



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 3, 2025

REGIONAL MEMORANDUM

No. **122** s. 2025

**ESTABLISHMENT OF THE LEARNER RIGHTS AND PROTECTION (LRP) DESK
AND IMPLEMENTATION OF THE LRP SAFEGUARDING GUIDELINES IN
THE CONDUCT OF THE 2025 RSPC, RFOT, AND EVRAA MEET**

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to DepEd Order No. 66, s. 2017 titled "Implementing Guidelines on the Conduct of Off-Campus Activities" and DM-OUOPS-2024-05-07998 or the "Supplemental Guidelines for the Implementation of DepEd Order No. 40 s. 2012, or the DepEd Child Protection Policy," this Office directs all participating schools division offices to reconstitute the LRP Desk in billeting quarters and activity venues and ensure the implementation of the LRP Safeguarding Guidelines during the 2025 Regional Schools Press Conference (RSPC), Regional Festival of Talents (RFOT), and the Eastern Visayas Regional Athletic Association (EVRAA) Meet.

2. The Division/School LRP Desk Committee shall comprise:

- Chairperson – Division Permanent Focal Person/School Head
- Vice-chairperson – Division Alternate Focal Person or Registered Guidance Counselor as may be designated by the Chairperson/Guidance Counselor or Designate
- Members – DepEd Personnel who has undergone the LRP Specialization Course/Teachers and Members of the CPC

3. The LRP Desk Committee shall be responsible in the implementation of the following:

- Formulate and discuss safeguarding protocols with Technical Officials, Coaches, Chaperones, and learner-participants (Template of the LRP Safeguarding Protocol is attached as Annex A);
- Verify that all learner-participants have submitted signed parental consent forms;
- Coordinate with the Delegation Chairperson on the preparation of Learner Safety and Emergency Card for the learner-participants, as provided by Section VII, paragraph B(7) of D.O. No. 66, s. 2017;
- Establish a functional LRP Desk in all activity venues and billeting quarters equipped to recognize, record, report, and refer incidents, as well as provide immediate intervention and support, including psychological first-aid (PFA) and crisis counseling. A dedicated helpline number shall be displayed, listing the contact information of the LRP Desk Chairperson/Vice-Chairperson, ensuring a timely and effective response to incidents;
- Ensure proper issuance and accomplishment of pass slips and waiver forms (Annex B, C, and D);

- f. Conduct Regular "Kamustahan" Sessions and organize recreational activities for learner-participants' health and wellness.
 - g. Provide daily reports on incidents and submit accomplished incident report forms and other documents to the Regional Office.
 - h. Closely coordinate with the local government unit in the locality and other relevant agencies for referral purposes; and,
 - i. Monitor the strict implementation and creation of the LRP Desks.
4. The editable copies of the LRP Safeguarding Guidelines Template, necessary forms, and social behavioral change (SBC) materials that may be utilized for the establishment of the LRP Desks are available at <https://tinyurl.com/LRPDeskMaterials>.
5. The per diem, travel, and other incidental expenses of the LRP Desk Committee Members shall be charged against their respective MOOE/Local Fund/SEF, while their food and accommodation shall be charged against the RSPC/RFOT/EVRAA Fund or to their respective MOOE/Local Fund, whichever is appropriate, subject to the usual government accounting and auditing procedures.
6. All queries regarding this memorandum shall be addressed to the Regional Learner Rights and Protection Permanent Focal Person, Eden A. Dadap, at 09126063544 or at eden.dadap001@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director



Enclosures: As stated

References: None

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

EVRAA LRP DESK RFOT RSPC SAFEGUARDING GUIDELINES

ESSD-SPPS-HRMC



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph





Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

**LEARNER RIGHTS AND PROTECTION (LRP) SAFEGUARDING GUIDELINES FOR
OFF-CAMPUS ACTIVITIES**

*(Pursuant to Supplemental Guidelines for the Implementation of DepEd Order No. 40
s. 2012, or the DepEd Child Protection Policy and DepEd Order No. 66, s. 2017)*

