

Republic of the Philippines

Department of Education

Cordillera Administrative Region



14 May 2025

No. 341.2025

SUBMISSION OF PARENTAL/GUARDIAN CONSENT, WAIVER, INDEMNITY AND RELEASE FORM ON THE USE OF IMAGES AND VIDEO RECORDINGS

To: Assistant Regional Director

Schools Division Superintendent

School Head Coaches

Division Sports Focal/Officers

All Others Concerned

- 1. In compliance with RA 10173 (Data Privacy Act of 2012), DepEd Order No. 40, s. 2012 (Child Protection Policy), and other laws, rules and regulations protecting children, this office hereby issues this memorandum for the information, guidance, and compliance of all concerned.
- 2. In all activities including, but not limited to, the National School Press Conference (NSPC), National Festival of Talents (NFOT), Palarong Pambansa, and other school-related events conducted within or outside school premises program owners are directed to ensure that all participating learners have secured *Parental/Guardian Consent, Waiver, Indemnity and Release Form* which covers the taking and use of photographs, videos, recordings, and similar media for the Department's communication efforts and public campaigns.
- 3. These materials may be used in print, broadcast, and/or electronic media across national, regional, and local educational events. **Parental/Guardian Consent, Waiver, Indemnity and Release Form** must be obtained prior to participation in any such activity.
- 4. The DepEd's Consent, Waiver, Indemnity, and Release Form must be filled out by the learner's parent/guardian assisted by the coach and to be submitted to the LRP Desk assigned in a particular activity in coordination with the Information Officers/Public Affairs Unit for consolidation and reference.
- 5. Attached to this memorandum, is RM No. 112, s. 2025, Memorandum OM-OUOPS-2024-05-03942, Memorandum OM-OUOPS-2025-11-02749 and *Parental/Guardian Consent, Waiver, Indemnity and Release Form*, for perusal and reference.







Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318 Email Address: car@deped.gov.ph







- 6. For clarifications and concerns, please contact Georgina C. Ducayso, Chief of Education Support Services Division (ESSD) through email address: car.essd@deped.gov.ph or Mayclaire Jimenez, LRP focal person at mayclaire.jimenez@deped.gov.ph.
- 7. Immediate dissemination of and strict compliance with this memorandum is directed.

RONALD B. CASTILLO, CESO V

Director III/ Assistant Regional Director

For the Assistant Regional Director:

MAKSIM A. BOTILAS

Chief Administrative Officer

- 6. For clarifications and concerns, please contact Georgina C. Ducayso, Chief of Education Support Services Division (ESSD) through email address: car.essd@deped.gov.ph or Mayclaire Jimenez, LRP focal person at mayclaire.jimenez@deped.gov.ph.
- 7. Immediate dissemination of and strict compliance with this memorandum is directed.

RONALD B. CASTILLO, CESO V

Director III/ Assistant Regional Director

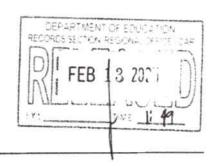
For the Assistant Regional Director:

MAKSINA. BOTILAS
Chief Administrative Officer



Republic of the Philippines Department of Education

CORDILLERA ADMINISTRATIVE REGION



12 February 2025

REGIONAL MEMORANDUM No: 112 · 2025

REITERATION OF THE GUIDANCE ON POSTING LEARNERS' IMAGES OR DATA POSTINGS ON SOCIAL MEDIA

To: Assistant Regional Director Schools Division Superintendents All Others Concerned

- In reference to OM-OUOPS-2024-05-03942, this is to reiterate the need to protect the right to privacy of learners in the digital age. Pursuant to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", learners including teaching and non-teaching personnel are considered as data subjects whose personal information are protected by law.
- In consideration of the learners' minority, parental or guardian consent is necessary before using the learner's data for media posting, as consent is necessary when sharing or posting images of other people on social media to avoid possible legal consequences.
- All DepEd personnel are reminded to uphold their responsibilities as dutybearers in ensuring that the rights of the learners are recognized and protected and to exercise special parental authority and responsibility over the learners under their supervision.
- Enclosed is a copy of the DepEd's Consent, Waiver, Indemnity, and Release 4. Form, which is required to be filled out by learners' parents or guardians involved in any media posting by DepEd, whether written, audio-recorded, or photographed. School personnel from all Schools Division Offices shall refer to and use this form prior to posting any information or images of learners on social media.
- Attached to this Memorandum is OM-OUOPS-2024-05-03942 for more information and for your reference and guidance.
- For concerns or clarifications, please contact Georgina C. Ducayso, Education 6. Support Services Division Chief, at car.essd@deped.gov.ph or Marie Juvilyn M. Palkit, Regional Learner Rights and Protection Alternate Focal Person, through email at mariejuvilyn.palkit@deped.gov.ph.
- Immediate dissemination of and compliance with this Memorandum is 7. desired.

