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

ESSD-RM-2026-284

27 April 2026

Regional Memorandum
No. 284, s. 2026

COMPOSITION OF THE CHILD PROTECTION AND DATA PRIVACY COMMITTEE TO SERVE AS LRP DESK OFFICERS DURING THE CONDUCT OF THE CONCENTRATION ENHANCEMENT TRAINING FOR THE CALABARZON DELEGATION TO THE PALARONG PAMBANSA 2026

To: **Schools Division Superintendent of Laguna Province**
Regional Office Personnel Concerned
All Others Concerned

1. In reference to DepEd Memorandum OUOPS-2024-05-04348[1], and Regional Memorandum No. 249, s. 2026[2], this Office, through the Education Support Services Division, composes the Child Protection and Data Privacy Committee to serve as LRP Desk Officers during the conduct of the aforementioned subject on **May 03-16, 2026**, at **Gov. FT San Luis Integrated Senior High School.**

2. This aims to ensure the following:
   a. Conduct a pre-departure orientation on learner safeguarding guidelines for all delegates (learner-athletes, trainers, coaches, and chaperones) specifically to discuss the protocols to be observed;
   b. Set up LRP desk in the designated billeting quarter for the aforementioned subject;
   c. Conduct Psychological First Aid (if necessary);
   d. Provide immediate response to LRP incidents; and
   e. Provide the 4Rs of child protection (recognize, record, report, and refer)

3. Participants who will render services shall be given Service Credits (SC) for the teaching personnel and Compensatory Overtime Credits (COC) for non-teaching personnel based on the actual services rendered during the concentration enhancement training under CSC-DBM Joint Circular No.2 series of 2004 (Non-Monetary Remuneration for Overtime Services Rendered).

4. In this regard, please see the composition of the LRP Desk Officers attached as **Annex A** and the series of activities attached as **Annex B**.

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[1] Reiteration on the Establishment of Learner Rights and Protection Desk and the Implementation of Learner Rights and Protection Guidelines in the Conduct of the 2024 Palarong Pambansa and School-Related or Off-Campus Activities

[2] Concentration Enhancement Training for the CALABARZON Delegation to Palarong Pambansa

5. Travel and other related expenses of the identified LRP Desk Officers shall be charged against the LRP fund to be downloaded by the Regional Office, subject to the existing accounting and auditing rules and regulations of the Department.

6. This Memorandum shall serve as the Travel Authority for the identified personnel.

7. For further details, you may contact Chief Eduarda M. Zapanta, or Ms. Rochelle May M. Nisola, Project Development Officer II via email at essd.calabarzon@deped.gov.ph.

CARLITO D. ROCAFORT
Director IV

03/ROE7

Annex A: Child Protection and Data Privacy Committee to serve as LRP Desk Officers during the Regional Initiated Concentration Training

CHILD PROTECTION AND DATA PRIVACY COMMITTEE	NAME	DESIGNATION	OFFICE
Chairperson:	Rochelle May M. Nisola	Project Development Officer II/Regional LRP Focal	Regional Office - ESSD
Co-Chairperson:	Atty. Joseph Cabanit	Legal Officer	Regional Office – Legal Unit
Member:	Iris V. Mente	Registered Guidance Counselor	SDO Quezon Province
Additional Members: (From the Schools Division Office and School concerned)			
May 02-09, 2026	Florentina C. Rancap	PSDS/Alternate Division LRP Focal Personnel (Child Protection Specialist)	SDO Laguna Province
	Maridel O. Monfero	Registered Guidance Counselor (Child Protection Specialist)	
May 10-16, 2026	Roderick C. Tobias	School Head (CPC Chairperson)	Gov. FT San Luis Integrated Senior High School
	Abigail O. Viar	Registered Guidance Counselor	

Annex B: Series of Activities

DATE	ACTIVITY	OBJECTIVES	EXPECTED PARTICIPANTS	RESPONSIBLE PERSON
May 02, 2026 (1:00 pm)	Concentration Training Orientation	To conduct a short pre-departure orientation on learner safeguarding guidelines for all delegates specifically to discuss the protocols to be observed	Regional Sports Focals, DSOs,TDs, SNED Supervisors, Selected athletes, coaches, assistant coaches, chaperones, trainers, and members of the technical working group for the 2026 Palarong Pambansa, except for reserved athletes	LRP Desk Officers
May 03-16, 2026	Conduct of *Kamustahan* and Debriefing Sessions *(subject to the availability of the athletes)*	To ensure that the best interest of the child are being upheld even in sporting events	All delegates of the Concentration Training	LRP Desk Officers
	Address LRP concerns and provide immediate intervention *(as necessary)*	To ensure that 4Rs are being observed *(Recognize, Record, Report, and Refer)*		LRP Desk Officers

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

ESSD-RM-2026-249

7 April 2026

Regional Memorandum
No. 249 , s. 2026

CONCENTRATION ENHANCEMENT TRAINING FOR THE CALABARZON DELEGATION TO PALARONG PAMBANSA 2026

To: **Schools Division Superintendents**

1. In accordance with Republic Act No. 10588, also known as the Palarong Pambansa Act of 2013, and the Republic Act No. 10676, referred to as the Student-Athlete Protection Act, as well as the DepEd Memorandum titled "Conduct of the 2026 Palarong Pambansa Competition," this office, through the Education Support Services Division (ESSD), hereby announces the ***Concentration Enhancement Training for the CALABARZON Delegation to Palarong Pambansa 2026***, which will be conducted through live-in and live-out arrangements.

