



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 15 2026

MEMORANDUM

**DESIGNATION OF LEARNER FORMATION OFFICERS (LFOs) IN PUBLIC
AND PRIVATE ELEMENTARY AND SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Pursuant to Regional Memorandum No. 706, s. 2026, on the above-captioned title, and in adherence to DepEd Order No. 006, s. 2026, "*Guidelines on Ensuring a Safe and Motivating Learning Environment*", **all public and private elementary and secondary schools are directed to designate Learner Formation Officers (LFOs).**
2. School Heads shall designate school personnel as LFO based on the qualifications stated on the **Annex C** (*Interim Guidelines on the Designation of Learner Formation Officers*) through a School Designation Order under **Annex B** of the said Regional Memorandum.
3. The School Designation Order shall be submitted not later than **September 17, 2026.**
4. For related inquiries and concerns, please contact Mr. King Solidini J. Torres, Project Development Officer I/Division LRP Focal Person at 8805-9935 to 40, loc. 121.
5. Immediate and wide dissemination of, and compliance with this Memorandum are desired.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:

Atty. ERNESS FAITH REGACHO-ESPANTO
Attorney III
Officer-In-Charge

Enclosure: As stated

References: None

To be indicated in the Perpetual Index
under the following subjects:

LEARNER RIGHTS AND PROTECTION

KSJT / DESIGNATION OF LEARNER FORMATION OFFICERS (LFOs) IN PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOLS 374 / SEPTEMBER 14, 2026

UN-2026-374

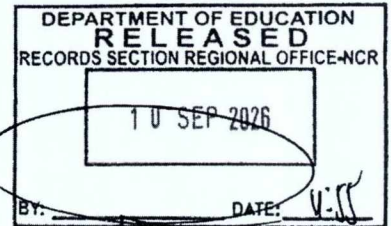


Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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Republic of the Philippines
Department of Education
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September 2, 2026

REGIONAL MEMORANDUM

No. **706**, s. 2026

RECEIVED BY
Marlon A. Salonga
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary School Administrators
School Owners and Directors
All Others Concerned

**DESIGNATION OF LEARNER FORMATION OFFICERS (LFOs)
IN PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY SCHOOLS**

1. Pursuant to DepEd Order No. 006, s. 2026, otherwise known as the *Guidelines on Ensuring a Safe and Motivating Learning Environment (ESMLE)*, and in support of the implementation of the Revised Implementing Rules and Regulations of Republic Act No. 10627 (Anti-Bullying Act of 2013) disseminated through DepEd Memorandum No. 090, s. 2025, all public elementary and secondary schools are hereby directed to designate a Learner Formation Officer (LFO).
2. Likewise, private elementary and secondary schools are recommended to designate or identify an equivalent school official who shall perform the same functions of the LFO as prescribed in this Memorandum. The equivalent official may include, but shall not be limited to : Student Affairs Officer, Discipline Coordinator, Student Welfare Officer, Learner Support Officer, Prefect of Discipline, Student Development Coordinator, or other similar personnel designated by the school administration.
3. Relative to the Revised RA No. 10627, Section 11.1 (a), the School Head/Principal shall designate a Learner Formation Officer through a School Designation Order as per attached template.
4. The designated Learner Formation Officer (LFO) shall perform the roles and functions prescribed under the aforementioned DepEd Order and Memorandum, as detailed in Annex C of this Memorandum.



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5. To facilitate regional monitoring and consolidation, all Schools Division Offices shall submit the consolidated list of designated Learner Formation Officers from public and private elementary and secondary schools using **Annex A** to the Education Support Services Division (ESSD), Regional Office NCR, on or before September 21, 2026.
6. Immediate dissemination and compliance with this Memorandum are desired.

