



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

01 October 2026

DIVISION MEMORANDUM
SGOD-2026- 179

**DESIGNATION OF LEARNER FORMATION OFFICERS (LFOs) IN SCHOOLS AND
LEARNER RIGHTS AND PROTECTION (LRP) FOCAL PERSON IN THE SCHOOLS
DIVISION OFFICE AND SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Public and Private Elementary and Secondary School Heads
This Division

1. In compliance with **Regional Memorandum No. 142, s. 2026**, this Office reiterates the Department's commitment to upholding the best interest of the child and guaranteeing that all actions, decisions, and interventions protect learners' rights, safety, development, and well-being.
2. Pursuant to **DepEd Memorandum No. 055, s. 2026** (Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools pursuant to the Revised IRR of RA No. 10627 / Anti-Bullying Act of 2013 and DepEd Order No. 006, s. 2026), **all public and private elementary and secondary schools, as well as community learning centers (CLCs), are directed to designate a qualified Learner Formation Officer (LFO).**
3. The LFO shall manage functions relating to learner discipline, bullying prevention, and other welfare concerns supporting learner rights and protection at the school level.
4. Furthermore, to strengthen the operationalization of **DepEd Order No. 40, s. 2012** (DepEd Child Protection Policy) and its supplemental guidelines, this Division officially designates **Brendon A. Moises**, PDO I, as the **Division Learner Rights and Protection Focal Person**, acting as the lead coordinator and technical resource person for division-wide LRP programs and monitoring.
5. School Heads are directed to utilize the appropriate reference templates provided in the regional issuance for the formal issuance of Designation Orders:
 - **Annex A:** Designation Order as LFO for Teachers



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
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- **Annex B:** Designation Order as LFO for Head Teachers (HT) or Assistant School Heads for Discipline (ASHD)
 - **Annex C:** Designation Order as LFO for Alternative Learning System (ALS) Teachers in Schools/CLCs
 - **Annex D:** Designation Order for Division Focal Person of CLC-ALS
 - **Annex E:** Designation Order as Division LRP Focal Person
6. School To monitor compliance and maintain an updated registry, all designated school LFOs and LRP focal persons must fill out the online directory via tinyurl.com **on or before October 6, 2026**
7. For queries, technical assistance, or clarifications, you may contact the Division LRP Focal Person, Brendon A. Moises, via Viber at **09567241233** or through email at **brendon.moises@depd.gov.ph** [Regional Memorandum No. 142, s. 2026]
8. Immediate and wide dissemination of this Memorandum is desired.

Digitally signed by Susarno
Carlos Gulac
Date: 2026.10.01 12:35:21
+08'00'

CARLOS G. SUSARNO PHD., CESO VI
Assistant Schools Division Superintendent
Office – in – Charge
Office of the Schools Division Superintendent

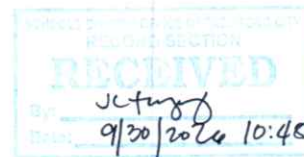
BAM/SGOD/DM/ DESIGNATION OF LEARNER FORMATION OFFICERS (LFOs) IN SCHOOLS AND LEARNER RIGHTS AND PROTECTION (LRP) FOCAL PERSON IN THE SCHOOLS DIVISION OFFICE AND SCHOOLS/October 01, 2025



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
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Website: depdtacurong.org



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION



22 Sept 2026

REGIONAL MEMORANDUM

No. 142 s. 2026

**DESIGNATION OF LEARNER FORMATION OFFICERS IN SCHOOLS AND
LEARNER RIGHTS AND PROTECTION FOCAL PERSON IN
SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents

