



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

**Office of the Schools
Division Superintendent**

OFFICE ORDER

OSDS-2026- 104

TO : **MAE CONCEPCION D. TEJANO**
Legal Assistant I
Legal Unit

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **DESIGNATION OF THE LEARNER RIGHTS AND PROTECTION
OFFICE (LRPO)
FOCAL PERSON**

DATE : **June 09, 2026**

1. Pursuant to the Department of Education's commitment to uphold and promote the rights, welfare, and best interests of learners, and in accordance with **Republic Act No. 7610, Republic Act No. 10627, DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy), DepEd Order No. 31, s. 2022 (Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education)**, and other pertinent laws, rules, and issuances, this Office hereby designates **MS. MAE CONCEPCION D. TEJANO, Legal Assistant I, as the Learner Rights and Protection Office (LRPO) Focal Person of the Schools Division Office of Tagbilaran City**, effective **09 June 2026**, without prejudice to the performance of her regular duties and responsibilities.

2. As LRPO Focal Person, Ms. Mae Concepcion D. Tejano shall:

- a. Coordinate and facilitate the implementation of policies, programs, and activities pertaining to learner rights and protection within the Schools Division;
- b. Monitor compliance with existing DepEd issuances and applicable laws concerning child protection, learner welfare, anti-bullying, and other learner rights initiatives;
- c. Provide technical and legal assistance on matters involving learner rights and protection, in coordination with concerned Division offices and external stakeholders;
- d. Assist in the conduct of advocacy campaigns, orientations, and capacity-building activities to promote learner rights and child protection;

- e. Coordinate the proper referral, monitoring, and documentation of learner rights and protection concerns, subject to applicable confidentiality and data privacy requirements;
- f. Recommend measures and interventions to strengthen the Division's learner rights and protection mechanisms; and
- g. Perform such other related functions and duties as may be assigned by the Schools Division Superintendent in furtherance of learner rights and protection programs.

3. All officials and personnel of the Schools Division Office and public schools under its jurisdiction are hereby enjoined to extend their full cooperation and support to the LRPO Focal Person in the effective discharge of her duties and responsibilities.

4. Immediate dissemination of and strict compliance with this Memorandum is directed.

WDB/JAAL/LEGAL/TIR/MCT



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