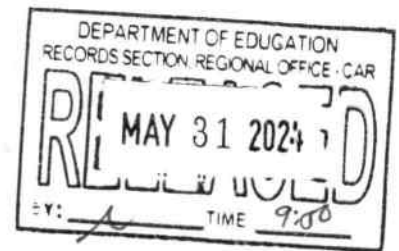




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



30 May 2024

**REGIONAL MEMORANDUM**

No. **342-2024**

**DOWNLOADING OF LEARNER RIGHTS AND PROTECTION PROGRAM SUPPORT FUND (PSF-LRPO) AND UTILIZATION GUIDELINES FOR FISCAL YEAR 2024**

To: Assistant Regional Director  
Schools Division Superintendents  
Division LRPO Focal Persons  
All Others Concerned

1. This office downloaded to the Schools Division Offices the Program Support Fund (PSF) for the implementation of the Learner Right Protection Program with the following breakdown:

Division	Amount
Abra	Php 230,000
Apayao	230,000
Baguio City	230,000
Benguet	230,000
Ifugao	230,000
Kalinga	230,000
Mountain Province	230,000
Tabuk City	230,000
<b>TOTAL</b>	<b>1,840,000</b>

2. The guidelines on the utilization, monitoring and reporting of the Program Support Fund are attached to this memorandum for your guidance and reference (OM-OUOPS No. 2024-05-02667 and OM-OUOPS-2024-05-01206).

3. Each division shall submit an Approved Activity Report, including supporting documentation i.e. photos and/or videos (**attached as Enclosure A**) and Utilization Report (**attached as Enclosure B**) on or before October 15, 2024.

4. SDOs are reminded to adhere strictly to the guidelines and to the format of the reports outlined in the Enclosures.

5. For concerns and clarifications, please contact Georgina C. Ducayso, Chief of ESSD via email [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph).

6. Immediate dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV / Regional Director

ESTELA P. LEON-CARIÑO  
EdD, CESO III  
2024.05.31 07:51:30 +08'00'

Enclosures: As Stated

ESSD/GCD/mar Downloading of PSF-LRPO and Utilization Guidelines  
May 30, 2024



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

Telephone No: (074) 422 - 1318

Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)



DepEd Tayo Cordillera

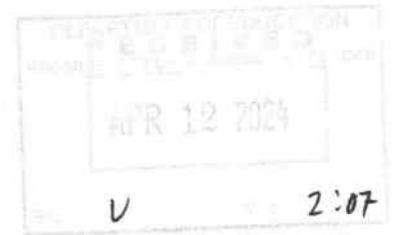


<https://depedcar.ph>



Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



MEMORANDUM

OM-OUOPS-2024-~~2~~-02667

TO : Regional Directors  
Schools Division Superintendents  
Learner Rights and Protection Focal Personnel  
All Others Concerned

FROM :   
ATTY. REVSEE A. ESCOBEDO  
Undersecretary for Operations

SUBJECT : GUIDELINES ON THE RELEASE, USE, REPORTING,  
MONITORING, AND EVALUATION OF PROGRAM  
SUPPORT FUNDS (PSF) INTENDED FOR LEARNER  
RIGHTS AND PROTECTION PROGRAMS - BATCH I

DATE : April 5, 2024

This has reference to the Program Support Funds (PSF) downloaded to the Regional Offices in support of the programs and activities of the DepEd Learner Rights and Protection Office (LRPO), relatedly this memorandum is issued to provide guidelines in the release, use, reporting, monitoring and evaluation of the funds.

The programs and activities for which the PSF is intended are in line with the mandates of the LRPO<sup>1</sup>, specifically in the formulation of policies, advocating for learner rights, and strengthening the DepEd's zero-tolerance policy on any act of abuse, exploitation, violence, discrimination, bullying and other forms of abuse committed against our learners.<sup>2</sup>

Accordingly, PSF is intended for the following programs and activities:

1. Orientation on the Safe Spaces Act
2. Training of Trainers for the Utilization of Positive Discipline Learning Action Cell (LAC) Session Guides for the Field
3. National Children's Month – Regional Celebration
4. Learner Rights and Protection Desk for the 2024 Palarong Pambansa
5. Learners' Convergence – specific for DepEd Regional Office No. VII
6. Orientation on Learner Rights and Protection Policy
7. Training-Workshop on the Child Protection Committee Functionality

<sup>1</sup> DepEd Order No. 3, s. 2021

<sup>2</sup> DepEd Order No. 40, s. 2012



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2024-05-01206**

**TO : All Regional Directors  
All Schools Division Superintendents  
All others concerned**

**FROM : ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**ATTY. SUZETTE T. GANNABAN-MEDINA**  
*Officer-in-Charge Director IV  
Bureau of Learner Support Services  
and Learner Rights and Protection Office*

**SUBJECT : GUIDELINES ON UTILIZATION OF THE PROGRAM SUPPORT  
FUNDS FOR THE REGIONAL OPERATIONS RELATIVE TO THE  
LEARNER RIGHTS AND PROTECTION PROGRAMS,  
PROJECTS, AND ACTIVITIES**

**DATE : February 8, 2024**

In line with the Programs, Projects, and Activities (PPAs) of the Learner Rights and Protection Office (LRPO), the LRPO proposes the downloading of funds to assist the Regional Offices (ROs) in the effective implementation of the proposed Learner Rights and Protection Programs.

As a background, upon the establishment of the LRPO, several PPAs have been conceptualized aimed at strengthening DepEd's advocacy of protecting and empowering our learners. These PPAs are intended to be participated by our counterparts in the RO for further cascading in the Division Offices and the schools.

**1. BACKGROUND**

The PPAs proposed by the LRPO for implementation would require additional funds, necessitating the use of the RO's Maintenance and Other Operating Expenses (MOOE) for the continuation of employees under contract of service, travel, and other LRP related expenses. The ROs have expressed their concern about the limited funds available as the MOOE has been itemized and has specific allocations. Hence the need for possible support funds as assistance.

## 2. OBJECTIVE

The purpose of the support funds is to strengthen DepEd's policy of ensuring that our learners in the Philippines are protected from all forms of abuse, violence, exploitation, discrimination, and bullying in schools, reiterating the Department's vision of providing a quality and inclusive education where learner rights and protection are respected, protected promoted, and fulfilled.

## 3. POLICY STATEMENT

This Memorandum serves to enumerate the guidelines for the release, receipt, utilization, monitoring, and reporting of the Program Support Fund (PSF) to be released by the DepEd Central Office to the Regional Offices. The latter shall ensure that the fund utilization is strategically, efficiently, and effectively managed.

## 4. BUDGET ALLOCATION

The Regional Offices shall be allocated with Program Support Funds amounting to a total of **Forty-Seven Million Five Hundred Eighty-Six Thousand Two Hundred Twenty-Two Pesos (P 47,586,222.00)**. This amount shall be distributed among the Regional Offices following the breakdown below:

Region	Total
I	2,251,387.50
II	2,251,387.50
III	2,251,387.50
IV-A	2,713,387.50
MIMAROPA	2,251,387.50
V	2,714,387.50
VI	2,707,887.50
VII	4,752,887.50
VIII	8,247,409.50
IX	2,246,387.50
X	2,248,387.50
XI	3,099,887.50
XII	2,251,387.50
XIII	2,245,887.50
NCR	2,250,887.50
CAR	3,100,887.50
Total	<b>47,586,222.00</b>

The breakdown of the amount provided per Regional Office is stated in the Budget Estimate.

## 5. **Fund Utilization**

The Regional Offices in the utilization of the funds allocated shall be guided by the following:

- a. **Transportation Expenses by Venue** – This will be used for the reimbursement of the previous and upcoming PPAs of the LRPO. The amount allocated per Region is based on their location, and was computed in compliance with DepEd Order No. 022, s. 2019, titled “Guidelines on Official Local Travels in the Department of Education”.
- b. **National and Regional Interface Workshop on Learner Rights and Protection Program** – This is to involve our Regional and Selected Schools Divisions Focal Persons in enhancing the implementation of LRPO programs, and review the different activities implemented from January 2023 to May 2024 and June 2024 to December 2024. This program aims to review programs, facilitate accomplishment of results or changes, provide future contingencies, manage optimum utilization of resources, and foster stronger relationship and cohesiveness of the LRPO, ROs, SDOs and identify School Heads through team-building exercises.
- c. **LRP Desk for the Palarong Pambansa** – In line with the conduct of the Palarong Pambansa, the LRPO proposed the creation of the National Learner Rights and Protection Steering Committee (LRP-SC), created under OUOPS Memorandum 2023-07-3976, dated April 13, 2023. The task of National LRP-SC was to receive reports and provide guidance, should it be needed, in providing intervention on the possible incidents of LRP concerns that may transpire during the Palarong Pambansa. The National LRP-SC shall provide assistance to ensure the implementation and strict observance of the DepED Child Protection Policy and other DepEd issuance on learner protection.
- d. **Monitoring and Evaluation of Program Support Funds and Validation of Consolidated Learner Rights and Protection Data** – This Activity will be done to validate the child protection data submitted by the Regional Offices since 2012. The data that will be validated are: 1. Incidents of abuse (all types); 2. Incidents of Child Exploitation; 3. Incidents of Violence (all types); 4. Bullying (Since SY 2013-2014 to SY 2023-2024); 5. Number of Child-At-Risk; 6. Number of Children in Conflict with the Law; and 7. Number of Children affected by armed conflict. The validation will be done by checking the intake sheets in a randomly selected school; the school's reporting form to the SDO; and the consolidated data of the SDO to the RO. Aside from the data collected in schools, the Learner Rights and Protection Office-Learners TeleSafe Contact Center Helpline will also validate the complaints received by the Helpline which are under the Regional Office concerned. This aims to finalize and develop data sets on Child Protection through validation.
- e. **Hiring of Contract of Service for Field Offices by the LRPO** – This is to reiterate the memorandum on “Guidelines on the Hiring of Regional Learner Rights and Protection Focal Persons under Contract of

Service" dated on March 8, 2024. The hiring of COS for the Regional Offices is necessary to significantly improve the implementation of Learner Rights and Protection programs as the current personnel of the ESSDs are handling other heavy programs of the Department which are already in place even before the creation of the LRPO. Moreover, the COS for the Regional Offices will also serve as the regional focal person to closely monitor the following:

- i. Collection of Learner Rights and Protection data;
- ii. Implementation of Learner Rights and Protection activities; and
- iii. Gathering of concerns from the Schools Division Offices.

With the COS handling Learner Rights and Protection matters in the regional level, the LRPO can address crucial Learner Rights and Protection reports immediately and devote more time in the implementation of its programs, which are now made even more urgent by the cash-based budgeting and the implementation of Republic Act No. 11032 or the Ease of Doing Business and Efficient Delivery of Government Services Act.

In addition to the abovementioned, it is imperative to hire a Contract of Service within the identified large Schools Division Office to provide technical assistance in the implementation of programs, projects, and activities of the LRPO. This ensures the effective and efficient delivery of services, particularly in promptly addressing matters pertaining to learner rights and protection.

- f. **Social Behavioral Change (SBC)** – This fund will be used for the development and dissemination of advocacy campaigns and communication activities to raise awareness about learner rights and protection, as well as to possibly inspire and empower our learners and teachers. The computation of this budget is based on the number of schools per Region.
- g. **National LRP Events** – This activity shall be used for the National Children's Month or National Summit on the Rights of the Child in Education and Learners Convergence Philippines. The Department of Education is mandated to facilitate and encourage adherence to the celebration in all public and private schools nationwide.

Furthermore, the amount to be downloaded to the DepEd Region VIII will be used for conducting the aforementioned activity. The Region VIII will be part of the Technical Working Group alongside the LRPO. Moreover, the budget will be utilized specifically for the following:

- (1) Board and Lodging;
- (2) Venue for the Plenary Session;
- (3) Supplies and Materials;
- (4) Honorarium;
- (5) Van Rental;
- (6) LED Wall;
- (7) Lights and Sounds;
- (8) Gas;
- (9) Cost for Logistics;
- (10) Cost for Preparatory Meeting;



(11) Cost Post Debriefing Activity;

(12) Advocacy Materials; and

(13) Other related expenses.

h. **Orientation of LRP Policies** – The funds allocated for the orientation of the LRP policy and other related policies to be issued will be specifically used for the orientation activities. This allocation ensures that the focal persons who undergo orientation will be well-equipped to effectively carry out their responsibilities as the LRP Focal persons in their respective field offices.

i. **Training of LRP Focals and CPC Members** – To empower the CPCs to perform the following functions as laid out in DepEd order No. 40, s. 2012, to wit:

- (1) Draft a school child protection policy with a code of conduct and a plan to ensure child protection and safety, which shall be reviewed every three (3) years;
- (2) Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse;
- (3) Develop and implement a school-based referral and monitoring system;
- (4) Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
- (5) Identify, refer and, if appropriate, report to the appropriate offices' cases involving child abuse, exploitation, violence, discrimination and bullying;
- (6) Give assistance to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions;
- (7) Coordinate closely with Women and Child Protection Desks of the Philippine National Police (PNP), the Local Social Welfare and Development Office (LSWDO), other government agencies, and non-government organizations (NGOs), as may be appropriate;
- (8) Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child; and



- (9) Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their welfare.

The Allowable Expenses may include such as, but not limited to the following:

- (1) The funds shall be used to cover the travel expenses of the attendees and participants from the region to all related LRPO programs and activities;
- (2) Conceptualization and implementation of intervention plans as well as facilitating referral mechanisms in relation to the reported LRP incidents to the LRPO's Learners TeleSafe Contact Center Helpline (LTCCH);
- (3) Formulation of SBC Materials and its dissemination in the Division Office and the Schools;
- (4) Procurement of T-Shirt for TWG and Participants;
- (5) Printing of DepEd Orders, Forms, and CPC Functionality Assessment Tool;
- (6) Gasoline for DepED vehicle or rental of vehicle;
- (7) Board and Lodging of identified participants, trainers or resource persons and facilitators;
- (8) Supplies and Materials; and
- (9) Professional fees or honorarium of non-DepEd resource persons, subject to the guidelines under Budget Circular Nos. 2017-1 and 2 and National Budget Circular No. 2007-510.

The estimated costs of identified expenses indicated in the approved Budget Estimate may vary. Hence, in the event that the actual market price of an expenses item is higher than the estimated cost, the procurement entity may realign the budget of other expenses items listed in the approved Budget Estimates over the variance.

## **6. REALIGNMENT OF PROGRAM SUPPORT FUNDS**

The realignment of PSF shall be with the approval of the Director of Learner Rights and Protection Office (LRPO), and the Undersecretary for Operations. Further, the following conditions shall be observed for the realignment of the said funds:

- a. The amount that will be realigned must only be the excess of the PSF after the implementation of the above-mentioned programs;

- b. The amount that will be realigned must be used only for programs and activities related to learner rights and protection; and
  - c. The request for realignment before the Director of LRPO and the Undersecretary for Operations shall be with the approval of the Regional Director, specifically stating the purpose and the amount that will be realigned.
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/LRPO/ MKPR

**ENCLOSURE A**

	Republic of the Philippines <b>Department of Education</b> (Region)	Effectivity Date:	
	<b>Activity Report</b> (for meetings, seminars, training, workshops, conferences, and other relational activities)	Version No.	
		Revision No.	
		Page No.	
		Reference No.	

TITLE OF ACTIVITY	DATE/TIME	PLACE/VENUE

DETAILS OF ACTIVITY
<p><b>I. Overview:</b></p> <p><b>II. Objective:</b></p> <p><b>III. Highlights of Activities:</b></p> <p><b>IV. Outputs of the Activity</b></p> <p><b>V. Recommendations / Relevant applications in DepEd</b></p> <p><b>VI. Requested Actions (if any):</b></p> <p><b>VII. Monitoring and Evaluation</b></p>

	Republic of the Philippines <b>Department of Education</b> (Region)	Effectivity Date:	
	<b>Activity Report</b> (for meetings, seminars, training, workshops, conferences, and other relational activities)	Version No.	
		Revision No.	
		Page No.	
		Reference No.	

**Total Number of Participants:**

Name	Designation	Name of School	Year/s of service as CPC Member

**VIII. Attachments (Check if Applicable)**

Available	<b>Photos</b>
Available	<b>PowerPoint Presentations</b>
Available	<b>Brochures / Toolkit</b>
Available	<b>Workshop/Activity Method</b>
Available	<b>Program of Activity</b>
Available	<b>Attendance Sheet</b>
<b>Others (Please Specify)</b>	Kindly attach the Acknowledgement Receipt

Prepared by:

Approved by:

\_\_\_\_\_  
LRP Focal

\_\_\_\_\_  
Regional Director

**ENCLOSURE B**



**Republic of the Philippines**  
**Department of Education**  
**LEARNER RIGHTS AND PROTECTION OFFICE**  
(DIVISION)



**PROGRAM SUPPORT FUNDS FOR THE SCHOOL DIVISION OFFICE (SDO) OPERATIONS  
RELATIVE TO LEARNER RIGHTS AND PROTECTION**

**I. Physical and Financial Accomplishments (Use additional sheet if necessary.)**

Amount of PSF Received: Php _____	Date Received: Php _____	SUB-ARO No: _____																		
Amount Utilized: Php _____	Amount Liquidated: Php _____	Date of Liquidation: Php _____																		
Expenses: (Use additional sheets if necessary.)		Remarks:																		
<table style="width: 100%; border: none;"> <tr> <th colspan="3" style="border: none;">Physical Accomplishments</th> <th colspan="3" style="border: none;">Financial Accomplishments</th> </tr> <tr> <th style="border: none;">Target</th> <th style="border: none;">Actual</th> <th style="border: none;">%</th> <th style="border: none;">Target</th> <th style="border: none;">Actual</th> <th style="border: none;">%</th> </tr> <tr> <td style="border: 1px solid black; width: 16.6%; height: 20px;"></td> <td style="border: 1px solid black; width: 16.6%;"></td> <td style="border: 1px solid black; width: 16.6%;"></td> <td style="border: 1px solid black; width: 16.6%;"></td> <td style="border: 1px solid black; width: 16.6%;"></td> <td style="border: 1px solid black; width: 16.6%;"></td> </tr> </table>			Physical Accomplishments			Financial Accomplishments			Target	Actual	%	Target	Actual	%						
Physical Accomplishments			Financial Accomplishments																	
Target	Actual	%	Target	Actual	%															

Reasons for Under/Over Performance based on the set Target/Objectives (Use additional sheet if necessary.)

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**II. Issues, challenges, and other concerns (Use additional sheet if necessary.)**

Operational Concerns/Issues

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Policy-related Concerns/Issues

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**III. Best Practices, Recommendations, and Ways Forward (Use additional sheet if necessary.)**



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

**Telephone No:** (074) 422 – 1318

**Email Address:** car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Republic of the Philippines  
Department of Education  
LEARNER RIGHTS AND PROTECTION OFFICE  
(DIVISION)



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**ENCLOSURES:**

The Implementing SDO shall attach the following documents:

- Photocopies of receipts
- Photocopies of Attendance Sheets
- Photos of actual conduct of consultation

The undersigned LRP Focal Person and Official certify that the PSF provided to the Schools Division Office of Masbate by the Learner Rights and Protection Office for the Conduct of Training Workshop for the Child Protection Committee on the Identified Concerns During the Psychological First Aid Conducted last April 2023, was utilized in accordance with applicable DepEd issuances and accounting rules and regulations.

**Prepared by:**

**Approved by:**

\_\_\_\_\_  
LRP Division Focal Person

\_\_\_\_\_  
Schools Division Superintendent



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

**Telephone No:** (074) 422 – 1318

**Email Address:** car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>