



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 23, 2026

DIVISION MEMORANDUM

No. **352**, s. 2026

**SEVEN WAYS TO ACHIEVE LEARNER RIGHTS AND PROTECTION FUNCTIONALITY
IN THE SCHOOLS DIVISION OF AKLAN 2.0 cum MONITORING ON THE
IMPLEMENTATION OF SAFE AND MOTIVATING LEARNING
ENVIRONMENT IN SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors, Principals, Head Teacher
In-Charge of the District
Heads of Public Elementary/ Secondary Schools
and Integrated Schools
All Others Concerned

1. Pursuant to Department of Education Order No. 40, series of 2012, and Memorandum DM-OUOPS-2024-05-07998, regarding the Implementation of the Child Protection Policy, the Schools Division of Aklan shall conduct a write-shop in preparing LRP Forms: *Enhanced Intake Sheet (EIS)*, and *Incident Report with Intervention Plan (IR-IP)* as part of the **Seven Ways to Achieve LRP Functionality in the Schools Division of Aklan 2.0 on July-August 2026**.
2. All public schools in the Division of Aklan shall be divided into seven strategical clusters and must conduct the activity efficiently. **See Enclosure 1.**
3. The LRP Division focal person shall serve as Resource Speaker. The Public Schools Supervisors shall lead the Program Management Team per Cluster to be assisted by the District LRP Coordinators.
4. This event must be attended by all Vice-Chairpersons of Child Protection Committee in all public schools in the division and all Chairpersons who were not able to attend the first roll-out. Close coordination and full cooperation with the Division LRP Focal Person are expected from the District Learner Rights and Protection Coordinators and District Supervisors.



Población, Numancia, Aklan
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5. The District Supervisors shall issue a District Memorandum of this activity with the indicated pre-determined schedule of conduct in their respective clusters in accordance with the **DepEd Order 09, s. 2026, Instructional Block. See Enclosure 2.**
6. Indicative Program of Activities is provided for each cluster to follow and is to be conducted with austerity. **See Enclosure 3.**
7. Participating teaching personnel are entitled to Service Credits for their services rendered during weekends and holidays but not to exceed 30 days per year in accordance with DO No. 13, s. 2024 titled "Revised Guidelines on the Grant of Vacation Service Credits for Teachers. On the other hand, Non-Teaching personnel shall be granted with Compensatory Overtime Credits (COC) for their services rendered during weekends and holidays as per Civil Service Commissions (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
8. In accordance with DepEd Order No. 006, s. 2026, the LRP Division focal person Attn: Mr. Allan Carlo C. Soriano, shall monitor the implementation of the **Guidelines on Ensuring Safe and Motivating Learning Environment** in the conduct of the said activity in all private and public schools. **See Enclosure 4.**
9. Travel and other expenses incurred by the participating school personnel, in the conduct of above-mentioned activity and monitoring shall be charged against Local Funds/School MOOE/SEF while the travel expenses of the Division Focal Person shall be charged to the LRP Downloaded Fund subject to the usual accounting and auditing rules and procedures.
10. For more information, kindly contact **ALLAN CARLO C. SORIANO** Learner Rights Protection Division Focal through mobile no. 09662451919 or email: allancarlo.soriano@deped.gov.ph
11. Widest dissemination of and strict compliance with this Memorandum are desired.


FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent *M*

Encl.: As Stated

Reference: DO No. 40, series of 2012, DM-OUOPS-2024-05-07998, DepEd Order No. 006, s. 2026, and DepEd Order 09, s. 2026

To be indicated in the Perpetual Index

Under the following subjects:

PERSONNEL

POLICIES

RIGHTS AND PROTECTION

ACCS



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ENCLOSURE 1 to Division Memorandum No. **352** series of 2026

LRP CLUSTERED DISTRICTS

CLUSTER	DISTRICTS	DATE
A	VENUE: BATAN ALTAVAS BALETE	to be determined by the cluster
B	VENUE: LIBACAO MADALAG	to be determined by the cluster
C	VENUE: NEW WASHINGTON KALIBO I KALIBO II BANGA	to be determined by the cluster
D	VENUE: LEZO MALINAO	to be determined by the cluster
E	VENUE: TANGALAN MAKATO NUMANCIA	to be determined by the cluster
F	VENUE: IBAJAY WEST IBAJAY EA ST NABAS	to be determined by the cluster
G	VENUE: MALAY BURUANGA	to be determined by the cluster



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ENCLOSURE 2 to Division Memorandum No. **352** series of 2026

(DATE)

DISTRICT MEMORANDUM

No. _____, s. 2026

THE CONDUCT OF “SEVEN WAYS TO ACHIEVE LEARNER RIGHTS AND PROTECTION FUNCTIONALITY IN THE SCHOOLS DIVISION OF AKLAN”

