



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023- 262

To : SGOD Chief

APRIL ROSE A. ALCALA
Division Youth Formation Coordinators

Subject : ATTENDANCE TO THE TRAINING WORKSHOP ON PROPER
HANDLING OF THE LEARNER RIGHTS AND PROTECTION
DATA BATCH ONE

Date : June 19, 2023

Pursuant to Regional Memorandum ESSD-2023-226 dated June 13, 2023, there shall be a conduct of **Training Workshop on Proper Handling of the Learner Rights and Protection Data Batch One** on **June 28-30, 2023** at the **National Educators Academy of the Philippines-Region XI**.

This office hereby directs Ms. April Rose A. Alcala, SDO – LRP Focal Person, to attend the abovementioned training. For confirmation of attendance and administrative preparation, identified participants are requested to pre-register on or before June 16, 2023, through: <https://tinyurl.com/ProperHandlingofLRPData>.

In addition, all participants are granted with Compensatory Overtime Credits as the first day falls on a holiday in compliance with DepEd Order No. 30, s. 2012 or the Policies and Guidelines on Overtime Services and Payment in the Department of Education

Travelling and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and procedures.

For guidance and compliance.

For and in the absence of the
Schools Division Superintendent:

Schools Division of Digos City
RECORDS SECTION
RELEASED
22-102418
DATE: JUN 22 2023 TIME: 4:15 PM
BY:

BEVERLY S. DAUGDAUG
Chief ES - CID
Officer-In-Charge

06/22/2023



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

Recd



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division Office - Digos City
RECORDS SECTION 83-20369
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15 JUN 2023
1:19
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2023-226

To : Schools Division Superintendents
Chief Education Supervisor, ESSD

Subject: ATTENDANCE TO THE TRAINING WORKSHOP ON PROPER
HANDLING OF THE LEARNER RIGHTS AND PROTECTION
DATA BATCH ONE

Date : June 13, 2023

Attached is OUOPS Memorandum No. 2023-07-5182 from the Office of the Undersecretary for Operations dated **May 30, 2023**, which is self-explanatory.

These personnel shall participate in the training-workshop scheduled on **June 28-30, 2023**, at the **National Educators Academy of the Philippines - Region XI**:

Name of Personnel	Designation/Position	School/SDO
Stephen Mark T. Castres	Regional LRP Focal Person	ESSD - DepEd RO XI
Febby Kirstin L. Ibita	SDO - LRP Focal Person	SDO - Tagum City
Jonas P. Piore	SDO - LRP Focal Person	SDO - Davao City
Illuminado D. Boiser	SDO - LRP Focal Person	SDO - Mati City
Yvette M. Celmar	SDO - LRP Focal Person	SDO - Davao Oriental
Margirie M. Asuque	SDO - LRP Focal Person	SDO - Davao de Oro
Neil John T. Audan	SDO - LRP Focal Person	SDO - Davao del Sur
Nelson G. Balagtas	SDO - LRP Focal Person	SDO - Davao Occidental
April Rose A. Alcalá	SDO - LRP Focal Person	SDO - Digos City
Glady C. Noel	SDO - LRP Focal Person	SDO - Panabo City
Jillian April A. Casal	SDO - LRP Focal Person	SDO - Davao del Norte
Rafaella Sigrid M. Quesada	SDO - LRP Focal Person	SDO - IGACOS

For confirmation of attendance and administrative preparation, identified participants are requested to pre-register on or before **June 16, 2023**, through: <https://tinyurl.com/ProperHandlingofLRPData>.

Travel expenses of the participants shall be charged against local funds (Division or School MOOE/LSB) subject to the usual accounting and auditing rules and regulations.



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
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DAVAO REGION

Office of the Regional Director

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In addition, all participants are granted with Compensatory Overtime Credits as the *first* day falls on a holiday in compliance with DepEd Order No. 30, s. 2012 or the Policies and Guidelines on Overtime Services and Payment in the Department of Education.

For guidance and compliance.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated

ROE/smtc

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By: 20369

Date: June 15, 2023 Time: June 15, 2023





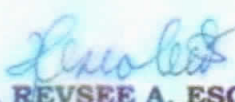
Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OUOPS 2023 -07- 4182

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

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : CONDUCT OF TRAINING-WORKSHOP ON PROPER
HANDLING OF THE LEARNER RIGHTS AND
PROTECTION DATA

DATE : May 30, 2023



The Learner Rights and Protection Office (LRPO) is mandated to serve as the lead office of Department of Education in implementing activities, including intervention mechanisms, related to learner rights and protection at different governance levels of the DepEd, pursuant to DepEd Order No. 003, series of 2021. This mandate is reflected in LRPO's *Comprehensive Strategic Plan on Child Protection in Schools and Other Learning Environments for 2022-2024*. Under Outcome Statement 3, in which LRPO will provide supportive and functional Learner Rights and Protection (LRP) structures, standard policies, and strong program implementation, monitoring and evaluation with all levels of governance.

Further, the LRPO will conduct the **Training-Workshop on Proper Handling of the Learner Rights and Protection Data**, which aims to:

- Introduce data privacy and the general facets of information security;
- Address concerns related to confidentiality, security, and preservation or retention of research data;
- Duties and responsibilities of the Central Office, Regional Offices, Division Offices and Schools in consolidating learner rights and protection reports and cases as well as handling its confidential information;
- Introduce the streamlined case management protocols for efficient handling of learner rights and protection concerns; and
- Provide ways to properly handle sensitive data and confidential information of the learners involved during the handling of learner rights and protection concerns.