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director

Reference: As Stated Enclosure: As Stated

ESSD/GCD/mjp Guidance on posting learners on social media February 12, 2025

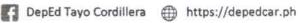






Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318 Email Address: car@deped.gov.ph









Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM OM-OUOPS-2024-6f- 03142

TO

: REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

SCHOOL DISTRICT SUPERVISORS

SCHOOL HEADS

LEARNER RIGHTS AND PROTECTION FOCAL PERSONNEL

ALL OTHERS CONCERNED

FROM

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

SUBJECT

: GUIDANCE ON POSTING LEARNERS' IMAGES OR DATA

POSTINGS ON SOCIAL MEDIA

DATE

: May 15, 2024

This is to reiterate the need to protect the right to privacy of our learners in this digital age. For emphasis, the Department of Education (DepEd) strictly adheres to the United Nations Convention on the Rights of the Child (UNCRC) in safeguarding our learners against abuse, neglect, and exploitation. DepEd issued DepEd Order No. 40, s. 2012 or the "Child Protection Policy," reiterating DepEd's zero-tolerance policy for any act of abuse, exploitation, violence, discrimination, bullying, and other forms of violence directed towards our learners.

Pursuant to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", learners including teaching and non-teaching personnel are considered as data subjects whose personal information are protected by law, Section 13 and 16:

- Sec. 3. (b) Consent of the data subject refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him or her. Consent shall be evidenced by written, electronic, or recorded means.
- Sec. 3. (g) Personal Information refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
- Sec. 16. Rights of the Data Subject The data subject is entitled to:

(a) Be informed whether personal information pertaining to











him or her shall be, are being, or have been processed.

- (b) Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of personal information into the processing system of the personal information controller, or at the next practical opportunity:
 - (1) Description of the personal information to be entered into the system;
 - (2) Purposes for which they are being or are to be processed;
 - (3) Scope and method of the personal information processing;
 - (4) The recipients or classes of recipients to whom they are or may be disclosed;
 - (5) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
 - (6) The identity and contact details of the personal information controller or its representative;
 - (7) The period for which the information will be stored; and
 - (8) The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

In consideration of the learners minority, parental or guardian's consent is necessary prior to the use of the learner's data for media posting¹. Additionally, D.O. 32, s. 2022² recognizes our learners as subjects with rights and obligations. As duty-bearers, it is our responsibility to empower them to know and advocate their rights and be involved in policies or activities affecting them. As such, their affirmative consent is needed prior to posting of their personal information or image.

This Office reminds all school personnel to uphold their responsibilities as duty-bearers in ensuring that the rights of learners are recognized and protected. Consequently, all school personnel are to exercise special parental authority³ and responsibility over the learners under their supervision. DepEd Order No. 40, s. 2012⁴ highlights the specific duties and responsibilities of the school personnel in ensuring that the rights of learners are protected and exemplify respect for the data privacy of individuals, to wit:

- B. Keep them in their company and support, educate and instruct them by the right precept and good example;
- G.Inculcate the value of respect and obedience.

⁴ DepEd Order No. 40, s. 2012, "Child Protection Policy", Section 8,b and g.











¹ DepEd Order No. 40, s. 2012, "Child Protection Policy", Section 3.a.

² DepEd Order No. 31, s. 2022, "Rights-Based Education (RBE) Framework in Philippine Basic Education".

³ Family Code of the Philippines, Article 218.

Under the Cybercrime Prevention Act⁵, consent is necessary when sharing or posting images of other people on social media to avoid possible legal consequences especially if the person affected believes that his privacy or reputation has been violated or compromised.

Accordingly, enclosed is a copy of the DepEd's Consent, Waiver, Indemnity, and Release form which is required to be filled out by learners' parents or guardians involved in any media posting by the said agency whether written, audio-recorded, or photographed. Moreover, following the Rights-Based Education (RBE), learners should also be consulted in matters affecting them. This Office would like to compel school personnel from all schools division offices to refer and use this form prior to posting any information or image of learners in social media.

For your guidance and strict observance.

Thank you very much.