- A. DUTIES AND RESPONSIBILITIES OF COACHES, TRAINERS, CHAPERONES, AND GUARDIANS
1. Exercise parental authority, supervision, instruction, and custody over the learner-participants at all times, even in activities outside the billeting areas and contest venues.
 2. Educate and instruct learner-participants with right conduct and good example.
 3. Provide learner-participants support, advice, and counsel, companionship, and understanding.
 4. Enhance, protect, preserve, and keep learner-participants physically and mentally healthy at all times.
 5. Protect learner-participants from bad company and prevent them from developing habits that are harmful to their health, studies, and morals.
 6. Represent learner-participants in all matters affecting their interests.
 7. Instill the value of respect and obedience.
 8. Practice positive and non-violent discipline as required, without resorting to corporal punishment under any circumstance.
 9. Avoid connecting through social media with a learner-participant before, during, or after the activity.
 10. Obtain informed consent from the child's parent or legal guardian or teacher before photographing or filming a child. Explain how the photograph or film will be used.
 11. Adhere to the two-adult rule: Two or more adults are required to supervise all activities where children are involved and present.
 12. Do not spend time alone with a learner (one-on-one) or with learners far away from others.
 13. Do not share a room with only one learner.
 14. Do not engage in any form of inappropriate touching or sexually suggestive remarks with a learner, even in fun.
 15. They should ensure appropriate company with a learner or young person while in a vehicle.
 16. They should request written parental or official consent if activity organizers or partners are required to transport learners or young people.
 17. They should not allow allegations made by a learner to go unchallenged, unrecorded, or not acted upon.
 18. If a learner-participant wishes to report a learner protection concern while the activity is ongoing, he or she may approach the LRP Desk. If he/she experiences distress or any protection concern during the activity, he/she may approach the designated guidance advocates or psychological first aid (PFA providers).

B. DUTIES AND RESPONSIBILITIES OF LEARNER-PARTICIPANTS

1. Treat coaches, trainers, chaperons as their guardians during the conduct of the 2025 RFOT and RSPC. Seek permission and ensure that activities outside billeting areas and contest venues are with adult supervision.
2. Heed the guidance and counsel given by guardians, as this is for your best interest and welfare.
3. Practice good habits such as sleeping on time, eating healthy food, maintain positive attitude and personal care to keep physically and mentally healthy.
4. Avoid friends and activities that may pose risk to your health and safety. Be mindful of the curfew and the ban on smoking and liquor for minors.
5. Practice Respect, courtesy, and sportsmanship towards fellow learners as well as to other adult delegates.
6. Tell your parents/guardians and teacher when an adult participant who attended the activity sent a friend request or social media message to you.
7. Always wear the activity identification cards.
8. Use proper language when talking with other learners and adult participants.
9. Never talk to other learners and adult participants privately and in secluded areas.
10. Do not bring to the activity premises pornographic materials and dangerous chemicals and substances.
11. Report a learner protection concern to the LRP Desk. If you experience distress or any protection concern during the activity, you may approach the designated guidance advocates or psychological first aid (PFA providers).



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS
SCHOOLS DIVISION OFFICE OF

TO WHOM IT MAY CONCERN

I, _____, parent/guardian of the learner _____, _____, willingly choose to withdraw my son/daughter/guardianship from the _____ for the _____ in _____.

I fully comprehend and accept that I will assume full responsibility for the aforementioned learner and be held accountable for any unforeseen incidents that may transpire during the learner's departure from the _____ Delegation's billeting quarter at _____ on _____ and onward.

I hereby acknowledge that the _____ Delegation Management shall not be held liable for any occurrences transpiring during the aforementioned period.

To demonstrate my agreement and commitment, I will affix my signature below this _____ day of _____, 2025.

(Signature of Parent/Guardian over Printed Name)

Concurred

(Signature of Coach over Printed Name)

ACTIVITY HEAD
Position

Approved:

SDS
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS
(DIVISION)
(SCHOOL)

W A I V E R

I wish to inform the _____ that I/We, _____ will not go home on the scheduled date of the Delegation's departure on _____. Instead, we will be staying on _____ at _____ and will travel _____ via _____ as mode of transportation rather than the _____ provided, together with our son/daughter _____, who is an official participant to the _____ on _____ in _____.