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

ENCLOSURE A
List of Participants

Date: June 28-30, 2023
Time: 8:00 am - 5:00 pm
Venue: DepEd NEAP Region XI

- **5** LRPO focal persons from the Regional Offices
- **53** LRPO focal persons from the Schools Division Offices

BATCH 1		
Region	Number of RO Participants	Number of SDO Participants
Region IX	1	8
Region X	1	14
Region XI	1	11
Region XII	1	8
Region XIII	1	12

Date: August 16-18, 2023
Time: 8:00 am - 5:00 pm
Venue: to be announced

- **8** LRPO focal persons from the Regional Offices
- **67** LRPO focal persons from the Schools Division Offices

BATCH 2		
Region	Number of RO Participants	Number of SDO Participants
NCR	2	16
Region IV-A	2	23
MIMAROPA	2	7
Region V	2	13

The Training-Workshop on Proper Handling of the Learner Rights and Protection Data will have four batches with their corresponding dates and venues, to wit:

	Batch 1	Batch 2	Batch 3	Batch 4
Dates	June 28-30, 2023	August 16-18, 2023	October 23-25, 2023	December 4-6, 2023
Venue	Davao City	to be announced	to be announced	to be announced
Number of Participants (RO focal persons)	5	8	8	6
Number of Participants (SDO focal persons)	53	59	51	54

All alternate and permanent regional and schools division focal are requested to attend and participate in the aforementioned training-workshop. Travel expenses of all participants shall be charged to local funds. *(Please see Enclosure A for the breakdown of participants by batches).*

In the selection of Schools Division Office focal participants, the Regional Office shall be guided by the following conditions:

1. There should be only **one** participant from Schools Division Office; and
2. Participants should be the **official** learner rights and protection focal persons and/or their alternates.

Further, all participants are required to pre-register through this link: <https://tinyurl.com/ProperHandlingofLRPData> not later than June 16, 2023. Enclosed is the indicative program for your reference (see Enclosure 2).

Relatedly, this Office requests the issuance of Compensatory Overtime Credits to the invited participants if the abovementioned event falls under a holiday or non working day in compliance with DepEd Order No. 30, s. 2012 or the Policies and Guidelines on Overtime Services and Payment in the Department of Education, *viz:*

Section D.2 (2.2): OT Services shall include:

2.2: Those rendered during Saturday, Sundays, and holidays or non-working days to start at 8:00 AM up to 5:00 PM.

For any related concerns and clarifications, you may coordinate with the following LRPO staff:

1. Ms. Ann May Aguinaldo at viber number (+63 906-889-7732) or email at ann.aguinaldo@deped.gov.ph; or
2. Mr. Harvey Dollente at viber number (+63 965-579-5363) or email at harvey.dollente@deped.gov.ph.

Immediate dissemination of and response to this Memorandum are desired.

For your immediate compliance

ENCLOSURE A
List of Participants

[continuation]

Date: October 23-25, 2023
Time: 8:00 am - 5:00 pm
Venue: to be announced

- **8** LRPO focal persons from the Regional Offices
- **59** LRPO focal persons from the Schools Division Offices

BATCH 3		
Region	Number of RO Participants	Number of SDO Participants
Region I	2	14
Region II	2	9
Region III	2	20
CAR	2	8

Date: December 4-6, 2023
Time: 8:00 am - 5:00 pm
Venue: to be announced

- **8** LRPO focal persons from the Regional Offices
- **67** LRPO focal persons from the Schools Division Offices

BATCH 4		
Region	Number of RO Participants	Number of SDO Participants
Region VI	2	21
Region VII	2	20
Region VIII	2	13



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ENCLOSURE B
Indicative Program

DAY 0 (Wednesday)	
8:00 AM - 12:00 NN	Arrival and Check-in of Participants
12:00 NN - 1:00 PM	Healthy Lunch
1:00 PM - 2:00 PM	Registration of Participants (Main Hall)
2:00 PM - 2:15 PM	Preliminaries: Nationalistic Anthem Prayer Pangatang Makabata
2:15 PM - 2:30 PM	Welcome Remarks Inspirational Message
2:30 PM - 3:30 PM	Introduction of Participants
3:30 PM - 4:30 PM	Workshop Objectives and Levelling of Expectations
4:30 PM - 5:00 PM	House Rules
6:00 PM	DINNER
DAY 1 (Thursday)	
8:30 AM - 9:00 AM	Management of Learning
9:00 AM - 10:00 AM	Introduction to Data Privacy and its overall facets <i>National Privacy Commission</i>
10:00 AM - 10:15 AM	Mental Break
10:15 AM - 11:00 PM	Safety Measures on Data Breach and Information Leakage <i>Department of Information and Communications Technology</i>
11:00 PM - 12:00 NN	Child Protection Network
12:00 NN - 1:00 PM	Healthy Lunch
1:00 PM- 3:00 PM	Monthly, Quarterly, Bi-Annual and Annual Consolidation of Reports <i>Learner Rights and Protection Office</i>
3:00 PM - 3:15 PM	Mental Break

3:15 PM - 5:00 PM	Proper Handling of Learner Rights and Protection Data <i>Learner Rights and Protection Office</i>
6:00 PM	DINNER
DAY 2 (Friday)	
8:30 AM - 9:00 AM	Management of Learning
9:00 AM - 10:00 AM	Introduction of Streamlined Case Management Protocols <i>Stairway Foundation Inc</i>
10:00 AM - 10:15 AM	Mental Break
10:15 AM - 11:00 AM	Continuation of Discussion of Stairway Foundation Inc
11:00 AM - 12:00 NN	Wrap-up Ways Forward
12:00 NN - 1:00 PM	Healthy Lunch
1:00 PM	Home Sweet Home
Mr. Harvey S. Dollente <i>Master of the Ceremony</i>	