2. The training sessions will be conducted in two separate phases. The first, **Division-Initiated Training, will take place from April 6 to April 30, 2026, in accordance with** the preferred scheme of the respective division. The second, organized by the **Regional Office, is scheduled for May 2 to May 16, 2026**. The venue and the list of the Technical Working Committee shall be announced in a separate memorandum.

3. The list of selected athletes, coaches, assistant coaches, chaperones, trainers, Regional Sports Focal Persons, Division Sports Officers, Tournament Directors, and selected SNED Supervisors is attached as **Annex A.**

4. The schedule of division-initiated training, including the assignment of Tournament Directors and Division Sports Officers for monitoring the concentration training and the 2026 Palarong Pambansa Proper, is attached as **Annex B.**

5. Regional Sports Focal Persons, Division Sports Officers, Tournament Directors, SNED Supervisors, as well as selected athletes, coaches, assistant coaches, chaperones, trainers, and members of the technical working group for the 2026 Palarong Pambansa, except for reserved athletes, are hereby required to attend the Concentration Training Orientation on May 2, 2026, 1:00 p.m., with venue to be determined.

03/ROE/BLP

6. Division Sport Officers (DSO) and Tournament Directors/Managers per sports event shall ensure the preparation and submission of comprehensive progress reports. Regular assessment and feedback mechanisms shall be implemented to evaluate progress and allow necessary adjustments to the training program, ensuring that participants receive timely support and resources to enhance their performance.

7. All participants are advised to bring all essential personal items, including beddings, pillows, blankets, water bottles, and appropriate training attire, to ensure comfort and readiness throughout the duration of the activity.

8. Teacher participants in the Division-Initiated training shall be guided by the provisions stipulated in the DepEd Order No. 013, s. 2024, titled "Guidelines on the Mandatory 30-Day Vacation of Teachers," and will be granted service credits, while non-teaching and other related teaching participants may request Compensatory Time Off (CTO) calculated based on their actual days they served in accordance with the rules and regulations stated in the CSC and DBM Joint Circular No. 2, s. 2004.

9. Expenses related to the Division-Initiated training shall be charged against their local funds, SEF, MOOE or other source, while expenses related to the second phase of the training to be conducted by the Regional Office will be charged against the Regional Office Funds/MOOE, subject to the usual accounting and auditing rules and regulations.

10. This Memorandum shall serve as the **Travel Authority** for all official delegates/participants.

11. For more information or queries, please contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, or Benito L. Picones, designated Regional Sports Officer (RSO), at essd.calabarzon@deped.gov.ph.

12. Immediate dissemination and strict compliance with this Memorandum is desired.

CARLITO D. ROCAFORT
Director IV

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2024-05-04348

FOR : **REGIONAL DIRECTORS**
MINISTER OF BASIC, HIGHER, AND TECHNICAL EDUCATION (BARMM)
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL SPORTS COORDINATOR
LRP REGIONAL FOCAL PERSONNEL
ALL OTHERS CONCERNED

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

SUBJECT : **REITERATION ON THE ESTABLISHMENT OF LEARNER RIGHTS AND PROTECTION DESK AND THE IMPLEMENTATION OF LEARNER RIGHTS AND PROTECTION GUIDELINES IN THE CONDUCT OF THE 2024 PALARONG PAMBANSA AND SCHOOL-RELATED OR OFF-CAMPUS ACTIVITIES**

DATE : May 27, 2024

This has reference to Office Memorandum No. OUOPS 2024-05-00946 dated February 5, 2024, in relation to the establishment of the Learner Rights and Protection (LRP) Desk and the Implementation of the Learner Rights and Protection Guidelines in the Conduct of All Sporting Events, in line with the 64th *Palarong Pambansa* scheduled from July 9-16, 2024 at Cebu City, this Office requests submission of the official list of the members of the Regional LRP Desk Committee.