1. This memorandum is in line with the Department's commitment in ensuring that all schools shall uphold the best interest of the child and guarantee that actions, decisions, and interventions pertaining to learners related to the operationalization of the aforementioned issuances give due regard to learners' rights, protection, development, and well-being.
2. In this regard, **all** public and private schools in basic education and community learning centers shall designate a **Learner Formation Officer**, which functions relate to learner discipline and other concerns that support learner rights and protection.
3. Relatively, the Department recognizes concerns raised by learners, teachers, school heads, counselors, and other stakeholders regarding provisions of existing issuances that require immediate clarification. **Enclosure 1** provides the DepEd Memorandum No. 055 s. 2026 titled *Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools pursuant to the Revised IRR of Republic Act No. 10627 (Anti-Bullying Act of 2013) and DepEd Order No. 006, s. 2026*.
4. Moreover, to ensure the effective operationalization of Department Order No. 40, s. 2012 or the DepEd Child Protection Policy and its Supplemental Guidelines through DepEd Memorandum DM-OUOPS—2024-05-07998, all SDOs shall designate a **Learner Rights and Protection Focal Person** as lead coordinator and technical resource person in promoting, implementing, monitoring, and strengthening learner rights and protection programs, policies, and initiatives.
5. Attached are the templates for reference:
 - a) Annex A: Designation Order as LFO for Teachers
 - b) Annex B: Designation Order as LFO for HT or ASHD
 - c) Annex C: Designation Order as LFO for ALS Teachers in SBLC
 - d) Annex D: Designation Order as LFO for Division Focal Person of CLC-ALS
 - e) Annex E: Designation Order as Division LRP Focal Person
6. Further, to monitor the designation of LFOs and Division LRP Focal Persons, all designated personnel shall accomplish the directory through this link: <https://tinyurl.com/DOLFOLRP> on or before **October 8, 2026**.



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7. For more information, any queries or clarifications, contact Margareth Mikaela Lasam-Sobejano - Regional LRP Focal, at Viber - 09176267729 or through email at margareth.lasam@deped.gov.ph.

8. Strict compliance of this Memorandum is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Encls.: Enclosure 1: DepEd Memorandum No. 055 s, 2026

Annex A: Designation Order as LFO for Teachers

Annex B: Designation Order as LFO for IT or ASHD

Annex C: Designation Order as LFO for ALS Teachers in SBLC

Annex D: Designation Order as LFO for Division Focal Person of CLC-ALS

Annex E: Designation Order as Division LRP Focal Person

References: DM No. 055 s, 2026

Allotment: None

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

LEARNER RIGHTS AND PROTECTION

MMLS/ESSD/RM- DESIGNATION OF LEARNER FORMATION OFFICERS IN SCHOOLS AND LEARNER RIGHTS AND PROTECTION
FOCAL PERSON IN SCHOOLS DIVISION OFFICES
249/SEPTEMBER 22, 2026

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Republic of the Philippines
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Enclosure to RM No. 142 s. 2026

Enclosure 1: DM No. 055, s. 2026



Republic of the Philippines
Department of Education

SEP 17 2026

DepEd MEMORANDUM
No. **055** s. 2026

**CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER
FORMATION OFFICERS IN SCHOOLS PURSUANT TO THE REVISED
IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627,
OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013,
AND DEPED ORDER NO. 006, s. 2026**

(Guidelines on Ensuring a Safe and Motivating Learning Environment)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
Attached Agencies
All Others Concerned

1. The Department of Education (DepEd) reiterates the importance of the immediate and effective operationalization of Republic Act (RA) No. 10627, otherwise known as the **Anti-Bullying Act of 2013**, its Revised Implementing Rules and Regulations (IRR), as disseminated through DepEd Memorandum No. 080, s. 2025, titled Dissemination of the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026, titled Guidelines on Ensuring a Safe and Motivating Learning Environment.

2. Aligned with this, DepEd shall uphold the **best interest of the child** and ensure that all actions, decisions, and interventions pertaining to learners related to the operationalization of the aforementioned issuances give due regard to the learners' rights, their protection, development, and well-being.

3. Accordingly, in compliance with Section 25 of the Revised IRR of RA 10627, DepEd shall issue additional guidelines to fully implement the mandates of the Law.

4. The Department also recognizes the issues raised by learners, teachers, school heads, school counselors, and other persons concerned on certain provisions operationalizing the aforementioned issuances that require immediate clarification.

5. Hence, this Memorandum provides the enclosed clarifications on the designation of Learner Formation Officer in all basic education schools and community learning centers.

