

Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

August 20, 2025

DIVISION MEMORANDUM
No. 274, s.2025

**PARTICIPATION TO THE BOY SCOUT OF THE PHILIPPINES EMERGENCY
SERVICE INSTRUCTORS TRAINING COURSE (ESITC)**

To: **RHEANEZA A. LOON, T-III, Cogon NHS**
This Division

1. In reference to the letter received by this Office from the Boy Scout of the Philippines Misamis Oriental Council, this Office hereby directs you to participate in the **Emergency Service Instructors Training Course (ESITC)** on August 21-25, 2025, at the BFP Region X Training Center, Impasugong, Bukidnon.
2. The participants transportation may be charged against the local funds subject to the usual accounting and auditing rules and regulations.
3. In addition, the participant shall be granted service credits in accordance with the provisions of DepEd Order No. 53, s.2025 "Updated Guidelines on the Grant of Vacation Service Credits to Teachers".
4. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

TRAINING BSP



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net



BOY SCOUTS OF THE PHILIPPINES
Eastern Mindanao Region
MISAMIS ORIENTAL COUNCIL
Cagayan de Oro City



August 12, 2025

RANDOLPH B. TORTOLA

Schools Division Superintendent
City Scout Commissioner
Division of City Schools, El Salvador City



Dear Dr. Tortola:

Best Scouting Greetings!

Please accept our heartfelt gratitude for your unwavering support to the youth development programs of the Boy Scouts of the Philippines.

This refers to Cluster Regional Memorandum No. 01, s. 2025 re: Emergency Service Instructors Training Course (ESITC) on August 21-25, 2025 at the BFP Region X Training Center, Impasugon, Bukidnon.

Participation in the Emergency Service Training Course is a key requirement for Scouts aspiring to achieve the Eagle Scout Award. Unfortunately, many of our Scouts have been unable to fulfill this requirement due to our Council's limited capacity to conduct the course. We currently have only four (4) qualified ESTC instructors and as a result, Scouts must travel to Davao to participate in the training, which poses a significant logistical and financial burden.

In view of our Council's desire to produce Eagle Scouts, we respectfully seek your generous approval for the attendance of **Wood Badge Holder RHEANEZA A. LOON** who signify her intention to join the upcoming ESITC. She has been carefully selected based on his qualifications and consistent service as course staff in various training programs (BTC, PLTC, CLTC), particularly in emergency preparedness and advancement modules. Their commitment and dedication to the Scouting movement are commendable, and she is an active member of the Council Training Team.

Given that this training is rarely conducted nationwide and currently offered in the Northeastern Mindanao Region, their participation is both timely and essential to strengthen our Council's capacity to deliver future ESTCs.

In addition, we humbly request that service credits be granted to the BSP-MisOr Training Team members attending the course, in accordance with the provisions of DepEd Order No. 53, s. 2003, "Updated Guidelines on the Grant of Vacation Service Credits to Teachers."

As such, we adhere to maintaining standards, guarding the issuance of commissions in accordance with the law and established regulations as stipulated in the Standard Local Council Constitution and Bylaws.



BOY SCOUTS OF THE PHILIPPINES
Eastern Mindanao Region
MISAMIS ORIENTAL COUNCIL
Cagayan de Oro City



We hope for your kind consideration and generous approval in the interest of sustaining quality training and development for our scouts and scout leaders.

Thank you very much for the untiring support which will go a long way to better citizenry.

Very respectfully yours,


JAYE JOWELLE V. AGBU
Council Scout Executive

Attached: *EMR & NEMR Cluster Regional Memo No. 01, s.2025*

BOY SCOUTS OF THE PHILIPPINES
EASTERN & NORTHEASTERN MINDANAO REGION CLUSTER

CLUSTER REGIONAL MEMORANDUM

No. 01, s. 2025

Date : July 31, 2025

TO : ALL COUNCIL SCOUT EXECUTIVES AND OFFICERS-IN-CHARGE

SUBJECT : EMERGENCY SERVICE INSTRUCTOR'S TRAINING COURSE (ESITC)

