



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

Office of the Schools Division
Superintendent

September 21, 2026

DIVISION MEMORANDUM
No. 782 s.2026

**DESIGNATION OF LEARNER FORMATION OFFICER(S)
IN SCHOOLS FOLLOWING THE GUIDELINES
UNDER DEPED MEMORANDUM NO. 55, S. 2026**

To: All Public Elementary and Secondary School Heads
Chief of the Curriculum Implementation Division
All Others Concerned

1. DepEd Memorandum No. 55, s. 2026 clarifies the guidelines on the designation of *Learner Formation Officer/s* in schools pursuant to the revised Implementing Rules and Regulation (IRR) of R.A. No. 10627, otherwise known as the Anti-Bullying Act of 2013, and DepEd Order no. 006, s. 2026 on Guidelines on Ensuring a Safe and Motivating Learning Environment.
2. The LFO shall be responsible for maintaining a safe and respectful learning environment through the enforcement of school policies and management of learner behavior.
3. Pursuant thereto, all School Heads are hereby mandated to designate a *Learner Formation Officer/s* (LFO) in their respective schools not later than September 25, 2026, following strictly the guidelines on designation, particularly on the following emphasis;
 - a. The priority of designating an LFO shall be given to the *Assistant School Head Designate* (ASHDs) and *Head Teachers* (HTs) who are not designated as Department Heads or as Teacher -in-Charge (TIC), with the priority consideration of experience in handling advisory class and have attended capacity-building activity or in-service training on learner rights and protection.
 - b. A teacher may be designated as an LFO *only* when no ASHDs or HTs are available for the purpose.
 - c. There shall be a Designation Order duly signed by the Schools Division Superintendent with the concurrence of the concerned teacher/s.
 - d. Designation of more than one LFO is permitted to ensure adequate coverage across key stages or grade levels.



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- e. The School Counselor, School Counselor Associate, guidance advocate, or any other non-teaching personnel shall NOT be designated as LFO.
 - f. The Chief of Curriculum Implementation Division shall designate a Division Focal Person as the LFO.
4. For easy and complete reference and further clarification about the duties and responsibilities of the LFO and the designation guidelines, the above-cited Memorandum is enclosed herein.
5. This Office directs immediate dissemination and strict compliance of this Memorandum.


WILFRERDA D. BONGALOS PhD, CESO V
Schools Division Superintendent