



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OFFICE OF PAMPANGA**

June 3, 2025

DIVISION MEMORANDUM  
No. 348, s. 2025

**ONLINE SUBMISSION OF FIVE-YEAR SCHOOL-BASED CONSOLIDATED REPORT  
ON LEARNER RIGHTS AND PROTECTION (LRP) INCIDENTS AND CASES**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Private School Principals  
Private School Zonal Managers  
All Others Concerned

1. DepEd Order No. 40, s. 2012 *DepEd Child Protection Policy* Section 6 states that Division Offices shall consolidate reports on incidents and cases of all schools and submit Division Report to the Regional Office. Thus, this Office, through the School Governance and Operations Division (SGOD), directs all public and private schools to prepare the following reports:
  - a. School-Based Report on Incidents of Bullying (SY 2020–2025);
  - b. School-Based Report on Incidents of Child Abuse (SY 2020–2025);
  - c. School-Based Report on Cases of Children at Risk (CAR) (SY 2020–2025);
  - d. School-Based Report on Cases of Children in Conflict with the Law (CICL) (SY 2020–2025);
  - e. School-Based Report on Other Learner Rights and Protection Concerns (SY 2020–2025); and
  - f. List of School Child Protection Committee (CPC) Members for SY 2025–2026.
2. Printed copies of the school-based reports, validated by the School Head, shall be kept confidential and retained at the school. There is **no need to submit hard copies to the Division Office**. Templates for the required reports may be accessed through the following link:

<https://tinyurl.com/LRP-SchoolReport-Templates>
3. All public and private schools shall submit the **numerical report only** on or before **June 10, 2025, at 5:00 PM**, by completing the **Microsoft Form** via the link below:

<https://tinyurl.com/LRP-5YearReport-SDOPampanga>



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Telephone No.: (045) 435-2728; (045) 435-7404  
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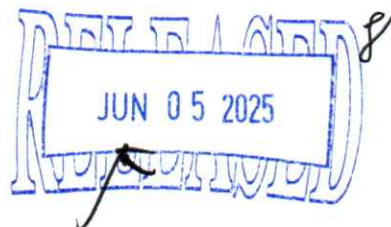
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4. Schools are still required to prepare the reports and accomplish the Microsoft Form **even if no cases occurred**, with a clear indication that no such incidents were reported during the specified school years.
5. For more information or any concerns, please contact Chesca Marie M. Soliman, Division Learner Rights and Protection Focal Person, via email at [chescamarie.soliman@deped.gov.ph](mailto:chescamarie.soliman@deped.gov.ph) or by phone at (045) 961 5262.
6. Wide and immediate dissemination of this Memorandum is earnestly desired.

  
**ROMEO M. ALIP, PhD, CESO V**  
*Schools Division Superintendent*

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