

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



4 July 2023

**Regional Memorandum**  
*No.377 s.2023*

**PARTICIPATION IN THE TRAINING –WORKSHOP ON  
PROPER HANDLING OF THE LEARNER RIGHTS  
AND PROTECTION DATA**

To **Schools Division Superintendents**  
**All Others Concerned**

1. In reference to DepEd Memorandum No. 07-5182 s. 2023<sup>1</sup>, this Office through the Education Support Services Division call for the participation in the activity on August 16-18, 2023. The venue to this activity will be announced on a separate issuance.
2. The activity aims to introduce data privacy and the general facets of information security; address concerns related to confidentiality, security, and preservation or retention of research data; duties and responsibilities of the Central Office , Regional Office, Division Offices and Schools in consolidating learner rights and protection reports and cases as well as handling its confidential information; introduce the streamlined case management protocols for efficient handling of learner rights and protection concerns; and provide ways to properly handle sensitive data and confidential information of the learners involved during the handling of learner rights and protection concerns.
3. The participants in this activity are the two (2) LRP focal persons from the Regional Office and one (1) identified LRP focal person in the Schools Division Office.
4. Please see the attached Memorandum for other details of the activity.

<sup>1</sup> Participation in the training-workshop on proper handling of the learner rights and protection data



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Certificate No. PHM QMS  
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5. Travel and other incidental expenses relative to this activity shall be charged against Local Funds and subject to the usual accounting and auditing rules and regulations.
6. For more details, please contact Chief Michael Girard R. Alba at 09178882731 or email at [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph).

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**

 Regional Director 

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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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**MEMORANDUM**

OUOPS 2023 -07- 5182

**TO :** All Regional Directors  
All Schools Division Superintendents  
All others concerned

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

**SUBJECT :** CONDUCT OF TRAINING-WORKSHOP ON PROPER  
HANDLING OF THE LEARNER RIGHTS AND  
PROTECTION DATA

**DATE :** May 30, 2023

The Learner Rights and Protection Office (LRPO) is mandated to serve as the lead office of Department of Education in implementing activities, including intervention mechanisms, related to learner rights and protection at different governance levels of the DepEd, pursuant to DepEd Order No. 003, series of 2021. This mandate is reflected in LRPO's *Comprehensive Strategic Plan on Child Protection in Schools and Other Learning Environments for 2022-2024*. Under Outcome Statement 3, in which LRPO will provide supportive and functional Learner Rights and Protection (LRP) structures, standard policies, and strong program implementation, monitoring and evaluation with all levels of governance.

Further, the LRPO will conduct the **Training-Workshop on Proper Handling of the Learner Rights and Protection Data**, which aims to:

- a. Introduce data privacy and the general facets of information security;
- b. Address concerns related to confidentiality, security, and preservation or retention of research data;
- c. Duties and responsibilities of the Central Office, Regional Offices, Division Offices and Schools in consolidating learner rights and protection reports and cases as well as handling its confidential information;
- d. Introduce the streamlined case management protocols for efficient handling of learner rights and protection concerns; and
- e. Provide ways to properly handle sensitive data and confidential information of the learners involved during the handling of learner rights and protection concerns.



The Training-Workshop on Proper Handling of the Learner Rights and Protection Data will have four batches with their corresponding dates and venues, to wit:

	Batch 1	Batch 2	Batch 3	Batch 4
Dates	June 28-30, 2023	August 16-18, 2023	October 23-25, 2023	December 4-6, 2023
Venue	Davao City	to be announced	to be announced	to be announced
Number of Participants (RO focal persons)	5	8	8	6
Number of Participants (SDO focal persons)	53	59	51	54

All alternate and permanent regional and schools division focal are requested to attend and participate in the aforementioned training-workshop. Travel expenses of all participants shall be charged to local funds. *(Please see Enclosure A for the breakdown of participants by batches).*

In the selection of Schools Division Office focal participants, the Regional Office shall be guided by the following conditions:

1. There should be only **one** participant from Schools Division Office; and
2. Participants should be the **official** learner rights and protection focal persons and/or their alternates.

Further, all participants are required to pre-register through this link: <https://tinyurl.com/ProperHandlingofLRPData> not later than June 16, 2023. Enclosed is the indicative program for your reference (see Enclosure 2).

Relatedly, this Office requests the issuance of Compensatory Overtime Credits to the invited participants if the abovementioned event falls under a holiday or non working day in compliance with DepEd Order No. 30, s. 2012 or the Policies and Guidelines on Overtime Services and Payment in the Department of Education, *viz*:

Section D.2 (2.2): OT Services shall include:

2.2: Those rendered during Saturday, Sundays, and holidays or non-working days to start at 8:00 AM up to 5:00 PM.

