



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
**ORD-2025- 417**

**TO** : **Schools Division Superintendents**  
**All Others Concerned**

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

**SUBJECT** : **DATA GATHERING AND CONSULTATION ON THE  
DEVELOPMENT OF LEARNERS' HANDBOOK**

**DATE** : **May 9, 2025**

1. Attached is a Memorandum DM-OUOPS-2025-10-02414 dated April 25, 2025, from **DR. MALCOLM S. GARMA**, Assistant Secretary, Officer-In-Charge, Office of the Undersecretary for Operations, relative to the abovementioned subject, content of which is self-explanatory, for information and appropriate action.
2. Immediate dissemination of this Memorandum is desired.

amp/essd



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)





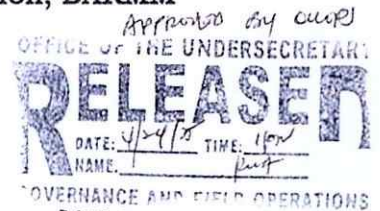
Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2025-10-02464**

**FOR : Regional Directors**  
**Minister, Basic, Higher, and Technical Education, BARMM**  
**Regional Youth Formation Coordinators**  
**School Division Superintendents**  
**Division Youth Formation Coordinators**  
**All Others Concerned**



**FROM : MALCOLM S. GARMA**  
*Assistant Secretary, Officer-In-Charge*  
*Office of the Undersecretary for Operations*

**MALCOLM S. GARMA**  
*Assistant Secretary, Officer-In-Charge,*  
*Office of the Undersecretary for Operations*

**SUBJECT : DATA GATHERING AND CONSULTATION ON THE**  
**DEVELOPMENT OF LEARNERS' HANDBOOK**

**DATE : April 25, 2025**

In support to the Department of Education's 5-point agenda, the Operations Strand and the Bureau of Learner Support Services (BLSS), through the Youth Formation Division (YFD) and Learner Rights and Protection Division (LRPD), intends to conduct a **Data Gathering and Consultation on the Development of the Learners' Handbook** via **Microsoft Forms** from **May 1 to 30, 2025**.

The Learners' Handbook to be developed shall serve as a key reference for understanding school policies, academic procedures, and support systems, ensuring that learners are well-informed and equipped to navigate their educational journey. With a focus on accessibility and clarity, the handbook empowers learners to take an active role in their learning while fostering a sense of community and belonging within the school environment.

Specifically, this data gathering and consultation aims to:

- reevaluate and refine the drafted outline of the Learners' Handbook to ensure it effectively addresses pressing needs, emerging issues, and learners' concerns;
- gather and analyze additional data from field offices to enhance the scope and relevance of the handbook's content, ensuring it is practical, inclusive, and adaptable for nationwide implementation; and
- prepare a comprehensive report consolidating all relevant data, insights, and stakeholder inputs, which will serve as a foundational resource for the upcoming writeshop activity.

In line with the ongoing development of the handbook, the Operations Strand kindly requests the support of all Regional Offices and Schools Division Offices in cascading the data gathering and consultation tool to all learners nationwide. This initiative aims to ensure their meaningful participation and gather valuable insights during the data collection phase. The tool can be accessed via: <https://tinyurl.com/DataGathering-Handbook>.

For questions and/or concerns, your staff may contact the BLSS-OD through email at [blss.od@deped.gov.ph](mailto:blss.od@deped.gov.ph) (cc: [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph)).

For your information and appropriate action.

Thank you.

[BLSS-YFD/MGM]