

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



FTAD-RM-2024-29

Regional Memorandum
No.29 s.2024


15 January 2024

**DELINEATION OF RESPONSIBILITIES OF THE LEARNER
RIGHTS AND PROTECTION OFFICE AND LEGAL UNIT**

To: **Schools Division Superintendent**

1. In reference to the DepEd Order No. 3, s. 2021 and Office Function Version 3 (Legal Unit)¹, this Office, through the Field Technical Assistance Division announces the delineation of responsibilities of the Learner Rights and Protection Focal person and the Legal Unit.
2. The delineation of responsibilities for the Learner Rights and Protection Office and Legal Unit is essential for ensuring the effective protection of Learner Rights and the provision of necessary legal support. The clear responsibilities will contribute to accountability, efficiency, compliance, and stakeholder confidence, while also facilitating collaboration, specialization, pro-active problem-solving and continuous improvement within the Regional Office and Schools Division Offices.
3. The terms of reference for both Learner Rights and Protection Focal person and the Legal Unit is attached herewith.
4. For more information or queries, you may contact Mr. Michael Girard R. Alba, Chief of Field Technical Assistance Division, at 09178882731.
5. Immediate dissemination and compliance with this Memorandum are highly desired.

cc:04/ROF1


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

¹ Delineation of responsibilities of Learner Rights and Protection Office and Legal Unit



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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RESPONSIBILITIES OF LEARNER RIGHTS AND PROTECTION OFFICE AND LEGAL UNIT

The delineation of responsibilities for the Learner Rights and Protection Focal person and Legal Unit in the Regional Office and Schools Division Offices is crucial for ensuring the effective protection of Learner Rights and provision of necessary Legal support or action within the Department of Education. Both Learner Rights and Protection Focal person and the Legal Unit play complementary roles in safeguarding the rights of learners and ensuring legal compliance within the educational setting. The clear delineation of responsibilities for these roles is essential to establish accountability, efficient resource allocation, streamlined processes, avoidance of duplication and gaps, specialization, compliance and effective collaboration. This is critical for creating a structured and effective approach to safeguarding Learner Rights and providing legal support/action with the Region and Schools Division Offices.

Regional Office Legal Unit




- a. investigate complaints involving offenses punishable under DepEd Order no. 40, s. 2012 and any violation on the processes indicated thereof.
- b. ensure compliance of schools to Regional Memorandum 217, s. 2021 specifically on student discipline.
- c. Provide technical assistance to schools on matters involving the implementation of Regional Memorandum 217 s. 2021.

School Division Office Legal Unit

- a. investigate complaints involving offenses punishable under DepEd Order no. 40, s. 2012 and any violation on the processes indicated thereof upon order of the Regional Director.
- b. ensure compliance of schools to Regional Memorandum 217, s. 2021 specifically on student discipline through monitoring.
- c. Provide technical assistance to schools on matters concerning the implementation of RM 217, s. 2021.

The Learner Rights and Protection Focal person in the Regional Office shall be responsible of the following:

- a. Ensure compliance to Regional Memorandum 217, s. 2021 specifically on the provisions pertaining to intervention program;
- b. Take action in all the communication received from the Central Office Learner Rights and Protection Office (LRPO) that needs appropriate action.

- c. Provide Legal Unit copy of data harvested and provided by the Central Office relative to monitoring of cases.
- d. Closely collaborate with Legal Unit by conducting a case brief discussions/preparatory meeting prior to the conduct of the technical assistance to be provided to the Schools Division Office
- e. Establish mechanisms to fully operationalize, implement and coordinate programs, projects, and activities pertaining to the child protection and ensure that the schools, learning centers, and other offices respect, protect, promote, and fulfill the dignity and rights of the child in basic education.
- f. Develop technical assistance plan to be implemented by the Schools Division Offices.
- g. Facilitate the implementation of Learner Rights and Protection Programs in the Division level.
- h. Facilitate the collection and consolidation of LRP reports/data from the Schools Division Offices in coordination with the Legal Unit.
- i. Draft memoranda, indorsements, and other similar communications related to LRP.
- j. Conduct close monitoring of LRP activities and concerns in the Division level.
- k. Disseminate all LRP communications to the Schools Division Offices that needs to be disseminated.

The Learner Rights and Protection Focal person in the Schools Division Office shall be responsible of the following:

- a. Ensure the implementation of the technical assistance plan programs developed by the Regional Office.
- b. Closely coordinate with the Regional LRP focal person in the conduct of LRP programs/activities.
- c. Organize activities for the protection of children from abuse, exploitation, violence, discrimination, bullying, or peer abuse.
- d. Ensure the availability and accessibility of statistical reports on the TA Plan provided to school on the LRPO concerns in coordination with the Legal Unit of the division.
- e. Consolidate reports on the TA provided on incidents and intervention program provided by schools and submit a consolidated report to the Regional Office.

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- f. Comply with the reportorial requirements set by the CO - Learner Rights and Protection Office in coordination with Legal Unit.

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Learner Rights and Protection Office in the Regional Office Process Flow

