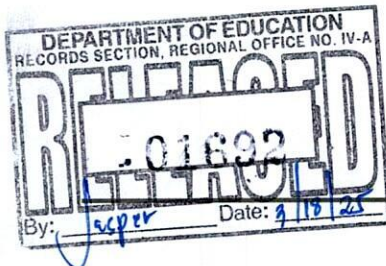




Personnel-RM-2025-188

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



07 March 2025

Regional Memorandum

No.188 s.2025

ADDENDUM TO REGIONAL MEMORANDUM NO. 116, s. 2025

To **Regional Office Officials and Employees**
Schools Division Superintendents
All Others Concerned

1. In reference to the Regional Memorandum No. 116, s. 2025, titled "Announcement of Vacancy for Project Development Officer II Position," dated 17 February 2025, the following are the complete Duties and Responsibilities for the Project Development Officer II position:

Position/Division	KRAs/Duties and Responsibilities
Project Development Officer II/ Education Support Services Division	Policies, Systems and Standards (for LRP) <ul style="list-style-type: none"> • Prepare draft recommendations for localized policies and standards on the rights and protection of learners to prevent violence, exploitation, and other forms of abuse in schools; • Draft and publish localized safe school manual for learner rights and protection incidents with protocols, referral systems and mechanisms to ensure that Schools Division Office and schools are equipped in handling rights and protection matters; • Create and maintain a monitoring and reporting mechanism and database for the implementation and enforcement by the Department of learner rights under domestic and international laws; • Ensure that all schools within the region have localized or school-based Child Protection Policies



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	including Anti-Bullying Guidelines in accordance with national laws and other issuances.
	<p>Information, Education and Advocacy (for LRP)</p> <ul style="list-style-type: none"> • Advocate, create awareness, and build knowledge and capacity in relation to the rights of the learner in basic education, through learner rights education among the various stakeholders of the Department; • Develop Communication Plans on LRP for the learners, teaching and non-teaching personnel and other stakeholders; • Develop social behavioral change materials and strategies such as IEC materials to raise understanding and awareness to all DepEd personnel, learners and other stakeholders.
	<p>Programs and Projects (for LRP)</p> <ul style="list-style-type: none"> • Lead in the implementation of the Child Protection Committee Functionality Assessment Tool and other Intervention plans and mechanisms; • Assist the Legal Officer of the Regional Office in monitoring administrative cases involving violation of Learner Protection Policies such as, but not limited to, DO No. 40, s. 2012 or the “DepEd Child Protection Policy”, DO No. 55, s. 2013, or the “Implementing Rules and Regulations of Republic Act No. 10627 otherwise known as the Anti-Bullying Act of 2013”.
	<p>Technical Assistance</p> <ul style="list-style-type: none"> • Coordinate with, gather information and consolidate data from, the Schools Division Offices and Child Protection Committees in school relative to LRP reports/concerns; • Provide technical assistance in the area of capacity building, monitoring, research, policy, advocacy, and partnerships; • Provide technical assistance to Schools Division Offices in developing programs and projects for LRP in their respective schools division.
	Other Duties

	<ul style="list-style-type: none">• Perform other functions as may be assigned by the immediate supervisor.
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2. Other provisions in the previous Memorandum are still in effect.
3. Wide and immediate dissemination of this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

