



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

September 01, 2026

DIVISION MEMORANDUM

No. 496, s. 2026

**UPDATING OF LEARNER FORMATION OFFICERS (LFO) AND CAREER ADVOCATES
(CA) IN SCHOOLS FOR THE SCHOOL YEAR 2026-2027**

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 and Private Elementary/ Secondary Schools
and Integrated Schools
All Others Concerned

1. The Learner Rights and Protection Division and Youth Formation Unit will be having a data gathering to update LRP Committee in schools for the school year 2026-2027.
2. School Heads shall designate a Learner Formation Officer members of the committee in accordance with the **DepEd Order No. 06, s. 2026 – Guidelines on Ensuring Safe and Motivating Learning Environment** while the School-Based Training for Career Advocates (SBTCA-Trained) shall be updated by the school Heads in accordance with the **Implementing Rules and Regulations of The Secondary School Career Guidance and Counseling Act (Republic Act No. 11206)**. See **Enclosures 1 & 2**.
3. All the public and private schools must accomplish and submit data through the link on until **September 02, 2026, 1000H**.
<https://forms.gle/LRKYCWJehHxS8i9F8>
4. **Annex A** shall be submitted to District LRP Coordinators for validation on **September 02, 2026, until 2359h**, while **Annex B** shall be consolidated by the District Youth Formation Coordinators, and to be collected by Attn: **Dr. Elnor T. Luna**, School Principal III – Bakhaw Norte Integrated School for *Eastern Side* and Attn: **Dr. Jaymon E. Bruto**, Head Teacher I - Dr. Ramon B. Legaspi, Sr. National High School for *Western Side*. The Field Consolidated Report **Annex C** must be submitted to YFD-LRPD Focal Person **Allan Carlo C. Soriano** on **September 11, 2026, until 2359h**. All must be electronically accomplished.



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

5. Widest dissemination of and compliance with this Memorandum are desired.


FELICIANO C. BUENAFE JR., CESO V
Schools Division Superintendent *MB*

Encl.: As Stated

Reference: As Stated

To be indicated in the Perpetual Index

Under the following subjects:

LEARNER-FORMATION
ACCS

PERSONNEL

RIGHTS AND PROTECTION



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

ENCLOSURE 1 to Division Memorandum No. **496** Series of 2026

DepEd Order No. 006, s. 2026

GUIDELINES ON ENSURING SAFE AND MOTIVATING LEARNING ENVIRONMENT

IV. DEFINITION OF TERMS

D. Learner Formation Officer is designated personnel by the school head/principal who shall be responsible for maintaining a safe and respectful learning environment by enforcing school policies and managing learner behavior.

VI. DUTIES AND RESPONSIBILITIES OF SCHOOL PERSONNEL, LEARNERS, AND EDUCATION STAKEHOLDERS

Section 23. Principal/School Head.

The Principal/ School Head shall:

- a. Designate a Learner Formation Officer to handle the bullying incidents, taking into consideration the population of the school and the historical data on school valence of bullying. In no case shall the School Counselor and School Counselor Associate be designated as a Learner Formation
- b. Adopt, implement, and oversee the effective implementation of this Policy in accordance with the Anti-Bullying Act and the Revised IRR;
- c. Coordinate with the concerned local government units (LUs) for aid in the implementation of this Policy and the School's other anti-bullying
- d. Take primary responsibility for ensuring that the contact details of the Learner Formation Officer (LFO) and the Child Protection Committee (CPC) are prominently displayed within each classroom. The contact information for the LFO shall be posted to enable prompt follow-up on any matters related to bullying incidents, while the CPC contact details shall serve as the communication channel for receiving and managing reports of bullying;
- e. Ensure that the parents or guardians of the Learners involved in any incident of bullying or retaliation are promptly and appropriately informed of the situation, including relevant details and any corresponding actions taken by the school;
- f. Report, refer, and monitor all cases or incidents related to bullying and ensure that bullying incidents are investigated and resolved within the period indicated in this Policy;
- g. Monitor, evaluate, and assess the implemented plans, programs, and h. Spearhead advocacy activities or orientations on anti-bullying programs and procedures for reporting bullying cases for Learners, school personnel, parents or guardian;
- i. Lead the consolidation and maintenance of a public record of relevant information and statistics on acts of bullying and retaliation in the school;
 - i. If it is determined that bullying or retaliation, including precursors to bullying, has occurred:



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

- a. Notify law enforcement should they believe that criminal charges under the Revised Penal Code may be pursued against the bully;
- b. Take appropriate disciplinary administrative action;
- c. Notify the parents or guardians of the bully;
- d. Notify the parents or guardians of the victim of the incident and of the action/s taken to prevent any further acts of bullying or retaliation; and
- e. Should the incident involve students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

Section 25. Learner Formation Officer.

The Learner Formation Officer shall also be referred to as the Discipline Officer. It shall be responsible for maintaining a safe and respectful learning environment by enforcing school policies and managing student behavior. It shall be their duty to:

- a. Provide Learners and their parents or guardians with a copy of this Policy;
- b. Enable Learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report;
- c. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation while maintaining confidentiality throughout the process;
- d. Maintain a public record of relevant information and statistics on acts of bullying and retaliation in school, subject to the conditions stipulated under Section 23 (d) of this Policy; and
- e. Render desk duty for at least two **(2) hours per day** for sessions or consultations with learners, school personnel, and parents or parent-substitutes for purposes of reporting and inquiries.