[LRPO/ASPR]

⁶ Republic Act No. 10175, "Cybercrime Prevention Act of 2012".









Department of Education

Republic of the Philippines

CONSENT, WAIVER, INDEMNITY and RELEASE

I,, M	I/ F, years of age, hereby grant permission	on to the
Department of Education (DepEd) and its representative /or videos in which I appear in, to be used for the commu- print, broadcast, and/or electronic media, at the event and l	is to make recordings of my voice and to take photogra- nications and various public campaigns of the Agenc	rapns and
Production name/ Project title:		
Location:		
I acknowledge that the DcpEd owns all rights to the representatives the right to use, display, exhibit, reproduce recordings in any media now known or later developed.	hese images and recordings. I further grant the Depl. e, distribute, and create derivative works of these in	Ed and its nages and
I hereby waive any right to inspect or approve the further waive all moral rights. I also waive any right to roya of the materials.	use of the images or recordings or of any written den alties or other compensation arising from or related t	ivatives. I to the use
I hereby release, defend, indemnify, and hold ham claims, damages, or liability arising from or related to the limited to claims of defamation, invasion of privacy, or distortion, blurring, alteration, optical illusion or use in processing, reduction or production of the finished product	rights of publicity or copyright infringement, or an composite form that may occur or be produced	g but not y misusc,
I am 18 years of age or older/ I am accompanied contract/ NAME OF GUARDIAN: contract. I have read this document before signing below, a consent, waiver, indemnity and release.	l by my legal guardian, and I am competent to enter has legal authority to enter and I fully understand the contents, meaning and impor-	r into this r into this act of this
This consent, waiver, indemnity and release is bind	ling on me, my heirs, executors, administrators and as	ssigns.
	, ,	
Signature	mm dd yyyy	
	Teacher mm dd ywy	_
Signature over printed name of Parent /Guardian/	reacner mm dd yyyy	
Address:		
Home phone:	Mobile phone:	

DepEd Complex, Meralco Avenue, Pasig City, Philippines 1600 Tel: (632) 633-7208 / 633-7228 / 632-1361 • Fax: (632) 735-6167 www.deped.gov.ph



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.



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS- 2025-11-07749

TO

REGIONAL DIRECTORS

MINISTER OF BASIC, HIGHER, AND TECHNICAL EDUCATION

(BARMIM)

REGIONAL SPORTS COORDINATORS LRP REGIONAL FOCAL PERSONNEL

ALL OTHERS CONCERNED

STORE UNDERSECRETAL

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

FROM

MALCOLM S. GARMA

Assistant Secretary, Officer in Charge Office of the Undersecretary for Operations

SUBJECT

ESTABLISHMENT OF THE REGIONAL LEARNER RIGHTS AND PROTECTION DESK IN PREPARATION FOR THE 2025 PALARONG PAMBANSA, NATIONAL FESTIVAL OF TALENTS,

AND THE NATIONAL SCHOOLS PRESS CONFERENCE

April 20, 2025

In line with the Learner Rights and Protection Division's (LRPD) mandate of promoting learner rights in basic education and strengthening the preventive and responsive mechanisms in place to address any form of abuse, violence, neglect, discrimination, bullying, and other forms of abuse, this Office through the LRPD instructs the Regional Offices to reconstitute and/or re-establish their Regional Learner Rights and Protection (LRP) Desk in time for the 2025 Palarong Pambansa, National Festival of Talents (NFOT), and National Schools Press Conference (NSPC).

The LRP Desk is a mechanism that aims to ensure that learners are protected and their rights are upheld, particularly in the context of sports events and other school activities. The re-constituted LRP Desk in all regions, including playing venues, shall serve as a reporting hub to provide immediate intervention and appropriate referral of all learner protection concerns and their immediate reporting to the Discipline Committee of the Palarong Pambansa.

Relatedly, the Office of the Undersecretary for Operations issued Memorandum No. OM-OUOPS-2025-11-00521 titled "Reconstitution of the Learner Rights and Protection Desk in Preparation for the 2025 Athletics Meet," dated January 22, 2025, which directed the Regional Offices to ensure the reconstitution of the LRP Desk in all off-campus and sporting events, specifically in preparation for the 2025 Palarong Pambansa.