DepEd Complex, Marikina Avenue, Pasig City 1600 | <https://www.facebook.com/DepEdSOCCSKSARGEN> | <https://twitter.com/DepEdSOCCSKSARGEN> | <https://www.youtube.com/DepEdSOCCSKSARGEN> | www.deped.gov.ph



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(Enclosure to DepEd Memorandum No. 055, s. 2020)

**CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER FORMATION OFFICERS IN SCHOOLS PURSUANT TO THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT (RA) NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013, AND
DEPED ORDER NO. 006, s. 2026**

(Guidelines on Ensuring a Safe and Motivating Learning Environment)

I. DUTIES OF THE LEARNER FORMATION OFFICER (LFO)

- a. Pursuant to Section 11 (b) of the Revised IRR of Republic Act (RA) No. 10627, the school head shall designate a Learner Formation Officer (LFO) to handle bullying incidents, taking into consideration the school population and historical data on the prevalence of bullying. Further, pursuant to Section 11 (c) of the Revised IRR of RA 10627, the LFO shall be responsible for maintaining a safe and respectful learning environment through the enforcement of school policies and the management of learner behavior.

The LFO shall perform the following duties:

- i. Provide learners and their parents and/or parent substitutes with a copy of the school's anti-bullying policy.
- ii. Enable learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report. Provided, however, that no disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report.
- iii. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, bully, upstander, and bystander are protected and upheld during the investigation while maintaining confidentiality throughout the process.
- iv. Ensure the availability of consolidated statistical information on bullying and retaliation, subject to applicable confidentiality requirements and data privacy policies. Whereas personal information, sensitive personal information, and other confidential learner information shall be disclosed only to authorized personnel with a legitimate need to know and a lawful basis for access, and
- v. Render desk duty for at least two hours a day for sessions or consultations with learners, school personnel, and parents or parent substitutes for purposes of reporting and inquiries.

The LFO shall perform any of the aforementioned duties during their daily two-hour desk duty.



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- b. The LFO shall also be responsible for the handling, recording, and resolution of complaints against learners in relation to non-bullying related offenses and their corresponding penalties under Annex 1 of Department Order (DO) No. 006, s. 2026.
- c. Pursuant to Rule VII, Section 21, Item 3 of the Revised IRR of RA No. 10627, the LFO shall only be responsible for the processing of bullying and non-bullying complaints to facilitate resolution. Whereas learners, parents, or parent substitute shall be informed of the complaint in writing, and the alleged bully shall be given the opportunity to respond to the complaint in writing, with the assistance of their parents or the parent substitute.
- d. The LFO shall provide findings and recommendations to the school head, who shall be responsible for determining the appropriate sanctions and rendering a decision thereon based on the findings of the LFO.

II. DESIGNATION OF LEARNER FORMATION OFFICER

- a. For the interim, the School Head shall designate any of the following personnel as LFOs:
 - i. Assistant School Head Designates (ASHDs),
 - ii. Head Teachers (HTs) who are not designated as Department Heads or as Teacher in Charge (TIC), and
 - iii. Teachers.
- b. In designating LFOs, priority shall be given to **ASHDs and HTs**. A teacher may be designated as an LFO only when no ASHDS or HTs are available for the purpose.
- c. The designation of teachers as LFOs shall be considered a **teaching-related assignment** subsumed under the **Advocacy** component of Guidance and Advocacy, **which covers functions relating to learner discipline and other concerns that support learner rights and protection**. These functions are distinct from, but complementary to, guidance and mental health services and shall be undertaken subject to the following:
 - i. Priority shall be given to teachers who have less than six hours of teaching load and/or who are not assigned as class advisers or to any other teaching-related assignments, and
 - ii. Work performed by teachers by virtue of their designation as LFOs beyond the prescribed regular working hours shall be compensated through overtime pay in accordance with DO 026, s. 2025, or the "Guidelines on the Payment of Overtime Services of Teachers."
- d. The School Head may designate more than one LFO to ensure adequate coverage across key stages or grade levels.
- e. The designation of teachers as LFOs shall be effected through a Designation Order with the concurrence of the concerned teacher/s, duly signed by the Schools Division Superintendent (SDS).



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- f. Priority shall be given to personnel who have experience in handling an advisory class and have attended relevant capacity building activity or in-service training on learner rights and protection.
- g. School personnel designated as LFOs who have no prior experience as class advisers or who have not undergone relevant capacity building activities, orientations, or in-service training on learner rights, protection, and discipline shall be provided with the appropriate capacity building interventions by the Learner Rights and Protection Division at the earliest opportunity to ensure their readiness and effective performance of LFO functions.
- h. The School Counselor, School Counselor Associate, guidance advocate, or any other non-teaching personnel shall not be designated as LFO.
- i. To support the immediate and effective implementation of the Revised IRR of RA 10627, all schools shall ensure that an LFO is designated by October 9, 2026.