1. The Boy Scouts of the Philippines Northeastern and Eastern Mindanao Regions will be conducting an **EMERGENCY SERVICE INSTRUCTOR'S TRAINING COURSE (ESITC)** on August 21-25, 2025 at BFP Region X Training Center, Impasugong, Bukidnon. The said training will be hosted by BSP Bukidnon Council.
2. The training will prepare the participants to further enhance Local Councils' capability in training more adult leaders responsible in providing Scouts, particularly the Senior and Rover Scouts, the necessary skills needed to cope with and/or respond to an emergency situation and be able to serve as the Emergency Service Corps of their community and the like in the course and call of their duty.
3. **Qualifications for Admission:**
 - a) At least two-bead holder (WBH) and currently registered with the BSP.
 - b) Has the ability to re-echo training sessions, physically and mentally capable to undergo strenuous activities.
 - c) Can perform the following:
 - o 1 Km Run in 6 minutes
 - o 3M Rope Climb (hand over hand)
 - o 15 Push-ups
 - o 10 Pull-ups
 - o Swimming (50 meters)
4. **Registration Fee Details:** Stated below are some important information regarding the fee and procedures.

Initial Payment (Non-Refundable but Transferable)	Final Payment	Total Fee
Php 1,500	Php 2,000	Php 3,500
Email the following to bspbukidnoncouncil@gmail.com - Deposit Slip (initial payment) - Application Form (scanned copy) - Medical Forms (scanned copy)	Submit it to the secretariat - Deposit Slips (full payment) - Application Form (hard copy) - Medical Forms (hardcopy)	

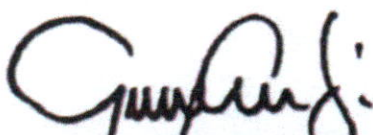
Registration includes meals (from dinner before the start until lunch on the closing date), accommodation, training materials/supplies, handouts, and other administrative expenses.

- o ***If a participant endorsed by the Council fails to attend, the registration deposited will not be refunded by the host.***

Deposit your registration fee at the host council with the following bank details.

Bank Name:	Land Bank of the Philippines
Account Name:	Boy Scouts of the Philippines - Bukidnon Council
Account Number:	0962109381
Branch:	Malaybalay City Branch

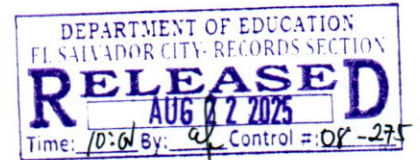
5. **Registration Reporting Date:** All participants must be at the course venue for orientation and organization **not later than 4:00 p.m. of the day before the course starts.**
6. **Items Needed:** Participants must bring the following:
 - ✓ Current BSP Membership Card
 - ✓ 1 piece 1x1 ID picture (Wearing Type A Uniform)
 - ✓ Two sets Type-A uniform (short with socks, garter tabs & 1 long pants)
 - ✓ Tent, sleeping gear, personal eating & cooking gear
 - ✓ Personal gear (maong pants, handkerchief, underwear, sportswear, casual attire, swimming trunks/suit, t-shirts, jacket, extra clothing, etc.)
 - ✓ Rubber shoes, slippers/sandals
 - ✓ Raincoat/gear/plastic sheets
 - ✓ First aid kit/medicines, flashlight, sewing kit, toiletries
 - ✓ Utility knife, compass, whistle
 - ✓ 3-meter 3/8" or 10 mm rescue rope
 - ✓ Reference materials/books
7. **For information, guidance and wide dissemination.**



ARNEL C. DELUTE

R/DOV (Regional Scout Director)
Cluster Head

Encl: Application to Attend
Medical Examination Form



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

19 August 2025

DIVISION MEMORANDUM

No. 275, s. 2025

COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION (LRP) CONCERNS FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Learners Rights and Protection Officer
All Public and Private Elementary and Secondary School Heads
All Guidance Counselors and Guidance Designates
All Others Concerned

1. Pursuant to Regional Memorandum 554, s. 2025, and in reference to DM-OUOPS-2025-11-04284, Bureau of Learner Support Services – Learner Rights and Protection (BLSS-LRPD) is requesting for the collection, consolidation, and validation of reported learner rights and protection concerns for SY 2023-2024.

2. All public and private elementary and secondary schools, with the guidance of the Division LRP Focal Person, shall observe the following guidelines in Data Collection:

- a. The school shall fill-in the School-based Consolidation Data Sheet to be downloaded at <https://tinyurl.com/4vhn4sxf>
- b. The school shall submit the data from the School-based Consolidation Data Sheet through the following Google Form links,
Kindergarten - <https://tinyurl.com/5daeceb8>
Elementary - <https://tinyurl.com/4npkkfdj>
Junior High School - <https://tinyurl.com/cjrhe99d>
Senior High School - <https://tinyurl.com/yc4xujkw>

3. To ensure that all public and private schools in the division have adhered to this Memorandum, schools shall furnish the SDO with the accomplished School-based Consolidated Data Sheet through the link;
<https://bit.ly/3UA0q1W>





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

4. For queries and clarification, please coordinate Mr. Esmael Malaco Jr., Division LRP Focal Person, via email at esmael.malaco@deped.gov.ph or at 09455661051.
5. For dissemination, guidance and strict compliance.

