

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



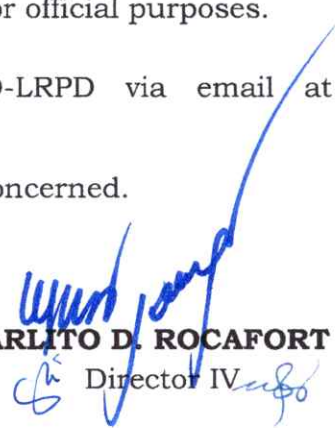
23 June 2026

Regional Memorandum
No. 411, s. 2026

**SUBMISSION OF DIVISION CONSOLIDATED DATA ON
LEARNER FORMATION OFFICERS IN SCHOOLS**

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

1. In reference to the DepEd Order No. 006, s. 2026¹, dated March 24, 2026, and Regional Memorandum No. 275, s. 2026², dated April 21, 2026, this Office, through the Education Support Services Division, directs all concerned on the submission of the division consolidated data on **Learner Formation Officers in Schools** on or before **July 07, 2026**.
2. This aims to ensure that the Learner Rights and Protection Division in the Central, Regional, and Schools Division Offices can track and contact the personnel responsible for learner formation in each school, assess how well programs are running, and provide the right support to improve student development initiatives.
3. The template for the submission of the aforementioned is attached as **Annex A**. The Division LRP Focal Personnel are hereby directed to ensure the submission of both **Excel** and **PDF File formats** through learnershelpline.calabarzon@deped.gov.ph. Additionally, in compliance with the Data Privacy Act of 2012, all personal information collected in relation to the Division Consolidated Data on Learner Formation Officers shall be handled with utmost confidentiality and used solely for official purposes.
4. For queries or concerns, kindly contact ESSD-LRPD via email at learnershelpline.calabarzon@deped.gov.ph.
5. For immediate dissemination and compliance by all concerned.


CARLITO D. ROCAFORT

Director IV

03/ROE7

¹ Guidelines on Ensuring a Safe and Motivating Learning Environment

² Dissemination of DepEd Order No. 006, s. 2026



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Annex A: Division Consolidated Data Template

SCHOOLS DIVISION OFFICE	SCHOOL ID	SCHOOL NAME	NAME OF SCHOOL HEAD	NAME OF LEARNER FORMATION OFFICER

Note: Add rows if necessary

Prepared by:

(DIVISION LRP FOCAL PERSONNEL)
Designation

Noted:

(SCHOOLS DIVISION SUPERINTENDENT)
Schools Division Office of

Data Privacy Notice: In compliance with the Data Privacy Act of 2012, all personal information collected in this form shall be handled with utmost confidentiality and used solely for official purposes.



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