Chairperson: SDO - LRP Alternate Focal Person
- Designated Child Protection Committee Members:
  1. Registered Guidance Counselor;
  2. Teacher Representative (preferably trained in Child Protection); and
  3. Student Representative (may attend online if cannot attend face-to-face if there are any LRP concerns).

Lastly, this Office reiterated that DepEd has zero tolerance policy on any forms of abuse and violence that will be inflicted to learners as reiterated in DepEd Order No. 40, s. 2012.



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Meals and accommodation shall be shouldered by the Schools Division Offices in their respective billeting quarters, while travelling and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For guidance and compliance.

*[Handwritten Signature]*  
 \* ALLAN G. FARNAZO  
 Director IV

Enclosed: As stated

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DEPARTMENT OF EDUCATION ROXI  
 RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
 Date: *[Signature]* Time: *Apr. 14, 2023*  
*18048*



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