RANDOLPH B. TORTOLA
School Division Superintendent 

ATCH: As stated

Reference: Regional Memo 596, s. 2025
DM-OUOPS-2025-11-04284

To be indicated in the Perpetual Index
under the following subjects:

REPORTS LRP



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

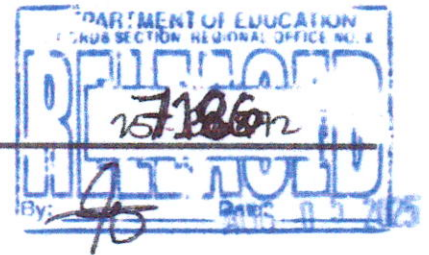
*Transforming Schools,
Forging Partners*





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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



July 31, 2025

REGIONAL MEMORANDUM
No. 596, s. 2025

COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER
RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2023-2024

To: Schools Division Superintendents
All Others Concerned

1. This issuance refers to the efficient collection, consolidation, and validation of Reported Learner Rights and Protection Concerns for S.Y. 2023-2024, an initiative of the Bureau of Learners Support Services – Learner Rights and Protection Division (BLSS-LRPD), in collaboration with DepEd Region X as an implementing partner.
2. This initiative is undertaken to lead the planning, implementation, coordination, monitoring, and evaluation of programs, projects, and activities related to Learner Rights at all governance levels of the Department. The data collected will serve as a critical basis for the development of future policies, programs, advocacy campaigns, and other strategic efforts that advance learner welfare.
3. Hence, all public and private elementary and secondary schools, together with the focal persons, shall observe the following guidelines for *Phase 1: Data Collection and Consolidation*.

Phase	Procedure	Expected Output
Phase 1: Data Collection and Consolidation	Step 1: The school shall fill in the School- Based Consolidation Data Sheet (Annex A-E of this Memorandum)	Signed school-based consolidation data sheet
	Step 2: The school shall transfer the data from the School-Based Consolidation Data Sheet to the google forms link provided herein by answering it.	Accomplished Google Forms through the link provided herein
	Step 3: The Central Office (Operation Strand- BLSS-LRPD) shall consolidate the data submitted by the schools and disaggregated the number of reported incidents per division level. The disaggregated data by governance level shall be released to the field offices for the validation of focal persons from the SDO's and RO's.	Consolidate data by the Central Office (Operation Strand- BLSS-LRPD) using the data submitted by the schools.

COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER
RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2023-2024

Guidelines for Phase I: Data Collection and Consolidation

I. Timeline for the Collection and Consolidation of Data

It shall be noted that separate timelines shall be observed for the collection and consolidation of data for S.Y. 2023-2024 and S.Y. 2024-2025. The following schedule shall apply:

- A. Data Collection for S.Y. 2023-2024. The collection process shall commence upon the issuance of this Memorandum and shall be concluded on September 15, 2025.
- B. Data Collection for S.Y. 2024-2025. The collection process shall begin in the fourth quarter of this year and shall close on December 15, 2025. There will be a separate Memorandum for the commencement of the collection process for S.Y. 2024-2025.

II. Data to be Collected and Consolidated

- A. Number of incidents on child abuse, violence, exploitation, neglect, bullying, children-at-risk (CAR), and children in conflict with the law (CICL);
- B. Number of schools with localized child protection policies, and antibullying policies; and Number of schools with established child protection committees (CPC).

III. Manner of Data Collection

All public and private elementary and secondary schools shall collect the reported LRP incidents in their respective schools. To ensure the accuracy of data, schools shall observe the following guidelines:

- A. Reporting/Listing of LRP incidents should be based on the definition provided under D.O. Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015. School heads/administrators and guidance counselors/guidance designates are highly encouraged to review the said policies to ensure that the data to be provided are accurate.
- B. All LRP concerns to be reported/listed should have documentation (i.e., with incident/narrative reports, intervention plan, intake sheets and other documents showing referral to partner agencies); and
- C. School heads/ administrators and guidance counselors/ guidance designates shall be held liable for concealment of LRP incidents.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025 11 - 04284

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-in-Charge,
Office of the Undersecretary for Operations

SUBJECT : **REQUEST FOR CLEARANCE TO COLLECT, CONSOLIDATE, AND
VALIDATE REPORTED LEARNER RIGHTS AND PROTECTION
CONCERNS FOR S.Y. 2023-2024**

DATE : July 7, 2025

The Office of the Undersecretary for Operations, through the Bureau of Learner Support Services-Learner Rights and Protection Division (BLSS-LRPD), proposes to collect, consolidate, and validate reported learner rights and protection (LRP) concerns from School Year 2023-2024.

