

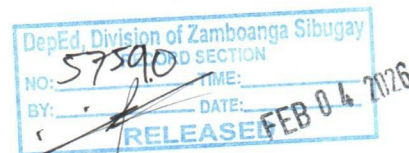


Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

04 February 2026

DIVISION MEMORANDUM

No. 008 s. 2026



**ESTABLISHMENT OF LEARNER RIGHTS AND PROTECTION (LRP) DESK AND
IMPLEMENTATION OF THE LRP SAFEGUARDING GUIDELINES IN THE
CONDUCT OF THE 2026 ZAMBOANGA SIBUGAY DIVISION ATHLETIC
ASSOCIATION MEET**

TO: Assistant Schools Division Superintendent
CID Chief
SGOD Chief
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned
This Division

1. Pursuant to D.O. 66, s. 2017 titled "Implementing Guidelines on the Implementation of Off-Campus Activities", OUOPS 2024-05-00946 "Establishment of Learner Rights and Protection Desk and Implementation of LRP Guidelines in the Conduct of Sports Events" and DM-OUOPS-2024-05-07998 the "Supplemental Guidelines for the Implementation of D.O. 40, s. 2012 or the DepEd Child Protection Policy" this office directs all participating schools to reconstitute the LRP Desk in billeting quarters and activity venues and ensure the implementation of the LRP Safeguarding Guidelines during the 2026 Division Schools Press Conference (DSPC), Division Festival of Talents (DFOT) and the Zamboanga Sibugay Division Athletic Association (ZSDAA) Meet.
2. The District/School LRP Desk Committee shall comprise:
 - a. Chairperson- School Head
 - b. Vice-Chairperson- Registered Guidance Counselor as maybe designated by the Chairperson
 - c. Members- DepEd personnel who had undergone Child Protection Training/Guidance Designates or CPC Members
3. The LRP Desk Committee shall be responsible in the implementation of the following:
 - a. Formulate and discuss safeguarding protocols with Technical Officials, Coaches, Chaperones and Learner-participants;



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- b. Verify that all learner-athletes have submitted signed parental consent forms;
 - c. Coordinate with the Delegation Chairperson on the preparation of the Learner-Safety and Emergency Card for the learner-participants, as provided by Section VII, paragraph B(7) of D.O. 66, s. 2017;
 - d. Establish a functional LRP Desk in all activity venues and billeting quarters equipped to recognize, report, record and refer incidents, as well as provide immediate intervention and support including Psychological First Aid (PFA)/Psychosocial Support Session (PSS).
 - e. A dedicated helpline number shall be displayed listing the contact information of the LRP Desk Chairperson/Vice-Chairperson, ensuring a timely and effective response to incidents;
 - f. Ensure proper issuance and accomplishment of pass slips and waiver forms; (please refer attached forms)
 - g. Conduct regular “Kumustahan” sessions and organize recreational activities for learner-participants’ health and wellness;
 - h. Provide daily report of incident/s and submit accomplished incident report forms and other documents to the Division Office;
 - i. Closely coordinate with the Local Government Unit in the locality and other appropriate agencies for referral purposes, and;
 - j. Monitor the strict implementation and creation of LRP Desks.
4. The travel expenses and other incidental expenses of the LRP Desk Committee Members shall be charged against their respective MOOE, Local Fund/SEF, whichever is appropriate, subject to the usual government accounting and auditing procedures.
 5. For queries and clarifications, you may contact the Division LRP Focal Person, Nora Dela Pena-Albiso, RSW, at 09772770628 or at nora.albiso@deped.gov.ph.
 6. Immediate dissemination of and compliance of this Memorandum is desired.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

Enc. As stated
To be indicated in the perpetual index under the following subjects:
CAREER GUIDANCE PROGRAM

ZS-DM-SGOD-YFU-2026-03-038-0
NDA-20260204



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PARENTAL CONSENT

TO WHOM IT MAY CONSENT

I, _____, parent/guardian of the learner
_____, willingly choose to withdraw my
daughter/son/guardianship from the _____ for the
_____ in _____.

I fully comprehend and accept that I will assume full responsibility for
the aforementioned learner and be held accountable for any unforeseen
incidents that may transpire during the learner's departure from the
_____ delegation's billeting quarter at _____ on
_____ and onward.

I hereby acknowledge that the _____ Delegation
Management shall not be held liable for any occurrences transpiring during
the aforementioned period.

To demonstrate any agreement and commitment, I will affix my
signature below this ____ day of _____, 2026.

(Signature of Parent/Guardian over printed Name)

Concurred:

(Signature of Coach over printed Name)

Approved:

Public Schools District Supervisor



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WAIVER

I wish to inform the _____ that I/We,
_____ will not go home on the scheduled date of
the Delegations' departure on _____. Instead, we will be
staying on _____ at _____ and will
travel _____ via _____ as mode of
transportation rather than the _____ provided, together
with our son/daughter _____, who is an official
participant to the _____ on _____ in
_____.

As this is our personal decision to provide a different arrangement for
our son/daughter, I cannot hold DepEd and its officials/teachers
responsible for any untoward incident that may happen beyond their
control.

Name and Signature of Father

Name and Signature of Mother

Name and Signature of Guardian

Relationship with Delegate

SUBSCRIBED AND SWORN TO before me at _____ this
_____ affiant exhibited to me her/his _____ issued by
_____ bearing her/his identification card and signature as competent
proof of her/his identity.

Doc. No.....;
Page No.;
Book No.;
Series of 2026



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PASS SLIP

_____	_____
_____	_____
_____	_____
_____	_____
Printed Name and Signature of Delegate/s	Date

Permission is hereby requested to:
Leave the billeting quarter premises during the event schedules

From _____ to _____
(intended time of departure) (intended time of arrival)

Reason/s:

Noted:

Name and Signature of Coach

Approved:

Name and Signature of Division Sports Coordinator

Actual time of Departure: _____ Guard on Duty: _____
Name and Signature

Actual time of Arrival: _____ Guard on Duty: _____
Name and Signature