To: District Learner Rights and Protection Coordinators
 School Learner Rights and Protection Chairpersons
 School Learner Rights and Protection Vice-Chairpersons

- Attached is the Division Memorandum No. ____, series of 2026, titled **Seven Ways to Achieve LRP Functionality in the Schools Division of Aklan dated June ____, 2026**, which is self-explanatory.
- In this regard, the schedule and venue of the said activity are as follows:

CLUSTER	VENUE	DATE AND TIME
A		

- The participants must attend in **compulsory with no substitution nor representation on behalf of** the Vice-Chairpersons of the Child Protection Committee and **all Chairpersons who were not able to attend the first roll-out** in all public schools in the district.
- Widest dissemination of and strict compliance with this Memorandum are desired.

 District Supervisor



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ENCLOSURE 3 to Division Memorandum No. **352** series of 2026

INDICATIVE PROGRAM OF ACTIVITIES

Time	Activity	Person /s Involved
0730H	Registration	<i>District LRP Coordinators</i>
0813H	Preliminaries	
0830H	Opening Remarks and Statement of Purpose	DISTRICT SUPERVISOR (CLUSTER MEMBER)
0833H	Welcome Remarks	DISTRICT SUPERVISOR (CLUSTER VENUE HOST)
0840H	PART I: TECHNICAL SESSION	
	Introduction to the Technical Session and Resource Speaker	<i>District LRP Coordinators</i>
	“7 Ways to Achieve LRP Functionality”	ALLAN CARLO C. SORIANO Project Development Officer I, SGOD Youth Formation Division Officer, Learner Rights and Protection Division Focal-Person
1100H	OPEN FORUM	<i>District LRP Coordinators</i>
1140H	*Awarding of Certificates to the Resource Speaker	<i>District LRP Coordinators</i>
1200NN	LUNCH	
1333h	PART II: MANIFESTATION	
	Management of Learnings	<i>District LRP Coordinators</i>
	<i>TESTIMONY</i>	<i>Designated Participant</i>
1533h	*Awarding of Certificates to the Participants	<i>District LRP Coordinators</i>
1550h	CLOSING REMARKS	DISTRICT SUPERVISOR (CLUSTER MEMBER)
1600h	End of the Program	



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ENCLOSURE 4 to Division Memorandum No. 352 series of 2026

**LEARNER RIGHTS AND PROTECTION DIVISION
(LRPD) MONITORING TOOL**

2026-2027

SCHOOL YEAR

DISTRICT

SCHOOL NAME

Instructions: Check the appropriate column corresponding to the status of the observed indicator. Write under the *Remarks* column the gaps, issues and concerns if the indicator is **Partially Met** or **Unmet**.

Goal: Safeguard the rights and protection of all learners through zero tolerance for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse.

Outcome: Schools and Learning Centers ensured a child-friendly and healthy learning and working environment.

INDICATORS	MOVs	MET	PARTIALLY MET	UNMET	REMARKS
I. Child Protection Committee (CPC) Organization and Coordination					
Ensured schools and learning centers have a functional Child Protection Committee (CPC)	<ul style="list-style-type: none"> Printed CPC Composition (organization chart) in accordance to DO No. 40, s. 2012 posted-on in the School Head's Office Attached List of CPC Members in accordance to the Section 10 of the said order see <i>Annex A</i> 				
II. Policies and Guidelines					
Ensured that school has established school-based Child Protection Policy (CPP) and Anti-Bullying Policy (ABP)	<ul style="list-style-type: none"> Archived files of Incident Report Submitted and labeled "CONFIDENTIAL" /Intake Sheet if the case is still in-progress labeled as "CONFIDENTIAL" Printed on paper the Seven Flowcharts in Handling LRP Cases in accordance to Regional Memorandum No. 386, s. 2025 the standardized protocols 				
III. Human Resource Development and Partnerships					
Conducted School Orientation of Child Protection related activities to teaching and non-teaching staff	<ul style="list-style-type: none"> Printed Memorandum/Most recent Advisory Activity Proposal from the Division of Aklan Prepared Attendance Sheet/Photos during the activity with indicated date of conduct 				
IV. Service Delivery					
Conducted integration of awareness inside the classroom by teachers regarding Anti-Bullying and Child Abuse	<ul style="list-style-type: none"> Printed Photos (3) of a teacher- preferably Guidance Designate in the classroom 				
V. Accountability and Performance					
Monitored by LRPD Focal/ Accomplished units I-IV	<ul style="list-style-type: none"> Printed Photos with LRPD Focal/Provided the MOVs in preceding units 				

Monitored by:

Received by:

ALLAN CARLO C. SORIANO

Division LRP Focal-Secretariat

(signature over printed name with date)



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