As a brief background, the LRP Desk was first established during the 2023 Palarong Pambansa in Marikina City, and was thereafter replicated in all regional, division, district, and school meets. In 2024, the LRPD strengthened the operationalization of



the LRP Desk during the simultaneous activities of DepEd in the Province of Cebu (Palarong Pambansa, Learners' Convergence PH, National Festival of Talents (NFOT), and National Schools Press Conference (NSPC). In the course of these activities, our LRP Desk officers were able to provide immediate intervention to our learnerparticipants, including psychological first aid (PFA) and referral as needed. Additionally, our LRP Desk officers conduct regular "Kamustahan Sessions" and other recreational activities for the health and wellness of our learner-participants.

For this year, the Learner Rights and Protection Division (LRPD) requests the reconstitution of the LRP Desks, specifically to:

- a. conduct consultation and coordination with the LRPD, appropriate school governance level, and concerned stakeholders to ensure the safety and protection of participating learners;
- b. conduct psychological first aid;
- c. provide immediate response to reported LRP incidents;
- d. provide the 4Rs of child protection (recognize, record, report, and refer);
- e. conduct pre-orientation on the code of conduct for coaches, trainers, chaperones/guardians, including their roles and responsibilities in ensuring the protection of our learner-athletes; and
- f. provide a report to the LRPD on the LRP incidents handled;
- g. implementation of the "Learner-Athlete Safeguarding Guidelines" in all playing venues and billeting quarters that will be used in the said event;
- h. compliance with the recommended pre- and after-safeguarding orientation and activities:
- i. elevate reports of abuse, bullying, and misconduct to the Palaong Pambansa's Discipline Committee.

In furtherance of the abovementioned functions, the LRP Desk shall cover the regional billeting quarters and playing venues. The LRP Desk shall be composed of at least four (4) to five (5) members or more, as deemed necessary by the Regional Director:

- Chairperson Regional LRP Focal Personnel, who have undergone the LRP Specialization Course or related child protection training
- Vice-Chairperson Alternate Regional LRP Focal Personnel, who have undergone the LRP Specialization Course or related child protection training
- Members as may be assigned by the Regional Director, preferably Registered Guidance Counselors and/or Division LRP Focal Personnel who have undergone the LRP Specialization Course or related child protection training

Moreover, to ensure effective operationalization of regional LRP Desks, the host region of this year's Palarong Pambansa, NFOT, and NSPC, in collaboration with the LRPD and Child Fund Philippines, shall conduct training for our teaching and nonteaching personnel who shall be assigned as members of the LRP Desk counterparts. This collaborative program aims to strengthen the coordination mechanisms in place with the local government unit where the billeting quarters will be situated, and





referral mechanisms to other relevant agencies for referral purposes, as well as preventive measures to be adopted. Additionally, the LRP Desk should have a dedicated helpline number and the Learners Telesafe Contact Center Helpline Number (LTCCH) in all activity venues and billeting quarters, the same may be indicated in the Safeguarding Guidelines, a copy of which is attached for reference.

Accordingly, the attached 2025 Learner-Athlete Safeguarding Guidelines shall be utilized for this year's Palarong Pambansa, which includes the enforcement of prevention and intervention mechanisms, duties and responsibilities of the coaches, trainers, chaperones/guardians, and the learner-athletes.

Further, this Office requests consideration of the LRP Desk officers rendering service during the duration of the Palarong Pambansa, NFOT, and NSPC, including those under contract of service, be entitled to compensatory time off or overtime pay for services rendered during weekends1 and/or incidental expenses2, subject to DepEd guidelines and applicable Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM) rules and regulations. Additionally, the expense may be taken from the program support funds (PSF) from LRPD and/or available funds in the Region.

For queries and additional information, you may reach the LRPD at Irpo@deped.gov.ph and (02) 8638-1782.

For strict compliance.

Thank you very much.

LRPD-ASPR





¹ Item 6 CSC-DBM Joint Circular No. 2, s. 2015 "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees," November 25, 2015.

² Executive Order No. 77, s. 2019 and COA-DBM Joint Circular No. 2, s. 2020





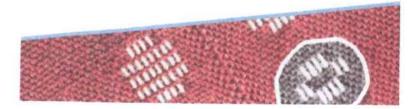




LEARNER SAFEGUARDING GUIDELINES IN SPORTS









CODE OF CONDUCT LEARNERS

- · I will be respectful and kind to everyone.
- · I will play fair and have fun.
- · I will uphold honesty when I play.
- · I will stay where my coach or chaperone can see me when I talk to others.
- · When I feel sad, scared, or worried, I will talk to a trusted adult.
- · I will adhere to the code of conduct written in the learner safeguarding guidelines in sports.



