




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2025- 405

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Marikina City
SDO Pasay City
SDO Las Piñas City
SDO Pasig City
SDO Manila City
SDO Navotas City

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
Concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations

SUBJECT : **LEARNER RIGHTS AND PROTECTION DESK FOR THE 2025
PALARONG PAMBANSA**

DATE : April 25, 2025

1. Pursuant to the attached Memorandum No. OUOPS-2025-1100521, dated January 22, 2025, from MALCOLM S. GARMA, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations, titled: reconstitution of the Learner Rights and Protection Desk in preparation for the 2025 Athletics Meet, and its integration into the different sporting activities in the region, division and school meet including other off-campus activities such as the National Festival of Talents (NFOT) and National Schools Press Conference (NSPC), and in line with the 2025 Palarong Pambansa from May 20 - June 2, 2025, in Ilocos Norte Province.

2. The Palarong Pambansa Regional Learner Rights and Protection Desk Committee shall serve as the central operations hub that will handle LRP concerns in all activities and shall perform the following duties and responsibilities:

- a. ensure the protection of all learner-athletes from all forms of abuse, violence, discrimination, bullying, and other forms of exploitation;
- b. provide immediate intervention to learner-participants including psychological first aid (PFA) and referral as needed;



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- c. conduct consultation and coordination with the Learner Rights and Protection Division-Central Office, appropriate school governance level, and concerned stakeholders to ensure the safety and protection of participating learners;
- d. provide the 4Rs (recognize, record, report, and refer);
- e. conduct the pre-orientation on the code of conduct for coaches, trainers, chaperones/ guardians, including their duties and responsibilities in ensuring the protection of our learner-athletes; and
- f. provide a report to the Regional Office, Division Office, and LRPD on the LRP incidents handled.

Event	Schedule	Venue
65 th Palarong Pambansa	May 24 to June 2, 2025	Ilocos Norte Province
National Festival of Talents (INFOT)	May 19-23, 2025	
National Schools Press Conference (NSPC)		

3. The LRP Desk Committee shall be responsible for conducting the pre-activity, during, and after the events stipulated in the attached Memorandum. Travel expenses shall be charged from the downloaded Program Support Funds (PSF) for the *LRP Desk Palaro Pambansa 2025*, while meals and other related expenses of the LRP Desk Committee members shall be charged to local funds subject to the existing budgeting, accounting, and auditing rules and regulations.
4. Enclosed are the LRP Desk Committee members (Enclosure 1), and LRP Desk Case Report Form (Enclosure 2) to manage the learner-athlete concerns. The planning phase meeting will be conducted before the events' schedule.
5. For queries and other concerns, please contact Dr. Leonila C. Mustapha, Regional LRP Focal through email address: lrps.ncr@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum is desired.

Encl.: As stated

lrps



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Enclosure 1

Department of Education- National Capital Region
REGIONAL LEARNER RIGHTS AND PROTECTION DESK COMMITTEE

Name	Station/SDO/School	LRP Desk Designation
Dr. Violeta M. Gonzales	OIC SDS, Muntinlupa City	Chairman
Atty. Annaliza G. Esperanza	Head, Legal Unit-RO	Co-Chair
Dr. Leonila C. Mustapha	EPS, Regional LRP Focal, RO	Co-Chair
Dr. Alberto D. Villamor	EPS, SDO Marikina, Div. LRP Focal	Member
Atty. Maria Hannah D. Perez	Attorney III, Legal Unit-RO	Member
Dr. Bernardita A. Perez	EPS, SDO Pasay, Div. LRP Focal	Member
Ms. Rose Ann B. Pamintuan	SDO Pasig, Div. LRP Focal	Member
Ms. Mary Stephanie R. Magdamit	SDO Las Pinas, Div. LRP Focal	Member
Ms. Susan C. Militar, RGC	SDO Marikina, Malanday National HS	Member
LRP DESK SUB-COMMITTEES		
National Festival of Talents (NFOT)		
Cynthia P. Farma, RGC	SDO Navotas	Member
National Schools Press Conference (NSPC)		
Mr. Aaron Tolentino, Div LRP Focal	SDO Manila	Member



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Enclosure 2

LRP Desk Case Report Form
2025 Palarong Pambansa

Right to Confidentiality and Privacy. The confidentiality of all collected data will be ensured through strict protocols to protect learners' privacy. Learners will remain anonymous by omitting names or assigning unique identifiers unless otherwise required by Laws and other limitations of confidentiality. Data will only be used for the agreed-upon purposes, with additional consent required for any other use. Access to the data will be restricted to the LRP Desk Committee only. All data will be retained until the Palarong Pambansa 2025 concludes and securely destroyed or deleted thereafter if necessary.

Date: _____

☐

Complaint/Concern

☐

Query

☐

Other LRP
Concern

Classification of case: _____

I. Information of the Concerned Parties

A. Learner-Athlete Complainant

Name of Learner-Athlete		Age and Sex	
Name of School			
Grade Level		Division	
Name of Coach/Guardian		Contact Number	
Assigned Billeting Quarter			
Sports or Activity Participated (Palaro/LearnCon/NFOT/NSPC)			

B. Learner-Athlete/Person Complained of

Name LA/Person Complained off		Age	
Name of School			
Grade Level		Division	
Name of Coach/Guardian		Contact Number	



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Relationship to the Learner-Athlete	
Assigned Billeting Quarter	
Sports or Activity Participated (Palaro/LearnCon/NFOT/NSPC)	

C. Reporting Party

Name	
Relation to the Learner-Athlete	
Contact Number	
Assigned Billeting Quarter	
Sports or Activity Participated (Palaro/LearnCon/NFOT/NSPC)	

II. Details of the Incident

(Kindly include where and when the incident took place)

III. Immediate Actions Taken to Address the Incident

A. Learner to Learner

<input type="checkbox"/>	Assessment for Medical Assistance
<input type="checkbox"/>	Psychological First Aid
<input type="checkbox"/>	Call for Assistance (i.e. Local CSWDO, CPC-LGU)
<input type="checkbox"/>	Details on the Actions Taken:

B. Adult to Learners

<input type="checkbox"/>	Assessment for Medical Assistance
<input type="checkbox"/>	Psychological First Aid
<input type="checkbox"/>	Call for Assistance (i.e. Local CSWDO, CPC-LGU, PNP/Barangay)
<input type="checkbox"/>	Details on the Actions Taken:



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IV. Referral

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

CSWDO

PNP-WCPD

BCPC

Details on the Actions Taken:

Action Officer: _____

Date: _____