



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

June 05, 2025

DIVISION MEMORANDUM
No. _____, s. 2025

**DATA GATHERING AND CONSULTATION ON THE DEVELOPMENT OF LEARNERS'
HANDBOOK**

To: Chief, CID and SGOD
All Public Elementary and Secondary School Heads
All SELG and SSLG Teacher-Advisers
All SELG and SSLG Presidents
All Others Concerned

1. Pursuant to Division Memorandum No. 0513, s. 2025 dated June 02, 2025, all School Heads, teaching and non-teaching personnel are respectfully requested to ensure that all learners who wish to participate in the data gathering activity for the development of Learners' Handbook shall submit a duly accomplished Parent/ Guardian Consent Form. The consent form shall be collected by the SELG/SSLG teacher-advisers and shall be forwarded to the SDO for filing.
2. The Data Gathering and Consultation on the Development of Learners' Handbook tool can be accessed via: <https://tinyurl.com/DataGathering-Handbook> and is available until **Friday, June 06, 2025**.
3. Attached to this memorandum is the Parental Consent.
4. For information and widest dissemination.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

FOR THE SDS:


JOHN ARIEL A. LAGURA PhD
OIC, Asst. Schools Division Superintendent

WDB/JAL/SGOD/MCC/jpp



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
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Republic of the Philippines
Department of Education
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 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

Parent Consent Form

Name of Child Date of Birth

Parent/ Guardian

Address:

Mobile: e-mail:

Does your child suffer from any medical conditions/allergies that the school should be aware of (including any current medication)

Please provide details of medication that must be administered:

Emergency contact details: (If different from above)

Name: Telephone no:

Relationship to child:

CONSENT (please read carefully)

5. I agree to my son/ daughter taking part in the LEARNERS' HANDBOOK TOOL SURVEY.
6. I confirm to the best of my knowledge that my son/ daughter does not suffer from any medical condition other than those listed above.
7. I understand that the activity includes a photography and film component in which my child will be both photographed and videographed by our official photo/videographer and/or by other attendees/participants. I understand that these images will be part of the MOVs for documentation and reporting.

Signed (Parent/ Guardian) Date:



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. 0513 s. 2025

02 JUN 2025

**REINFORCEMENT OF THE POLICY DEVELOPMENT INITIATIVE AND
SUPPLEMENTARY GUIDELINES FOR DATA GATHERING AND CONSULTATION**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This has reference to the Memorandum No. DM-OUOPS-2025-10-03125 titled Reiteration of the Data Gathering and Consultation on the Development of Learners' Handbook.
2. The Operations Strand, through the Bureau of Learner Support Services–Youth Formation Division (BLSS–FYD) and Learner Rights and Protection Division (LRPD), is reinforcing the significance of the policy development initiative and outlining supplementary guidelines for its smooth implementation.
3. All Regional Offices (ROs) and Schools Division Offices (SDOs) are requested to support cascading the data gathering and consultation tool to all learners nationwide. This initiative aims to ensure their meaningful participation and gather valuable insights during the data collection phase.
4. To ensure the smooth implementation of this activity, all ROs and SDOs are directed to comply with the following guidelines:
 - a. Upon the release of the memorandum issued by the ROs and SDOs, all School Heads, including teaching and non-teaching personnel at the school level, shall ensure that all learners who wish to participate in the data gathering activity are **required** to submit a duly accomplished **Consent Form** prior to filling out the form.
 - b. All accomplished consent Forms received by the schools shall be consolidated and forwarded to the SDO for filing. The SDO shall organize the Consent Forms in a OneDrive folder per school. The same OneDrive link shall be forwarded to the RO for final consolidation.
 - c. Please be informed that the data and results gathered from field offices during this consultation phase will be used exclusively for the development of the Learners' Handbook.
 - d. The data collection and consultation tool will be available until **Friday, June 6, 2025**.
5. For more details, refer to the attached Memorandum.
6. Immediate dissemination and compliance with this Memorandum is enjoined.