CODE OF CONDUCT

PARENTS AND CHAPERONES

To ensure the learners' safety, all parents and chaperones shall agree to:

- Ask verbal or written permission from their designated LRP Desk Officers during times where I need to take them out of their billeting area.
- Observe proper social media etiquette by not posting or sharing unverified information regarding the sporting activities or leave negative comments about other learner-athletes, coaches, trainers or schools on all social media platforms.



CODE OF CONDUCT

PARENTS AND CHAPERONES

To ensure the learners' safety, all parents and chaperones shall agree to:

- Attend orientations on safeguarding guidelines and follow them.
- Disengage in unsportsmanlike behavior such as booing, insulting, using disrespectful gestures and vulgar language.





CODE OF CONDUCT

COACHES AND TRAINERS

To ensure the learners' safety, all coaches and trainers shall agree to:

- Ensure the implementation of the safeguarding policy before, during and after the athletic meet and off-campus activities.
- Report all learner rights and protection concerns to the LRP Desk Officers.
- Disengage in any behavior that constitutes any form of abuse, violence, exploitation and/or negligence
- Practice positive and non-violent discipline, without resorting to corporal punishment under any circumstances.



CODE OF CONDUCT

COACHES AND TRAINERS

To ensure the learners' safety, all coaches and trainers shall agree to:

- Promote inclusivity in billeting areas and competition/conference venues.
- Avoid taking inappropriate photographs, film recordings, or live streaming in private areas such as billeting quarters and playing venues comfort room
- Avoid sharing rooms with learners except for authorized chaperones.
- Respond to any queries and concerns raised by the learner-athletes.



CODE OF CONDUCT

COACHES AND TRAINERS

To ensure the learners' safety, all coaches and trainers shall agree to:

- Coordinate with the respective committees in ensuring the safety and security of learner-athletes.
- Handle all reported incidents with utmost confidentiality, and details should only be shared to proper authorities.
- Continuous monitoring on the welfare of the learner-athlete, and status of the incident.



GODE OF GORDUGT

To ensure the learners' safety, all officials shall agree to:

- Maintain a calm, respectful, and professional
- Be accountable for decisions and actions during the playing event.
- Maintain open lines of communication with coaches and athletes, answering the queries with respect and transparency.
- Avoid engaging in verbal and physical confrontation.
- Promote a safe and respectful playing venues for all participants.



2025 PALARONG PAMBANSA EMERGENCY HOTLINES ILOCOS NORTE

PROVINCIAL INCIDENCE RESPONSE MANAGEMENT 911 / 0918-957-6979

> PROVINCIAL RESILIENCY OFFICE 0963-859-9555

ILOCOS NORTE POLICE PROVINCIAL OFFICE 0917-651-8047 / 0998-598-5019

> COAST GUARD STATION HOTLINE 0910-609-7420

COAST GUARD SUBSTATION PASUQUIN 6948-779-3956



2025 PALARONG PAMBANSA EMERGENCY HOTLINES ILOCOS NORTE

COAST GUARD SUB STATION PAGUDPUD 0968-444-1963

> 4TH MARINES BRIGADE 0945-678-8669

> > 4MBDE HOTLINE 0995-434-3296

JOINT TASK UNIT ILOCOS / MBLT-8 @976-29@-@111 / @9@9-231-8719



2025 PALARONG PAMBANSA EMERGENCY HOTLINES BATAC, ILOCOS NORTE

PROVINCIAL INCIDENCE HOTLINE

911

BATAC CITY HALL (SARANAY) 0921-363-0399 / 0927-964-0722

> CDRRMO BATAC 0922-892-7971

CITY HEALTH OFFICE 0917-185-9584 / 0977-690-8158

HOSPITAL MMMH & MC 0995-192-9313 / 600-8000



2025 PALARONG PAMBANSA EMERGENCY HOTLINES BATAC, ILOCOS NORTE

PNP BATAC 0916-240-6552

BUREAU OF FIRE PROTECTION 600-2975 / 0906-583-6071

> CADO 0917-572-0019

BATAC WATER DISTRICT 0905-246-0282

ILOCOS NORTE ELECTRIC COOPERATIVE 0917-579-4632



2025 PALARONG PAMBANSA LEARNER RIGHTS AND PROTECTION DESK OFFICERS

Region:

(Name)
LRP Desk Chairperson
(Contact Number)

(Name) LRP Desk Member (Contact Number)

Learners Telesafe Contact Center Helpline



weprotectlearners@deped.gov.ph



(82) 8632 1372



or, gods f



0945-175-9777