For any related concerns and clarifications, you may coordinate with the following LRPO staff:

1. Ms. Ann May Aguinaldo at viber number (+63 906-889-7732) or email at [ann.aguinaldo@deped.gov.ph](mailto:ann.aguinaldo@deped.gov.ph); or
2. Mr. Harvey Dollente at viber number (+63 965-579-5363) or email at [harvey.dollente@deped.gov.ph](mailto:harvey.dollente@deped.gov.ph).

Immediate dissemination of and response to this Memorandum are desired.

For your immediate compliance





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**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

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**ENCLOSURE A**  
**List of Participants**

Date: June 28-30, 2023  
Time: 8:00 am - 5:00 pm  
Venue: DepEd NEAP Region XI

- 5 LRPO focal persons from the Regional Offices
- 53 LRPO focal persons from the Schools Division Offices

BATCH 1		
Region	Number of RO Participants	Number of SDO Participants
Region IX	1	8
Region X	1	14
Region XI	1	11
Region XII	1	8
Region XIII	1	12

Date: August 16-18, 2023  
Time: 8:00 am - 5:00 pm  
Venue: to be announced

- 8 LRPO focal persons from the Regional Offices
- 67 LRPO focal persons from the Schools Division Offices

BATCH 2		
Region	Number of RO Participants	Number of SDO Participants
NCR	2	16
Region IV-A	2	23
MIMAROPA	2	7
Region V	2	13

**ENCLOSURE A**  
**List of Participants**  
(continuation)

Date: October 23-25, 2023  
Time: 8:00 am - 5:00 pm  
Venue: to be announced

- **8** LRPO focal persons from the Regional Offices
- **59** LRPO focal persons from the Schools Division Offices

BATCH 3		
Region	Number of RO Participants	Number of SDO Participants
Region I	2	14
Region II	2	9
Region III	2	20
CAR	2	8

Date: December 4-6, 2023  
Time: 8:00 am - 5:00 pm  
Venue: to be announced

- **8** LRPO focal persons from the Regional Offices
- **67** LRPO focal persons from the Schools Division Offices

BATCH 4		
Region	Number of RO Participants	Number of SDO Participants
Region VI	2	21
Region VII	2	20
Region VIII	2	13





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**ENCLOSURE B**  
**Indicative Program**

<b>DAY 0 (Wednesday)</b>	
8:00 AM - 12:00 NN	Arrival and Check-in of Participants
12:00 NN - 1:00 PM	Healthy Lunch
1:00 PM - 2:00 PM	Registration of Participants (Main Hall)
2:00 PM - 2:15 PM	Preliminaries: Nationalistic Anthem Prayer Pangatang Makabata
2:15 PM - 2:30 PM	Welcome Remarks Inspirational Message
2:30 PM - 3:30 PM	Introduction of Participants
3:30 PM - 4:30 PM	Workshop Objectives and Levelling of Expectations
4:30 PM - 5:00 PM	House Rules
6:00 PM	DINNER
<b>DAY 1 (Thursday)</b>	
8:30 AM - 9:00 AM	Management of Learning
9:00 AM - 10:00 AM	Introduction to Data Privacy and its overall facets <i>National Privacy Commission</i>
10:00 AM - 10:15 AM	Mental Break
10:15 AM - 11:00 PM	Safety Measures on Data Breach and Information Leakage <i>Department of Information and Communications Technology</i>
11:00 PM - 12:00 NN	Child Protection Network
12:00 NN - 1:00 PM	Healthy Lunch
1:00 PM - 3:00 PM	Monthly, Quarterly, Bi-Annual and Annual Consolidation of Reports <i>Learner Rights and Protection Office</i>
3:00 PM - 3:15 PM	Mental Break



3:15 PM - 5:00 PM	Proper Handling of Learner Rights and Protection Data <i>Learner Rights and Protection Office</i>
6:00 PM	DINNER
<b>DAY 2 (Friday)</b>	
8:30 AM - 9:00 AM	Management of Learning
9:00 AM - 10:00 AM	Introduction of Streamlined Case Management Protocols <i>Stairway Foundation Inc</i>
10:00 AM - 10:15 AM	Mental Break
10:15 AM - 11:00 AM	Continuation of Discussion of Stairway Foundation Inc
11:00 AM - 12:00 NN	Wrap-up Ways Forward
12:00 NN - 1:00 PM	Healthy Lunch
1:00 PM	Home Sweet Home
Mr. Harvey S. Dollente <i>Master of the Ceremony</i>	