III. LEARNER FORMATION OFFICERS IN THE ALTERNATIVE LEARNING SYSTEM (ALS)

- a. A School Based Learning Center (SBLC) shall be assigned the same LFO as the mainstream/regular school system when the designated LFO is an ASHD. If the LFO of the mainstream/regular school system is a designated HT or teacher, the SBLC shall choose its LFO from among the ALS teachers assigned to the SBLC. The school head of the school to which the SBLC is attached shall exercise jurisdiction over bullying and non-bullying cases involving ALS learners.
- b. For Community Learning Center (CLC) or in other sites where ALS is implemented, the Chief of the Curriculum Implementation Division of the Schools Division Office shall designate a Division Focal Person as the LFO.



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Annex A

OFFICE MEMORANDUM

TO : **[Name of Designated LFO]**
[Position]
[School]

SUBJECT : **DESIGNATION ORDER AS LEARNER FORMATION OFFICER**

DATE :

In the exigency of service and pursuant to DepEd Memorandum 55, series of 2026 entitled Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026 (Guidelines on Ensuring a Safe and Motivating Learning Environment), you are hereby designated as Learner Formation Officer, effective immediately.

In this capacity, you shall perform the duties and responsibilities pertinent to the designated assignment, specifically as follows:

- a. Provide learners and their parents and/or parent-substitutes with a copy of the school's anti-bullying policy;
- b. Enable learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report; Provided, however, that no disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report;
- c. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, bully, upstander, and bystander are protected and upheld during the investigation while maintaining confidentiality throughout the process;
- d. Ensure the availability of consolidated statistical information on bullying and retaliation, subject to applicable confidentiality requirements, and data privacy policies. Whereas personal information, sensitive personal information, and other confidential learner information shall be disclosed only to authorized personnel with a legitimate need-to-know and lawful basis for access;
- e. Render desk duty during your daily two-hour desk duty for sessions or consultations with learners, school personnel, and parents or parents-substitutes, for purposes of reporting and inquiries.
- f. Be responsible for the handling, recording, and resolution of complaints against learner in relation to non-bullying-related offenses and their





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- corresponding penalties under Annex I of Department Order No. 006, s. 2026;
- g. Pursuant to Rule VII, Section 21, Item 3 of the Revised IRR of RA No. 10627, the LFO shall only be responsible for the processing of bullying and non-bullying complaints to facilitate resolution. Whereas learners, parents, or parent-substitute shall be informed of the complaint in writing, and the alleged bully shall be given the opportunity to respond to the complaint in writing, with the assistance of their parents or parent-substitute; and
 - h. Provide findings and recommendations to the school head, who shall be responsible for determining the appropriate sanctions and rendering a decision thereon based on the findings of the LFO.

Upon proper authorization, you are required to render services beyond regular working hours, and shall be entitled to Compensatory Time Off (CTO) or overtime pay, subject to the provisions of applicable Civil Service Commission and Department of Budget and Management rules and regulations, and other pertinent laws and issuances.

This Designation Order is temporary in nature and shall not, in any manner, be interpreted as a permanent appointment or promotion. Its effectivity shall be for the period specified herein and shall be renewed annually, subject to management discretion, performance requirements, availability of authority, and compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), 2025, and pertinent Civil Service Commission policies.

RECOMMENDED BY : **[Name of School Head]**
[Position]
[Name of School]

APPROVED BY : **[Name of Schools Division Superintendent]**
[Position]
[SDO]





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Department of Education
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Annex B

OFFICE MEMORANDUM

TO : [Name of Designated LFO]
[Position]
[School]

FROM : [Name of School Head]
[Position]
[School]

SUBJECT : **DESIGNATION ORDER AS LEARNER FORMATION OFFICER**

DATE :

In the exigency of service and pursuant to DepEd Memorandum 55, series of 2026 entitled Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026 (Guidelines on Ensuring a Safe and Motivating Learning Environment), you are hereby designated as Learner Formation Officer, effective immediately.