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

ENCLOSURE 2 to Division Memorandum No. 496 Series of 2026

**IMPLEMENTING RULES AND REGULATIONS OF THE SECONDARY SCHOOL
CAREER GUIDANCE AND COUNSELING ACT (REPUBLIC ACT NO. 11206)**

**RULE II.
NATIONAL SECONDARY SCHOOL CAREER GUIDANCE AND COUNSELING
PROGRAM**

Section 8

Career Guidance Program activities shall be supervised by the School Counselor who shall be supported by a School Counselor Associate **or any available Career Advocate** in the career guidance and counseling program center or care center. The identified Career Advocate, whether a School Counselor Associate or other qualified personnel, shall lead the implementation of career advocacy activities under the supervision of the School Counselor.

Career advocates, as defined in Section 5 of this IRR, are allowed to conduct career advocacy activities, **excluding counseling and assessment**, to secondary level learners of the school where they are currently employed. They shall be required to undergo quality assured training programs developed and delivered through the National Educators Academy of the Philippines (NEAP), or other accredited training centers, and the activities undertaken by them shall be supervised by the School Counselor or School Division Counselor



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

ANNEX A

**SCHOOL LEARNER FORMATION OFFICER
and
SBTCA-Trained CAREER ADVOCATES**

2026-2027

School Year

DISTRICT

SCHOOL NAME

COMPLETE SCHOOL ADDRESS

As of Date and Hour:

NAME	POSITION	FUNCTION
		Learner Formation Officer
		SBTCA-Trained Career Advocate
		SBTCA-Trained Career Advocate
		Guidance Counselor/ Teacher-Designate
		School Youth Formation Coordinator

Prepared and Submitted by:

SLRP Chairperson, School Head

Validated by:

District Learner Rights and Protection Coordinator



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

ANNEX B

DISTRICT CONSOLIDATED REPORT

DISTRICT
2026-2027

PUBLIC SCHOOLS As of Date and Hour:

Number of Schools Complied	NUMERICAL DATA				
	No. of Designated LFO	No. of SBTCA- Trained Personnel	No. of Registered Guidance Counselors	No. of Guidance Counselor- Teacher Designate	No. of School Youth Formation Coordinator

PRIVATE SCHOOLS As of Date and Hour:

Number of Schools Complied	NUMERICAL DATA				
	No. of Designated LFO	No. of SBTCA- Trained Personnel	No. of Registered Guidance Counselors	No. of Guidance Counselor- Teacher Designate	No. of School Youth Formation Coordinator

SUC As of Date and Hour:

Number of Schools Complied	NUMERICAL DATA				
	No. of Designated LFO	No. of SBTCA- Trained Personnel	No. of Registered Guidance Counselors	No. of Guidance Counselor- Teacher Designate	No. of School Youth Formation Coordinator

Prepared By:

NAME

District Youth Formation Coordinator-Secondary
District

NAME

District Youth Formation Coordinator-Elementary
District

Noted:

NAME

District Supervisor
District



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

ANNEX C

FIELD CONSOLIDATED REPORT

EASTERN SIDE

2026-2027

PUBLIC SCHOOLS As of Date and Hour:

Number of Schools Complied	NUMERICAL DATA				
	No. of Designated LFO	No. of SBTCA-Trained Personnel	No. of Registered Guidance Counselors	No. of Guidance Counselor-Teacher Designate	No. of School Youth Formation Coordinator

PRIVATE SCHOOLS As of Date and Hour:

Number of Schools Complied	NUMERICAL DATA				
	No. of Designated LFO	No. of SBTCA-Trained Personnel	No. of Registered Guidance Counselors	No. of Guidance Counselor-Teacher Designate	No. of School Youth Formation Coordinator

SUC

As of Date and Hour:

Number of Schools Complied	NUMERICAL DATA				
	No. of Designated LFO	No. of SBTCA-Trained Personnel	No. of Registered Guidance Counselors	No. of Guidance Counselor-Teacher Designate	No. of School Youth Formation Coordinator

Prepared By:

DR. ELNOR T. LUNA

District Youth Formation Coordinator
District of Kalibo II
(Eastern Side)

Received By:

ALLAN CARLO C. SORIANO

Learner Rights and Protection
Division Focal



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

ANNEX C

FIELD CONSOLIDATED REPORT

WESTERN SIDE

2026-2027

PUBLIC SCHOOLS As of Date and Hour:

Number of Schools Complied	NUMERICAL DATA				
	No. of Designated LFO	No. of SBTCA-Trained Personnel	No. of Registered Guidance Counselors	No. of Guidance Counselor-Teacher Designate	No. of School Youth Formation Coordinator

PRIVATE SCHOOLS As of Date and Hour:

Number of Schools Complied	NUMERICAL DATA				
	No. of Designated LFO	No. of SBTCA-Trained Personnel	No. of Registered Guidance Counselors	No. of Guidance Counselor-Teacher Designate	No. of School Youth Formation Coordinator

SUC

As of Date and Hour:

Number of Schools Complied	NUMERICAL DATA				
	No. of Designated LFO	No. of SBTCA-Trained Personnel	No. of Registered Guidance Counselors	No. of Guidance Counselor-Teacher Designate	No. of School Youth Formation Coordinator

Prepared By:

DR. JAYMON E. BRUTO

District Youth Formation Coordinator
District of Makato
(Western Side)

Received By:

ALLAN CARLO C. SORIANO

Learner Rights and Protection
Division Focal



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph