



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

28 August 2025

DIVISION MEMORANDUM
No. 428, s.2025

**ESTABLISHMENT OF THE LEARNER RIGHTS AND PROTECTION (LRP) DESK
IN THE CONDUCT OF SCHOOL SPORTS ACTIVITIES AND YOUTH FORMATION
ACTIVITIES**

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public and Private Elementary and Secondary School Heads
All others concerned

1. Pursuant to Memorandum **OUOPS-2024-05-00946** dated February 5, 2024, this Office requests all school heads and other concerned personnel to ensure the establishment of the Learner Rights and Protection (LRP) Desk.
2. The LRP Desk shall be established in every conduct of school sports activities: School Sports Club, Intramural Meet, District and Municipal Meet, NVPAA Meet, CAVRAA Meet, Palarong Pambansa, as well as participation to tournament opportunities and youth formation activities where the **primary participants are learners**. This applies to school-based, district, division, and regional undertakings.
3. The functions of the LRP Desk are to:
 - ✓ Ensure a safe, secure, and supportive environment for all learners;
 - ✓ Provide assistance and immediate response to learner-related concerns;
 - ✓ Serve as a referral mechanism for cases requiring intervention, in coordination with the Local Government Unit (LGU) and other partner agencies;
 - ✓ Disseminate and post Learner Rights and Protection/ Child Protection Committee contact numbers and hotlines in all playing venues, activity sites, and billeting quarters.
4. The composition of the LRP Desk shall be as follows:
 - Chairperson – School Head
 - Co-Chairperson – Guidance Counselor/Guidance Teacher
 - Teacher Representative
 - Parent Representative
 - Learner Representative
 - Barangay Representative (from the Barangay Child Protection Committee)
5. The LRP Desk shall be visible and functional throughout the duration of the activity and shall submit an **accomplishment** and **incident report** to the Schools Division Office through the Division LRP Focal Person within five (5) working days after the event.




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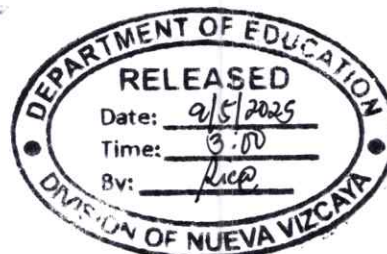
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6. Attached herewith is the template for Accomplishment and Incident Report. (Enclosures 1 and 2)
7. Expenses relative to the establishment of the LRP Desk, including the reproduction of tarpaulins and advocacy materials, may be charged to school MOOE, or any available local funds, subject to existing accounting and auditing rules and regulations. The layouts for the tarpaulin and advocacy materials may be downloaded at the following links:
- <https://tinyurl.com/LRPTARPNV>
 - <https://tinyurl.com/LRPADVOCACYMATERIALS>
8. Immediate dissemination and strict compliance of this Memorandum is desired.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

09-2025-407





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Enclosure 1 to Division Memorandum No. 428, s. 2025

ACCOMPLISHMENT REPORT

TITLE OF ACTIVITY/ PROGRAM	
WHEN:	
WHERE:	
PARTICIPANTS: (Number of learners, teachers, parents, stakeholders, etc.)	
OBJECTIVES OF THE ACTIVITY: (List down the objectives the activity aimed to achieve)	
MAJOR HIGHLIGHTS OF THE ACTIVITY: (Brief narrative of what transpired; may include opening program, sessions, competitions, etc.)	
ACCOMPLISHMENTS/OUTPUTS: <ul style="list-style-type: none">➤ Learner participation➤ Implementation of child protection measures➤ Partnerships/linkages utilized➤ Other noteworthy outputs	
ISSUES/CHALLENGES ENCOUNTERED (if any):	
RECOMMENDATIONS / NEXT STEPS:	

**Attach supporting MOVs (Means of Verification)*

Prepared by:

CPC Focal

Reviewed by:

SCHOOL HEAD

Noted:

DISTRICT HEAD



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Enclosure 2 to Division Memorandum No. 428, s. 2025

INCIDENT REPORT

WHAT:	
WHEN:	
WHO:	
INCIDENT DETAILS (Brief description of the incident):	
IMMEDIATE ACTION TAKEN BY THE SCHOOL:	
INTERVENTION PLAN TO THE LEARNERS INVOLVED:	
NEXT STEPS AND WAYS FORWARD:	

**Attach supporting documents (as applicable to the incident)*

Prepared by:

CPC Focal

Reviewed by:

SCHOOL HEAD

Noted:

DISTRICT HEAD



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