In this capacity, you shall perform the duties and responsibilities pertinent to the designated assignment, specifically as follows:

- a. Provide learners and their parents and/or parent-substitutes with a copy of the school's anti-bullying policy;
- b. Enable learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report; Provided, however, that no disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report;
- c. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, bully, upstander, and bystander are protected and upheld during the investigation while maintaining confidentiality throughout the process;
- d. Ensure the availability of consolidated statistical information on bullying and retaliation, subject to applicable confidentiality requirements, and data privacy policies. Whereas personal information, sensitive personal information, and other confidential learner information shall be disclosed only to authorized personnel with a legitimate need-to-know and lawful basis for access;





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- e. Render desk duty during your daily two-hour desk duty for sessions or consultations with learners, school personnel, and parents or parents-substitutes, for purposes of reporting and inquiries.
- f. Be responsible for the handling, recording, and resolution of complaints against learner in relation to non-bullying-related offenses and their corresponding penalties under Annex I of Department Order No. 006, s. 2026;
- g. Pursuant to Rule VII, Section 21, Item 3 of the Revised IRR of RA No. 10627, the LFO shall only be responsible for the processing of bullying and non-bullying complaints to facilitate resolution. Whereas learners, parents, or parent-substitute shall be informed of the complaint in writing, and the alleged bully shall be given the opportunity to respond to the complaint in writing, with the assistance of their parents or parent-substitute; and
- h. Provide findings and recommendations to the school head, who shall be responsible for determining the appropriate sanctions and rendering a decision thereon based on the findings of the LFO.

Upon proper authorization, you are required to render services beyond regular working hours, and shall be entitled to Compensatory Time Off (CTO) or overtime pay, subject to the provisions of applicable Civil Service Commission and Department of Budget and Management rules and regulations, and other pertinent laws and issuances.

This Designation Order is temporary in nature and shall not, in any manner, be interpreted as a permanent appointment or promotion. Its effectivity shall be for the period specified herein and shall be renewed annually, subject to management discretion, performance requirements, availability of authority, and compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), 2025, and pertinent Civil Service Commission policies.





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Division _____

Annex C

OFFICE MEMORANDUM

TO : [Name of Designated LFO]
[Position]
[School]

SUBJECT : DESIGNATION ORDER AS LEARNER FORMATION OFFICER

DATE :

In the exigency of service and pursuant to DepEd Memorandum 55, series of 2026 entitled Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026 (Guidelines on Ensuring a Safe and Motivating Learning Environment), you are hereby designated as Learner Formation Officer, effective immediately.

In this capacity, you shall perform the duties and responsibilities pertinent to the designated assignment, specifically as follows:

- a. Provide learners and their parents and/or parent-substitutes with a copy of the school's anti-bullying policy;
- b. Enable learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report; Provided, however, that no disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report;
- c. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, bully, upstander, and bystander are protected and upheld during the investigation while maintaining confidentiality throughout the process;
- d. Ensure the availability of consolidated statistical information on bullying and retaliation, subject to applicable confidentiality requirements, and data privacy policies. Whereas personal information, sensitive personal information, and other confidential learner information shall be disclosed only to authorized personnel with a legitimate need-to-know and lawful basis for access;
- e. Render desk duty during your daily two-hour desk duty for sessions or consultations with learners, school personnel, and parents or parents-substitutes, for purposes of reporting and inquiries.
- f. Be responsible for the handling, recording, and resolution of complaints against learner in relation to non-bullying-related offenses and their





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corresponding penalties under Annex I of Department Order No. 006, s. 2026;

- g. Pursuant to Rule VII, Section 21, Item 3 of the Revised IRR of RA No. 10627, the LFO shall only be responsible for the processing of bullying and non-bullying complaints to facilitate resolution. Whereas learners, parents, or parent-substitute shall be informed of the complaint in writing, and the alleged bully shall be given the opportunity to respond to the complaint in writing, with the assistance of their parents or parent-substitute; and
- h. Provide findings and recommendations to the school head, who shall be responsible for determining the appropriate sanctions and rendering a decision thereon based on the findings of the LFO.

