



DEPARTMENT OF EDUCATION  
RECEIVED  
REGIONAL OFFICE  
JUN 09 2023

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

**MEMORANDUM**  
OUOPS 2023 - 03 - 4172

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

**FROM :** *[Signature]*  
ATTY. REYSEE 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:

- a. Introduce data privacy and the general facets of information security;
- b. Address concerns related to confidentiality, security, and preservation or retention of research data;
- c. 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;
- d. Introduce the streamlined case management protocols for efficient handling of learner rights and protection concerns; and
- e. Provide ways to properly handle sensitive data and confidential information of the learners involved during the handling of learner rights and protection concerns.

Real Building, DepEd Complex, Merced Avenue Pasig City 1400  
Telephone No.: (02)8706-5332; Fax No.: (02)8631-5313; Email: [ouops@deped.gov.ph](mailto:ouops@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)



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

DEPARTMENT OF EDUCATION  
REGIONAL OFFICE  
RECEIVED  
JUN 13 2023  
TIME 2:50

June 13, 2023

**To :** Schools Division Superintendents  
All Schools Division Offices  
All Others Concerned

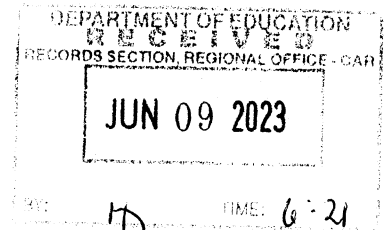
For dissemination and compliance.

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

For the Regional Director

*[Signature]*  
**MAKSI A. BOTILAS**  
Chief Administrative Officer  
Officer-in-Charge

ESSD/jpe




Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**  
OUOPS 2023 -07- 1182

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All Schools Division Superintendents  
All others concerned

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Undersecretary for Operations

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- e. Provide ways to properly handle sensitive data and confidential information of the learners involved during the handling of learner rights and protection concerns.

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 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](mailto: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](mailto:harvey.dollente@deped.gov.ph).

Immediate dissemination of and response to this Memorandum are desired.

For your immediate compliance



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

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

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

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

**ENCLOSURE A**  
**List of Participants**

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

Region	Number of RO Participants	Number of SDO Participants
<b>Region I</b>	<b>2</b>	<b>14</b>
<b>Region II</b>	<b>2</b>	<b>9</b>
<b>Region III</b>	<b>2</b>	<b>20</b>
<b>CAR</b>	<b>2</b>	<b>8</b>

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

<b>BATCH 4</b>		
<b>Region</b>	<b>Number of RO Participants</b>	<b>Number of SDO Participants</b>
<b>Region VI</b>	<b>2</b>	<b>21</b>
<b>Region VII</b>	<b>2</b>	<b>20</b>
<b>Region VIII</b>	<b>2</b>	<b>13</b>



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

**ENCLOSURE B**  
**Indicative Program**

<b>DAY 0 (Wednesday)</b>	
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 Panatang 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
<b>DAY 1 (Thursday)</b>	
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



## [Memo to Field] Training-Workshop on Proper Handling of the Learner Rights and Protection Data

**Learner Rights and Protection Office [DepEd]** <lrpo@deped.gov.ph> Fri, Jun 9, 2023 at 5:01 PM  
To: RAMIR UYTICO <region8@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd Region XII <region12@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, DepEd Ilocos Region <region1@deped.gov.ph>, DepEd CAR <car@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, DepEd II Cagayan Valley <region2@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, ncr@deped.gov.ph, DepEd RO-IX ZamPen <region9@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>  
Cc: weprotectlearners@deped.gov.ph, Ann May Aguinaldo <ann.aguinaldo@deped.gov.ph>

**Dear Regional Directors,**

*Isang makabatang araw!*

Pursuant to DepEd Order no. 003, s. 2021, the Learner Rights and Protection Office (LRPO) is mandated to serve as the lead office of the Department of Education in implementing activities, including intervention mechanisms, related to learner rights and protection at different governance levels of the DepEd.

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The aforementioned Training-Workshop will have **four batches**. Travel expenses of all participants shall be charged to local funds.

Kindly refer to the attached memorandum for further details.

For any clarifications and concerns, please do not hesitate to contact us at lrpo@deped.gov.ph or through Ms Ann May L. Aguinaldo at viber number 0906-889-7732.

Immediate dissemination to the concerned Schools Division Offices is highly appreciated.

For your guidance and compliance.

Thank you very much!

**Para sa Ligtas na Paaralan,**  
Learner Rights and Protection Office

This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.



**[MEMO] Conduct of Training-Workshop on Proper Handling of the Learner Rights and Protection Data.pdf**  
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