The *Palaro* LRP Desk Committee for the Region shall serve as the central operations hub that will handle reported learner protection concerns, in all activities including the Learners Convergence PH, National Festival of Talents (NFOT), and the National Schools Press Conference (NSPC), which will simultaneously be conducted, for clarity the schedules are as follows:

Activity	Schedule and Venue
64th Palarong Pambansa	July 9-16, 2024, Cebu City
Learners Convergence PH	July 8-13, 2024, Lapu-Lapu City
National Festival of Talents (NFOT)	July 8-12, 2024, Naga City
National Schools Press Conference (NSPC)	July 8-12, 2024, Carcar City

Relatedly, may we request the submission of the composition of the LRP Desk Committees, to reiterate the members shall be as follows:

- **Chairperson – Regional LRP Focal Personnel**

- **Vice-Chairperson – Division LRP Focal Personnel/Registered Guidance Counselor**
- **Members: Regional Alternate/Division/School LRP Focal Personnel and Registered Guidance Counselors**

The Vice-Chairperson and members should be LRP Personnel who have undergone the Child Protection Specialization course or registered guidance counselors, as may be designated by the Regional Director and upon recommendation of the Regional LRP Focal. For clarity, the LRP Desk may be composed of at least 4 to 5 individuals and the number of members may be increased, provided that the budget allocated will be sufficient to cover their transportation and other miscellaneous expenses. The Regions that have requested a learner representative to form part of the LRP Desk shall be required to secure parental consent to be submitted to the LRPO.

For emphasis, the LRP Desk shall be responsible for:

A. Pre-activity events

1. Ensure that all parental/guardian consent has been submitted
2. Submission of the composition of the LRP Committee in their respective regions as well as the DepEd personnel/LRP personnel who will accompany the learners in the Learners Convergence, NFOT, and NSPC.
3. Conduct a pre-departure orientation on learner safeguarding guidelines for all delegates (learner-athletes, learner contingents, trainers, coaches, and chaperones) specifically to discuss the protocols to be observed to ensure the protection of our learners in all national events.
4. Conduct a meeting with the DepEd personnel/LRP personnel who will accompany the learners in the Learners Convergence, NFOT, and NSPC, for the establishment of communication protocols for reporting and referral, in cases of learner protection concerns.
5. Ensure compliance with safety standards for learner participants, i.e. transportation and billeting areas.

B. During the events

1. Set up the LRP Desk in the designated billeting quarter, with a counseling room and open area for possible learner activities (e.g. playing venue, coloring area, and/or other recreational activity for learner participants)
2. Conduct a welcome orientation, reiterating the learner safeguarding guidelines and reporting protocols to be observed in cases of learner protection concerns.
3. Address all LRP reports and concerns through observance of 5Rs:
   a. Recognize – acknowledgment of the LRP concern raised
   b. Record – ensure that the Intake Sheet Form is filled up or completion of an Incidental Report
   c. Respond – Provide immediate intervention such as but not limited to counseling as may be needed, and lead in reactional activities for learner-delegates
   d. Refer – endorse the LRP complaints to the proper agencies for immediate intervention or assistance

e. Report – ensure that all LRP concerns received and addressed are reported to the LRPO and the *Palarong Pambansa* Safety and Wellness sub-committee on learner protection.

4. In cases of emergency and other critical concerns, the LRP Desk must endorse or refer the concern immediately to the appropriate agency or institution, a directory of numbers is provided on the protocols disseminated.
5. Coordinate and establish a partnership with the school head and/or the school's child protection committee for immediate referral.
6. Conduct regular audits of learners' attendance, inspect billeting quarters/rooms, hold debriefing sessions or medical check-ups, and provide relaxation activities.
7. Ensure that all actions to protect participants are in the child's best interest.
8. Make suitable provisions for the learners to be monitored by a coach or chaperone during the event, including free time.

C. <u>After the Event</u>

1. All learner rights and protection cases shall be reported to LRPO, through channels at the DepEd-Central Office.
2. Co-facilitate a pre-departure orientation on learner safety rules.
3. Ensure that all concerned officials, coaches, or chaperones monitor their learners for any potential after-event intervention or needs.

Relatedly, on account of rendering work beyond the regular office hours and in the exigencies of service, this Office requests that compensatory service credits be given as may be allowed by the DepEd rules and regulations, and applicable Civil Service Resolutions and Department of Budget and Management issuances.

To reiterate the establishment of our LRP Desk supports DepEd's zero-tolerance policy for any act of learner abuse, exploitation, violence, discrimination, bullying, and other forms of abuse. Consequently, this Office commends the Regional Offices and Division Offices who have created their localized LRP Desk in the sporting and off-campus events conducted in their respective jurisdiction.

Attached are the following enclosures to be filled up by the regional LRP Focal Personnel and for submission to the LRPO.

- Enclosure 1 – Composition of the Regional LRP Desk
- Enclosure 2 – Referral and Reporting Template
- Enclosure 3 – Copy of the previously signed memorandum on the establishment of the LRP Desk

Kindly submit the filled-up Enclosure 1 titled "Composition of the Regional LRP Desk," on or before June 5, 2024, at maria.sano@deped.gov.ph. For clarifications, kindly contact the Learner Rights and Protection Office at (02) 8638-1782 or lrpo@deped.gov.ph

For your immediate action and guidance.

Thank you.