Upon proper authorization, you are required to render services beyond regular working hours, and shall be entitled to Compensatory Time Off (CTO) or overtime pay, subject to the provisions of applicable Civil Service Commission and Department of Budget and Management rules and regulations, and other pertinent laws and issuances.

This Designation Order is temporary in nature and shall not, in any manner, be interpreted as a permanent appointment or promotion. Its effectivity shall be for the period specified herein and shall be renewed annually, subject to management discretion, performance requirements, availability of authority, and compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), 2025, and pertinent Civil Service Commission policies.

RECOMMENDED BY : **[Name of School Head]**
[Position]
[Name of School]

APPROVED BY : **[Name of Schools Division Superintendent]**
[Position]
[SDO]





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Division _____

Annex D

OFFICE MEMORANDUM

TO : [Name of Designated LFO]
[Position]
[Community Learning Center]

SUBJECT : DESIGNATION ORDER AS LEARNER FORMATION OFFICER

DATE :

In the exigency of service and pursuant to DepEd Memorandum 55, series of 2026 entitled Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026 (Guidelines on Ensuring a Safe and Motivating Learning Environment), you are hereby designated as Learner Formation Officer, effective immediately.

In this capacity, you shall perform the duties and responsibilities pertinent to the designated assignment, specifically as follows:

- Provide learners and their parents and/or parent-substitutes with a copy of the school's anti-bullying policy;
- Enable learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report; Provided, however, that no disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report;
- Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, bully, upstander, and bystander are protected and upheld during the investigation while maintaining confidentiality throughout the process;
- Ensure the availability of consolidated statistical information on bullying and retaliation, subject to applicable confidentiality requirements, and data privacy policies. Whereas personal information, sensitive personal information, and other confidential learner information shall be disclosed only to authorized personnel with a legitimate need-to-know and lawful basis for access;
- Render desk duty during your daily two-hour desk duty for sessions or consultations with learners, school personnel, and parents or parents-substitutes, for purposes of reporting and inquiries.





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- f. Be responsible for the handling, recording, and resolution of complaints against learner in relation to non-bullying-related offenses and their corresponding penalties under Annex I of Department Order No. 006, s. 2026;
- g. Pursuant to Rule VII, Section 21, Item 3 of the Revised IRR of RA No. 10627, the LFO shall only be responsible for the processing of bullying and non-bullying complaints to facilitate resolution. Whereas learners, parents, or parent-substitute shall be informed of the complaint in writing, and the alleged bully shall be given the opportunity to respond to the complaint in writing, with the assistance of their parents or parent-substitute; and
- h. Provide findings and recommendations to the school head, who shall be responsible for determining the appropriate sanctions and rendering a decision thereon based on the findings of the LFO.

Upon proper authorization, you are required to render services beyond regular working hours, and shall be entitled to Compensatory Time Off (CTO) or overtime pay, subject to the provisions of applicable Civil Service Commission and Department of Budget and Management rules and regulations, and other pertinent laws and issuances.

This Designation Order is temporary in nature and shall not, in any manner, be interpreted as a permanent appointment or promotion. Its effectivity shall be for the period specified herein and shall be renewed annually, subject to management discretion, performance requirements, availability of authority, and compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), 2025, and pertinent Civil Service Commission policies.

RECOMMENDED BY : **[Name of Chief of Curriculum Implementation Division]**
[Position]
[SDO]

APPROVED BY : **[Name of Schools Division Superintendent]**
[Position]
[SDO]





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Annex E

OFFICE MEMORANDUM

TO : [Name of Designated LRPO]
[Position]
[Functional Division]

FROM : [Name of Schools Division Superintendent]
[Position]
[SDO]

SUBJECT : **DESIGNATION ORDER AS DIVISION LEARNER RIGHTS PROTECTION (LRP) FOCAL PERSON**

DATE :

In the exigency of service and pursuant to DepEd Memorandum 55, series of 2026 entitled Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools Pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026 (Guidelines on Ensuring a Safe and Motivating Learning Environment), you are hereby designated as Division Learner Rights Protection (LRP) Focal Person, effective immediately.