The BLSS-LRPD systematically prepares, maintains, and submits data on LRP incidents and conditions affecting learners. To be able to develop, analyze, and interpret LRP data, the BLSS-LRPD must collect, consolidate, and validate information from the schools through the Child Protection Committees. Relatedly, the data that will be collected through this initiative will be utilized to support and validate the information being collected yearly by the Policy and Planning Service-Educational Management Information System Division.

For the consideration of the Undersecretary and Chief of Staff.

Should you find it favorable, we humbly request that you indicate your approval on the space provided below.

For questions and/or concerns, your staff may contact this Office through email at ouops@deped.gov.ph (cc: blss.od@deped.gov.ph and lrpd@deped.gov.ph).

Thank you very much.

☐ Approved
☐ Disapproved
☐ Further Comments/Remarks

10/10/2025



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025 - 11 - 04284

TO : Regional Directors
Schools Division Superintendents
School Heads
Regional and Division Learner Rights and Protection Focal Persons
All Others Concerned

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : **COLLECTION, CONSOLIDATION, AND VALIDATION OF REPORTED LEARNER RIGHTS AND PROTECTION CONCERNS FOR S.Y. 2023-2024**

DATE : July 7, 2025

The Bureau of Learner Support Services-Learner Rights and Protection Division (BLSS-LRPD) is mandated to lead in the planning, implementation, coordination, monitoring, and evaluation of programs, projects, and activities related to learner rights and protection at all governance levels of the Department.

As one of its fundamental mandates, the BLSS-LRPD **monitors and evaluates (M&E) programs** that uphold the rights and protection of learners across all levels of governance. As part of its M&E responsibilities, the BLSS-LRPD systematically prepares, maintains, and submits data on incidents and conditions affecting learners. These data are vital in shaping future policies, programs, advocacy campaigns, and other initiatives aimed at promoting learner welfare.

Further, under the different learner rights and protection (LRP) policies¹ of the Department, as amended by DepEd Order (D.O.) No. 3, s. 2021,² all schools shall submit data on reported learner rights and protection concerns, which shall then be consolidated and validated by the Schools Division and Regional Offices (SDO and RO).

In light of the foregoing considerations, this Office earnestly calls for the attention and active cooperation of the schools, Schools Division Offices, and Regional Offices in the timely collection, consolidation, and validation of the reported LRP incidents for School Year (S.Y.) 2023-2024, recognizing the critical importance of accurate and complete data submission.

Implementation Phases

To ensure the accuracy and completeness of data, the collection, consolidation, and validation process shall be divided into three (3) phases:

¹ D.O. Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015.

² Creation of the Child Protection Unit and the Child Rights in Education Desk in the Department of Education.

in the timely collection, consolidation, and validation of the reported LRP incidents for School Year (S.Y.) 2023-2024, recognizing the critical importance of accurate and complete data submission.

Implementation Phases

To ensure the accuracy and completeness of data, the collection, consolidation, and validation process shall be divided into three (3) phases:

Phase	Procedure	Expected Output
Phase 1: Collection and Consolidation	Step 1: The school shall fill in the School-Based Consolidation Data Sheet (Annex A-E of this memorandum). Step 2: The school shall transfer the data from the School-Based Consolidation Data Sheet to the Google Forms link provided herein by answering it. Step 3: The Central Office (Operations Strand-BLSS-LRPD) shall consolidate the data submitted by the schools and disaggregate the number of reported incidents per Regional and Division level. The disaggregated data by governance level shall be released to the field offices for the validation of focal persons from the ROs and SDOs.	Signed school-based consolidation data sheet Accomplished Google Forms through the link provided herein Consolidated data by the Central Office (Operations Strand-BLSS-LRPD) using the data submitted by the schools
Phase 2: Validation	Step 4: The focal persons from RO and SDO shall validate the data released by the Central Office (Operations Strand-BLSS-LRPD). Step 5: The ROs shall consolidate the validated data.	Validated data by the focal persons from RO and SDO Consolidated data validated by the focal persons from RO and SDO
Phase 3: Analysis and Interpretation	Step 6: The focal persons from RO and SDO shall analyze and interpret the data. Step 7: The LRPD shall collect and review the analysis and interpretation of LRP data.	Analyzed and interpreted LRP data (Regional level) Consolidated and complete reports on LRP incidents with analysis and interpretation

