



Republic of the Philippines  
**Department of Education**  
 REGION I  
**SCHOOLS DIVISION OFFICE II OF PANGASINAN**  
 Canarvacanan, Binalonan

*Office of the Schools Division Superintendent*

August 19, 2024

**DIVISION MEMORANDUM**  
 No. 417 S. 2024

**MANDATORY SUBMISSION OF INCIDENT REPORTS  
 ON LEARNER RIGHTS AND PROTECTION (LRP)**

TO: Assistant Schools Division Superintendents  
 Chief Education Program Supervisors, SGOD and CID  
 Education Program Supervisors and Public Schools District Supervisors  
 Elementary and Secondary School Heads (Public and Private)  
 LRP Coordinators/Guidance Counselors/Guidance Designate  
 All Others Concerned

1. It has come to attention to this Office, to have a proper process of submission of incident reports and cases such as, **all types of Bullying, Child in Conflict with the Law (CICL), Child Abuse and Children at Risk**, related to Learner Rights and Protection (LRP).
2. Whenever there is an urgent case or incident, the LRP School Coordinator, Guidance Counselor or Teacher-Guidance Designate of school shall submit the Intake Sheet/s **immediately**. Moreover, Minor and Major and incident reports shall be consolidated and be two (2) copies shall be submitted every **LAST FRIDAY OF THE MONTH** to the Office of the Schools Division Superintendent and a copy furnish to the Division LRP Focal Person of the Learner Formation Division (LFD) of the School Governance and Operations Division (SGOD).
3. The requested information shall be submitted on a SEALED Brown Envelope or Folder indicating the school and "LRP Report", and shall be consolidated and utilized with above confidentiality for the provision of proper fact-finding and intervention process. The templates can be downloaded on this link: <https://tinyurl.com/LRPTemplatePang2>.
4. Questions and clarifications may be directed via e-mail to [yfd.sdopang2@gmail.com](mailto:yfd.sdopang2@gmail.com) or contact Ms. Justine Rose G. De Guzman (LRP Focal Person) or Mr. Christian Genesis L. Biason (LRP Alternate Focal Person).
5. For strict compliance and immediate dissemination.

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
 OIC, Schools Division Superintendent

APPROVED FOR TRANSMISSION:  
  
**ARVIN R. PURISIMA**  
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