In this capacity, you shall perform the duties and responsibilities pertinent to the designated assignment, specifically as follows:

- serve as the lead coordinator and technical resource person of the Schools Division Office (SDO) in promoting, implementing, monitoring, and strengthening learner rights and protection programs, policies, and initiatives;
- oversee, coordinate, and monitor the implementation of the DepEd Child Protection Policy, Anti-Bullying Policy, Safe and Motivating Learning Environment (ESMLE), and other learner rights and protection initiatives in all public and private schools within the division;
- conduct advocacy, information dissemination, orientation, training, and capacity-building activities for school personnel, Child Protection Committees (CPCs), learners, parents, and stakeholders on child protection, learner rights, positive discipline, online safety, and related concerns;
- provide technical assistance to schools in the prevention, identification, recording, reporting, referral, and management of learner rights and protection concerns, including abuse, violence, exploitation, discrimination, bullying, cyberbullying, Children-at-Risk (CAR), Children in Conflict with the





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- Law (CICL), Online Sexual Abuse and Exploitation of Children (OSAEC), and other related cases;
- e. ensure that School Child Protection Committees (CPCs) comply with the prescribed reporting timelines, including the submission of incident-related documents to the Schools Division Office (SDO) within forty-eight (48) hours from receipt of a complaint or occurrence of an incident;
 - f. review and endorse to the Regional Office all required documentation, including incident reports, intervention plans, enhanced intake sheets, case referrals, and other supporting documents, within the same 48-hour period upon receipt from the school, and ensure strict adherence to confidentiality and the provisions of the Data Privacy Act of 2012;
 - g. facilitate case coordination, referral, and intervention services through appropriate government agencies, local government units, health facilities, child protection service providers, and other partner organizations, as needed;
 - h. provide guidance and support to schools in implementing conflict resolution, peer mediation, restorative approaches, psychosocial support, and other learner protection interventions;
 - i. establish and maintain partnerships and an updated directory of child protection resources, referral services, and community support mechanisms to strengthen learner protection programs and services;
 - j. timely consolidate, validate, analyze, and submit required reports, records, and monitoring documents on learner rights and protection concerns by accurate utilization of the prescribed reporting templates, including the Division Consolidated Report on Incidents of Bullying, Consolidated Report on Incidents of Child Abuse, and Consolidated Report on Other Child Protection Concerns pursuant to Enclosure No. 3A of DepEd Memorandum No. 59, s. 2015 or Change in and Additional Information to DepEd Memorandum No. 68, s. 2014 (which originally pertained to the Submission of School-Based Child Protection and Anti-Bullying Policies and Reports on Compliance); the Division Consolidated Report on Incidents of Children-at-Risk (CAR) (Appendix D) and the Division Consolidated Report on Incidents of Children in Conflict with the Law (CICL) (Appendix F) of DepEd Order No. 18, s. 2015;
 - k. monitor and evaluate schools' compliance with learner rights and protection policies, programs, standards, and reporting requirements, and recommend appropriate interventions and improvements utilizing the Child Protection Committee Functionality Assessment Tool (Annex 1) of DepEd Memorandum No. OM-OUGOPS-2026-11-3491 titled Dissemination And Implementation Of The Enhanced Child Protection Committee (Cpc) Functionality Tool;
 - l. develop and recommend policies, strategies, programs, and measures to address risk factors and strengthen learner rights and protection mechanisms within the division;





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- m. serve as Secretariat to the Division Child Protection Committee (DCPC) and assist in convening meetings, documenting proceedings, coordinating case discussions, and supporting the planning, implementation, and monitoring of learner protection programs and interventions;
- n. provide technical and administrative support to the Schools Division Superintendent and the DCPC in the implementation of learner rights and protection initiatives, including case referrals and coordination with concerned offices and agencies; and
- o. perform such other learner rights and protection-related functions as may be assigned by the Schools Division Superintendent, Regional Director, or the Secretary of Education.

Upon proper authorization, you are required to render services beyond regular working hours, and shall be entitled to Compensatory Time Off (CTO) or overtime pay, subject to the provisions of applicable Civil Service Commission and Department of Budget and Management rules and regulations, and other pertinent laws and issuances.

This Designation Order is temporary in nature and shall not, in any manner, be interpreted as a permanent appointment or promotion. Its effectivity shall be for the period specified herein and shall be renewed annually, subject to management discretion, performance requirements, availability of authority, and compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), 2025, and pertinent Civil Service Commission policies.