Note: The Memorandum for Phases II and III will be released after the commencement of Phase I

In view of the foregoing matters, all public and private elementary and secondary schools, together with the focal persons of BLSS-LRPD from the SDOs and ROs are hereby instructed to observe the following guidelines for **Phase I: Data Collection and Consolidation**:

- I. **Timeline for the Collection and Consolidation of Data**
It shall be noted that separate timelines shall be observed for the collection and consolidation of data for S.Y. 2023-2024 and S.Y. 2024-2025. The following schedule shall apply:
 - a. **Data Collection for S.Y. 2023-2024**
The collection process shall commence upon the issuance of this Memorandum and shall be concluded on **September 15, 2025**.
 - b. **Data Collection for S.Y. 2024-2025**
The collection process shall begin in the fourth quarter of this year and shall close on **December 15, 2025**. There will be a separate Memorandum for the commencement of the collection process for S.Y. 2024-2025.
- II. **Data to be Collected and Consolidated**
 - a. Number of incidents on child abuse, violence, exploitation, neglect, bullying, children-at-risk (CAR), and children in conflict with the law (CICL);
 - b. Number of schools with localized child protection policies, and anti-bullying policies; and
 - c. Number of schools with established child protection committees (CPC).
- III. **Manner of Data Collection**
All public and private elementary and secondary schools shall collect the reported LRP incidents in their respective schools. To ensure the accuracy of data, schools shall observe the following guidelines:
 - a. Reporting/Listing of LRP incidents should be based on the definition provided under D.O. Nos. 40, s. 2012, 55, s. 2013, and 18, s. 2015. School heads/administrators and guidance counselors/guidance designates are highly encouraged to review the said policies to ensure that the data to be provided are accurate.
 - b. All LRP concerns to be reported/listed should have documentation (i.e., with incident/narrative reports, intervention plan, intake sheets and other documents showing referral to partner agencies); and
 - c. School heads/ administrators and guidance counselors/guidance designates shall be held liable for concealment of LRP incidents.
- IV. **Manner of Data Consolidation**
 - a. All public and private elementary and secondary schools shall consolidate the data collected using the **School-Based Consolidation Data Sheet** and submit it to the Central Office (Operations Strand-LRPD) **through Google Forms**.

- b. The Central Office (Operations Strand-BLSS-LRPD) shall consolidate the submitted data by the schools. The data shall be disaggregated per RO and SDO, which shall then be released to the field offices for validation by the LRPD Focal Persons.

V. Manner of Submission

- a. The school shall submit its report to the Central Office (Operations Strand-BLSS-LRPD) by accomplishing the **Google Form and attaching the School-Based Consolidation Data Sheet (Annexes A-E)** and the corresponding documentations of the reported LRP incidents (i.e., incident/narrative reports, intervention plan, intake sheets, and other documents showing referral to partner agencies).
- b. Schools may download the **School-Based Consolidation Data Sheet** from <https://tinyurl.com/4vhn4sxf>.
- c. Separate Google Form links will be provided for **Elementary, Junior High School, and Senior High School** levels. Each school is required to accomplish the appropriate form based on the school levels they offer (i.e., School ABC is offering Elementary and Junior High School. Therefore, School ABC shall accomplish the forms for Elementary and Junior High School). Schools may access the designated forms through the following links:
- Kindergarten: <https://tinyurl.com/5daeeeb8>
 - Elementary: <https://tinyurl.com/4npkkfdj>
 - Junior High School: <https://tinyurl.com/cjrhe99d>
 - Senior High School: <https://tinyurl.com/yc4xujkw>

All ROs and SDOs are encouraged to disseminate the foregoing information by issuing regional and division memoranda. Finally, all LRPD Focal Persons are enjoined to collaborate with each other to implement this Memorandum.

For queries and clarifications, you may contact Dr. Miguel Angelo S. Mantaring, Director IV, Bureau of Learner Support Services through email at weprotectlearners@deped.gov.ph (cc: blss.od@deped.gov.ph).

For immediate dissemination and compliance.

Thank you.