



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

July 21, 2025

DIVISION MEMORANDUM

No. 354, s. 2025

**REITERATING AND UPDATING OF CHILD PROTECTION COMMITTEE IN SCHOOLS
AND LEARNER RIGHTS AND PROTECTION (LRP) COORDINATORS IN THE
DISTRICTS FOR SCHOOL YEAR 2025-2026**

To: OIC, Office of the 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. Pursuant to Department of Education Order No. 40, series of 2012, titled DepEd Child Protection Policy and Memorandum DM-OUOPS-2024-05-07998, titled Supplemental Guidelines for the Implementation of DepEd Order No. 40, s. 2012, the Schools Division of Aklan shall update Learner Rights and Protection Coordinators in each district and Child Protection Committee in Schools for the School Year 2025-2026.
2. The composition of the School Child Protection Committee shall be followed by the school heads in accordance with Section 10 of the Department of Education Order No. 40, series of 2012. See Enclosure 1 and Annex A.
3. The designation of District Learner Rights and Protection Coordinators shall be given to non-teaching personnel in accordance with Department of Education Order Number 02, series of 2024. See Enclosure 2 and Annex B.
4. Data shall be gathered through, encoded to, and uploaded to the QR/Link: (Schools) <https://tinyurl.com/ykbk2due> ; (Districts) <https://tinyurl.com/yuw2tnew>
Deadline: August 8, 2025, 5PM for Schools and August 15, 2025, 5PM for Districts.



5. 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



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 VI
Schools Division Superintendent

Encl.: As Stated

Reference: DO No. 40, series of 2012, and DM-OUOPS-2024-05-07998

To be indicated in the Perpetual Index

Under the following subjects:

PERONNEL

POLICIES

RIGHTS AND PROTECTION

/ACCS



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. **354**, Series of 2025

Guidelines in Composing Child Protection Committee in Schools

1. Schools must follow: Section 10, Department of Education Order No. 40, s. 2012, Establishment of Child Protection Committee in all public and private elementary and secondary schools shall establish a Child Protection Committee (CPC).
 - A. The CPC shall be composed of the following:
 1. School Head/Administrator – Chairperson
 2. Guidance Counselor/ Teacher - Vice Chairperson
 3. Representative of the Teachers as designated by the Faculty Club
 4. Representative of the Parents as designated by the Parents-Teachers Association
 5. Representative of pupils, students and learners as designated by the Supreme Student Council
 6. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC).
 - B. The CPC shall perform the following functions:
 1. Draft a school child protection policy with a code of conduct and a plan to ensure child protection and safety, which shall be reviewed every three (3) years. The template for the school child protection policy is attached as Annex "C";
 2. Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse;
 3. Develop and implement a school-based referral and monitoring system. The template for the referral system is attached as Annex "D";
 4. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
 5. Identify, refer and, if appropriate, report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination and bullying;
2. School Head or School Administrator, -the chairperson, in schools must be the Learner Rights and Protection School Coordinator.
3. For integrated schools, one composition per level: Elementary, Junior High School, and Senior High School.
4. Accomplish Annex A.
5. Upload and submit the signed Annex A.
6. School CPC shall establish own Facebook Group Messenger/ Group Chat administered by the Chairperson for quick information dissemination named as follows: **LRPD SCPC (Name of School) 2025-2026**
7. The Chairman of SCPC shall maintain connections with the LRPD District Coordinator through FB Messenger or other related applications.



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. **354**, Series of 2025

Guidelines in Designating Learner Rights and Protection District Coordinators

1. School Districts must follow in accordance with Department of Education Order Number 02, series of 2024 in designating district coordinators.
2. The Designated Learner Rights and Protection District Coordinators must be School Heads from the jurisdictional public schools.
3. One School Head, total of three, must be designated per level: Elementary, Junior High School, and Senior High School.
4. Accomplish Annex B.
5. Upload and submit the signed Annex B.
6. Designated District LRP Coordinators shall establish a Facebook Group Messenger/ Group Chat per district administered by the LRPD JHS-Designated Coordinator for quick information dissemination named as follows: **LRPD (Name of District) 2025-2026**
7. Designated District LRP Coordinators shall maintain connections with the LRPD Division Focal through FB Messenger or other related applications.



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 CHILD PROTECTION COMMITTEE

School Year

DISTRICT

SCHOOL NAME

SCHOOL ADDRESS

NAME	POSITION/DESIGNATION	FUNCTION
		Chairperson
		Vice Chairperson
		Rep. of the Teachers
		Rep. of the PTA
		Rep. of Learners SSC
		Rep. of BCBP

Prepared by:

Vice Chairperson, Registered Guidance Counselor/Guidance-Designate

Noted by:

Chairperson, School Head

Approved by:

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



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

DESIGNATED DISTRICT LEARNER RIGHTS AND PROTECTION COORDINATORS

School Year

DISTRICT

DISTRICT OFFICE ADDRESS

NAME	POSITION/DESIGNATION	FUNCTION
		Coordinator for Senior High Schools
		Coordinator for Junior High Schools
		Coordinator for Elementary Schools

Conforme:

Designated LRP District Coordinator for SHS

Designated LRP District Coordinator for JHS

Designated LRP District Coordinator for Elementary

Noted by:

Public Schools District Supervisor/PiD/HTiD

Approved by:

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



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