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DepEd Tayo Region VII

region7.deped.gov.ph



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Handwritten signature in blue ink

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV
Regional Director

ST.J/FYA/ESSD/TTP/jpj



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025-10-62/25

FOR : Regional Directors
 Minister, Basic, Higher, and Technical Education, BARM
 Regional Youth Formation Coordinators
 School Division Superintendents
 Division Youth Formation Coordinators
 All Others Concerned

APPROVED BY OUPS
 OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
RELEASE
 DATE 5/21/25 TIME 8:21 AM
MALCOLM S. GARMA

Assistant Secretary, Officer-in-Charge
 Office of the Undersecretary for Operations

FROM : **MALCOLM S. GARMA**
 Assistant Secretary, Officer-in-Charge
 Office of the Undersecretary for Operations

SUBJECT : **REITERATION OF THE DATA GATHERING AND CONSULTATION ON THE DEVELOPMENT OF LEARNERS' HANDBOOK**

DATE : May 13, 2025

Relative to the recently released DM-OUOPS-2025-10-02404 entitled *Data Gathering and Consultation on the Development of Learners' Handbook* dated April 25, 2025, the Operations Strand, through the Bureau of Learner Support Services–Youth Formation Division (BLSS–YFD) and Learner Rights and Protection Division (LRPD), issues this memorandum to reinforce the significance of this policy development initiative and to outline supplementary guidelines for its smooth implementation.

To reiterate, this data gathering and consultation aims to:

- reevaluate and refine the drafted outline of the Learners' Handbook to ensure it effectively addresses pressing needs, emerging issues, and learners' concerns;
- gather and analyze additional data from field offices to enhance the scope and relevance of the handbook's content, ensuring it is practical, inclusive, and adaptable for nationwide implementation; and
- prepare a comprehensive report consolidating all relevant data, insights, and stakeholder inputs, which will serve as a foundational resource for the upcoming writeshop activity.

In this regard, the Operations Strand kindly requests the support of all Regional Offices (ROs) and Schools Division Offices (SDOs) in cascading the data gathering and consultation tool to all learners nationwide. This initiative aims to ensure their meaningful participation and gather valuable insights during the data collection phase. The tool can be accessed via: https://tinyurl.com/DataGathering_Handbook.



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To ensure the smooth implementation of this activity, all ROs and SDOs are directed to comply with the following guidelines:

1. Upon the release of the memorandum issued by the ROs and SDOs, all School Heads, including teaching and non-teaching personnel at the school level, shall ensure that all learners who wish to participate in the data gathering activity are **required** to submit a duly accomplished **Consent Form** as attached as **Annex A**, prior filling out the form.
2. All accomplished Consent Forms received by the schools shall be consolidated and forwarded to the SDO for filing. The SDO shall organize the Consent Forms in a One Drive folder per school. The same One Drive link shall be forwarded to the RO for final consolidation.
3. Please be informed that the data and results gathered from field offices during this consultation phase will be used exclusively for the development of the Learners' Handbook.
4. The data collection and consultation tool will be available until **Friday, June 6, 2025**.

For questions and/or concerns, your staff may contact the BLSS-OD through email at blss.od@deped.gov.ph (cc: blss.yfd@deped.gov.ph).

For your information and appropriate action.

Thank you.

[BLSS-YFD/MGM]

Annex A.

Consent Form

Greetings from the Department of Education -Bureau of Learner Support Services. The Youth Formation Division, in partnership with the Learner Rights and Protection Division, is conducting a Data Gathering procedure on the Development of a Learner's Handbook.

In line with this, we have identified learners to participate in the said Data Gathering. This survey is voluntary to gather information and data on what should be contained in a Learner's Handbook. All gathered information and data will strictly remain confidential and will only be used for their intended purposes. All personal information is protected under the Republic Act No. 10173, also known as the "Data Privacy Act of 2012.

The learners' rights to freely express their thoughts, views, and opinions, and participate in policy development, particularly in the areas that affect them, are in line with the provisions enshrined in the UN Convention on the Rights of the Child (UNCRC).

In view of the foregoing, we ask for your approval to let your child participate in the Survey on the Development of the Learner's Handbook. For questions, you may directly contact the Youth Formation Division at blss.yfd@deped.gov.ph or the LRPD at lrpo@deped.gov.ph

You may indicate your agreement by signing and placing a check.

Name and Signature			
I want to have a copy of the form:	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No

Name and Signature of the Parent:

Date: _____