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

September 16, 2025

**REGIONAL MEMORANDUM**

No. **1165** s. 2025

**WORKSHOP ON REFERRAL FLOW MECHANISMS AND CASE MANAGEMENT  
 OF LEARNER RIGHTS AND PROTECTION (LRP) RELATED  
 INCIDENTS AND CASES**

To: Schools Division Superintendents  
 All Others Concerned

1. Aligned with DepEd Order No. 40, s. 2012, which ensures a timely and effective response to cases of abuse, bullying, and exploitation in schools, this Office, through the Education Support Services Division (ESSD) – Special Programs and Projects Section (SPPS), shall conduct the **Workshop on Referral Flow Mechanisms and Case Management of Learner Rights and Protection (LRP) Related Incidents and Cases** on October 14–17, 2025, to be hosted by the Schools Division Office of Borongan City at a venue to be announced in a separate issuance.

2. The 46 participants selected for this activity are specified as follows:

**A. Technical Working Group**

Office	Designation	Pax
<b>Regional Office (5)</b>	Regional Director	Dr. Ronelo Al K. Firmo PhD, CESO IV
	SPPS and Delivery Unit Head	Edgar Y. Tenasas, CESO VI
	Project Development Officer IV	Eden A. Dadap
	Project Development Officer II, LRPP	Hannah Rose M. Cuaderno
	Technical Assistant II, LRPP	Elkanah G. Gaspang
<b>Borongan City (2)</b>	LRP Division Focal Person	Franklin E. Pabello
	Technical Working Group	To be identified

**B. Schools Division Offices (46)**

SDO	LRP Focal Person	Information Officer	Public Schools District Supervisor	Learner	Number of Pax
Baybay	1	1	-	1	3
Biliran	1	1	-	1	3
Borongan	1	1	-	1	3
Calbayog	1	1	1	-	3
Catbalogan	1	1	-	1	3
Eastern Samar	1	1	1	-	3
Leyte	1	1	1	-	3
Maasin City	1	1	-	1	3



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Northern Samar	1	1	1		<b>3</b>
Ormoc City	1	1	-	1	<b>3</b>
Samar	1	1	1	-	<b>3</b>
Southern Leyte	1	1	1	-	<b>3</b>
Tacloban City	1	1	-	1	<b>3</b>

3. The Region requests the Division LRP Focal Persons to identify their respective participants and ensure their registration on or before October 3, 2025, through the link [tinyurl.com/LRPROVIICaseReferralPathways](https://tinyurl.com/LRPROVIICaseReferralPathways) for the preparation of certificates, noting that non-registration or changes of participants after the deadline will result in the late issuance of certificates.

4. The Division LRP Focal Persons shall likewise ensure the safety and security of learner participants by acting as their chaperones, requiring the submission of accomplished Parent Consent Forms and Data Privacy Forms, and facilitating their transportation.

5. Participants shall be provided with meals, accommodation, and training materials charged against RO-8-25-01063 dated July 30, 20245 downloaded to SDO Borongan City, while their travel and other incidental expenses shall be charged against their respective MOOE/Local Fund/ESF subject to the usual government accounting and auditing procedures.

6. Accommodation shall be available starting Day 0, August 11, 2025, with check-out at lunchtime of Day 2, August 13, 2025, and meals shall be provided according to the following schedule:

Day	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
Day 0				/	/
Day 1	/	/	/	/	/
Day 2	/	/	/	/	/
Day 3	/	/	/		

7. Immediate dissemination of and compliance with this Memorandum are desired.



**RONALO AL K. FIRMO PhD, CESO IV**  
 Assistant Regional Director  
 Officer-in-Charge  
 Office of the Regional Director

Enclosures: None

References: None

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

CASE MANAGEMENT  
 LRP PROGRAM  
 REFERRAL MECHANISMS

ESSD-SPPS-HRMC



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