



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
OSDS-2026- 171

TO : **Assistant Schools Division Superintendent
Chiefs, CID and SGOD
PUBLIC SCHOOL HEADS**

All Public Elementary and Secondary Schools
Schools Division of Tagbilaran City

SUBJECT : **APPROVED DESIGNATED LEARNER FORMATION OFFICER**

DATE : **October 05, 2026**

1. Pursuant to DepEd Memorandum No. 55, s. 2026, **CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER FORMATION OFFICERS**, and in line with the Department of Education's continuing commitment to strengthen learner formation and support the holistic development of learners, the following personnel are the APPROVED DESIGNATED LEARNER FORMATION OFFICERS (LFOs) in their respective schools/offices: (See Annex A).

2. The herein Learner Formation Officers, shall perform the duties and responsibilities pursuant to the position as provided under DepEd Memorandum No. 55, s. 2026, and other relevant policies, guidelines, and issuances of the Department of Education.

- a. They shall coordinate and undertake learner formation-related activities and initiatives within their respective schools/stations, in coordination with the School Head and the appropriate Schools Division Office personnel, as may be necessary.
- b. They shall likewise ensure that all activities and interventions undertaken pursuant to this designation are properly coordinated, documented, and implemented in accordance with existing DepEd policies and applicable laws, rules, and regulations.
- c. Ensure availability of consolidated statistical information on bullying and retaliation, subject to applicable confidentiality requirements and data privacy policies. Whereas personal information, sensitive personal information, and other confidential learner information shall be

disclosed only to authorized personnel with a legitimate need-to-know and a lawful basis for access;

- d. Render desk duty for at least two hours a day for sessions or consultations with learners, school personnel, and parents or parent substitutes for purposes of reporting and inquiries. The LFO shall perform any of the aforementioned duties during their daily two-hour desk duty:
 - d1. The LFO shall also be responsible for the handling, recording, and resolution of complaints against learners in relation to non-bullying-related offenses and their corresponding penalties under Annex I of Department Order (DO) No. 006.
 - d2. Pursuant to Rule VII, Section 21, Item 3 of the Revised IRR of RA No. 10627, the LFO shall only be responsible for the processing of bullying and non-bullying complaints to facilitate resolution. Whereas learners, parents, or parent-substitutes shall be informed of the complaint in writing, and the alleged bully shall be given the opportunity to respond to the complaint in writing, with the assistance of their parents or the parent-substitute.
 - d3. The LFO shall provide findings and recommendations to the school head, who shall be responsible for determining the appropriate sanctions and rendering a decision thereon based on the findings of the LFO.
 - e. The designation of teachers as LFOs shall be considered a **teaching-related assignment** subsumed under the **Advocacy** component of Guidance and Advocacy, **which covers functions relating to learner discipline and other concerns that support learner rights and protection**. These functions are distinct from, but complementary to, guidance and mental health services.
3. This designation shall be effective immediately and shall remain in force unless sooner modified, revoked, or superseded by a subsequent issuance from the Schools Division Office or higher authority.
 4. This designation is without prejudice to the regular duties and responsibilities of the personnel concerned and shall be performed in accordance with existing DepEd rules and regulations.
 5. Any provision of this Designation inconsistent with subsequent national, regional, or division issuances shall be deemed modified accordingly.
 6. All concerned are hereby enjoined to give their full support and cooperation to the designated Learner Formation Officers in the performance of their functions.
 7. For strict compliance.

ANNEX A

No.	Name of Personnel	Position	School/Station
1	JEPSON Y. CUADRA	Master Teacher I	DCPNHS-JHS
2	MARY JOY CLARO	SNET 1 / Teacher 4	TCCS – SPED Center
3	ZITA T. BARREDA	Teacher 6	TCCS – for the Hearing Impaired
4	LORNA MAE P. PUNGAY	Master Teacher I	Bool Elementary School
5	MELCHOR DANIEL JR. B.	Assistant Principal	DCPNHS-SHS
6	JEROME DACULA	Teacher III – Alternate	DCPNHS-SHS
7	CONCEPCION SIMPAO P.	Teacher VI	Ubuja Elementary School
8	FLORIZEL CIRUNAY C.	Teacher 1	Taloto National High School
9	GAY L. GABO	Level Leader Gr. 4	Mansasa Elementary School
10	JOSEPHINE FELISILDA B.	Level Leader Gr. 1	Mansasa Elementary School
11	ANECITA B. BALON	Master Teacher II	Taloto Elementary School
12	FARRAH A. ESTOCE	Master Teacher I	San Isidro Elementary School
13	ANNABEL LANSANG R.	Master Teacher 2	Cogon Elementary School
14	MARCELA C. DISPO	Teacher 3	City East Elementary School
15	RAYMOND GONER A.	Master Teacher 1	Manga National High School
16	ALMA L. BAGO	Teacher 6	Manga Elementary School
17	RICKY TENAJEROS C.	Teacher 3	Mansasa National High School
18	DOUGEFORD CASTANO D.	Master Teacher 1-KS	Tagbilaran City Central Elementary School
19	MARCIAL GOLOSINO O.	Teacher 3-KS	Tagbilaran City Central Elementary School
20	DIALENE ROMUGA S.	Teacher 1	City of Tagbilaran HS, Cabawan
21	SHIRLEY LABORTE	Teacher	Dao Elementary School
22	MARIA TERESA I. LARODA	Assistant Principal 2	DCPNHS-SHS
23	JOSEPHINE ADARNE M.	Master Teacher 1	Dampas Elementary School
24	EUFEMIO BANTUGAN B.	Teacher 3	Booy Elementary School

25	FLORDELIZA Z. CORREA	Teacher 3	Cabawan Elementary School
26	JEANY B. POLO	Teacher 1	San Isidro National High School
27	JESLI ANGEL R. BALLING	SPST-1	San Isidro National Junior School
28	CECILIA D. SULAGUE	Master Teacher I	Tiptip Elementary School

WILFREDA D. BONGALOS PhD, CESO V

Schools Division Superintendent

WDB/JAAL/LEGAL UNIT/MCT