As this is our personal decision to provide a different arrangement for our son/daughter, I cannot hold DepEd and its officials/teachers responsible for any untoward incident that may happen beyond their control.

Signature of Father

Signature of Mother

Name of Father

Name of Mother

Signature of Guardian over Printed Name

Relationship with the Delegate

SUBSCRIBED AND SWORN TO before me at _____ this _____ affiant exhibited to me his/her _____ issued by _____ bearing his/her photo and signature as competent proof of his/her identity.

Doc. No.;
Page No.;
Book No.;
Series of 2025.

PASS SLIP

Printed Name and Signature of Delegate/s _____ Date _____

Permission is hereby requested to:

Leave the billeting quarter premises during office hours

From _____ to _____ (intended time of departure) _____ (intended time of arrival)

Reason/s: _____

Noted: _____

(Coach)

ACTIVITY HEAD
Position

Approved: _____

SDS NAME

Schools Division Superintendent

Actual time of departure: _____ Guard on Duty: _____
Actual time of arrival: _____ Guard on Duty: _____

PASS SLIP

Printed Name and Signature of Delegate/s _____ Date _____

Permission is hereby requested to:

Leave the billeting quarter premises during office hours

From _____ to _____ (intended time of departure) _____ (intended time of arrival)

Reason/s: _____

Noted: _____

(Coach)

ACTIVITY HEAD
Position

Approved: _____

SDS NAME

Schools Division Superintendent

Actual time of departure: _____ Guard on Duty: _____
Actual time of arrival: _____ Guard on Duty: _____

PASS SLIP

Printed Name and Signature of Delegate/s _____ Date _____

Permission is hereby requested to:

Leave the billeting quarter premises during office hours

From _____ to _____ (intended time of departure) _____ (intended time of arrival)

Reason/s: _____

Noted: _____

(Coach)

ACTIVITY HEAD
Position

Approved: _____

SDS NAME

Schools Division Superintendent

Actual time of departure: _____ Guard on Duty: _____
Actual time of arrival: _____ Guard on Duty: _____

Department of Education

Republic of the Philippines

CONSENT, WAIVER, INDEMNITY and RELEASE

I, _____, M/ F, _____ years of age, hereby grant permission to the Department of Education (DepEd) and its representatives to make recordings of my voice and to take photographs and /or videos in which I appear in, to be used for the communications and various public campaigns of the Agency be it in print, broadcast, and/or electronic media, at the event and location stated below:

Production name/ Project title: _____

Location: _____

I acknowledge that the DepEd owns all rights to these images and recordings. I further grant the DepEd and its representatives the right to use, display, exhibit, reproduce, distribute, and create derivative works of these images and recordings in any media now known or later developed.

I hereby waive any right to inspect or approve the use of the images or recordings or of any written derivatives. I further waive all moral rights. I also waive any right to royalties or other compensation arising from or related to the use of the materials.

I hereby release, defend, indemnify, and hold harmless the DepEd and its representatives from and against any claims, damages, or liability arising from or related to the use of the images, recordings, or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older/ I am accompanied by my legal guardian, and I am competent to enter into this contract/ NAME OF GUARDIAN: _____ has legal authority to enter into this contract. I have read this document before signing below, and I fully understand the contents, meaning and impact of this consent, waiver, indemnity and release.

This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators and assigns.

Signature

_____/_____/_____
mm dd yyyy

Signature over printed name of Parent /Guardian/ Teacher

_____/_____/_____
mm dd yyyy

Address: _____

Home phone: _____ Mobile phone: _____

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Department of Education Republic of the Philippines

In line with the mission of the Department of Education (DepEd) to provide quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment;
- Teachers facilitate learning and constantly nurture every learner;
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen;
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners;

And in accordance with the DepEd's thrust to continuously improve itself to better serve its stakeholders, an effective communications strategy paves the way to a more efficient public policy formulation and implementation.

The Department of Education and its representatives are therefore seeking your permission to take and make use of voice recordings and/ or audiovisual images of you/ your children/ your students for the purposes stated above.

Please furnish us with your full name and signature on the next page should you confirm your consent to the proposed use of your/ your children/ your students' photographs and video/voice recordings in our communications and publicity materials.

Thank you very much.