JOCELYN DR ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

essd-lrps/glc



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ANNEX A (Consolidated List of Designated Learner Formation Officers)

CONSOLIDATED LIST OF DESIGNATED LEARNER FORMATION OFFICERS

Schools Division Office: _____

School ID	School Name	Public/Private	Elementary/ Secondary	Name of LFO	Position/ Designation	Contact Number	Email Address
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Prepared by:

Division Learner Rights and Protection Focal Person

Validated by:

Chief Education Supervisor, School Governance and Operations Division

Approved by:

Schools Division Superintendent



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ANNEX B (School Designation Order)

Republic of the Philippines
Department of Education
Schools Division of _____
School Name

DESIGNATION ORDER

No. _____, s. 2026

In accordance with DepEd Order No. 006, s. 2026, Guidelines on Ensuring a Safe and Motivating Learning Environment (ESMLE), and DepEd Memorandum No. 090, s. 2026, Mr./Ms. _____, is hereby designated as Learner Formation Officer (LFO) of _____ effective _____.

The designated Learner Formation Officer shall perform the duties and responsibilities provided under the aforementioned issuances and other related DepEd policies.

This designation shall remain in force until revoked or superseded by subsequent issuances.

Issued this _____ day of _____ 2026.

School Head



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ANNEX C (Interim Guidelines on the Designation of Learner Formation Officers)

**INTERIM GUIDELINES ON THE DESIGNATION
OF LEARNER FORMATION OFFICERS (LFOs)**

I. Designation of Learner Formation Officer

1. The School Head/Principal shall designate any of the following personnel as LFOs, :

- a. Assistant School Principals or Assistant School Head Designates;
- b. Head Teachers who are not designated as Department Heads or as Teacher-in-Charge (TIC); and
- c. Teachers - the designation as LFO shall be considered a teaching-related assignment and shall be undertaken in accordance with the standards and procedures prescribed under DO No. 5, s. 2024 and DM No. 53, s. 2024 :

- i. Teachers who have less than six (6) hours of teaching load and/or are not assigned as class advisers or to any other teaching-related assignments; and

- ii. Work performed by the designated teacher-LFOs beyond the prescribed regular working hours shall be compensated through overtime pay in accordance with DO No. 26, s. 2025.

2. Should the number of school personnel permits, the School Head/Principal may designate more than one LFO, assigning them to specific grade levels or key stages;

3. Designated LFOs should have experience as a Class Adviser and have attended training related to learner rights and protection; in case, no personnel of the school was trained yet, recommendation for training must be submitted to the Schools Division Office (SDO) for appropriate action; and

4. No School Counselor, School Counselor Associate, Guidance Advocate or any other teaching personnel shall be designated as LFO.

II. Duties of the Learner Formation Officer

The LFO is responsible in school-level prevention, initial intervention, and management of Learner Rights and Protection (LRP) concerns and bullying, with duties as follow:

1. Provide learners and their parents and/or parent-substitutes with a copy of the anti-bullying policy adopted by the school;

2. Enable learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report: Provided, however, that no



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disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report;

3. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, the bully, the upstander, and the bystander are protected and upheld during the conduct of the investigation, while maintaining confidentiality throughout the process;

4. Maintain a public record of relevant information and statistics on acts of bullying and retaliation in school: Provided, that the names of learners who committed acts of bullying or retaliation shall be strictly confidential and be made available only to the school administration, teachers directly responsible for the said learners who are or have been victims of acts of bullying or retaliation;

5. Render desk duty for at least two (2) hours a day for sessions or consultations with learners, school personnel, and parent;

6. Serves as the first responder/first contact point, with the following duties:

i. Receive, record and log reports of bullying, harassment, or other LRP incidents from learners, parents, or teachers;

ii. Conducts an initial intake evaluation to determine the nature and severity of the incident (e.g., whether it falls under Level 1, Level 2, or Level 3 non-bullying/bullying disciplinary categories), reports this and recommend to the School Head/Principal;

iii. Be the discipline officer responsible for learner behavior and school safety concern.

7. Manage the case facilitation and intervention for first-level conflict resolution :

i. handle initial mediation or developmental intervention for minor/first-tier offenses that do not require formal administrative sanctions;

ii. Ensure welfare of affected learners through referral to guidance services

8. Provides support to the Child Protection Committee (CPC) :

i. Coordinate with the school's CPC to track active cases and ensure that timelines for intake, documentation and reporting are met; and

ii. Prepare preliminary case intake summaries and escalates serious incidents (e.g., persistent bullying, physical injuries, cyberbullying) to the School Head and CPC for formal administrative handling.

9. Monitor and maintain confidential, structured records of reported LRP and bullying cases in the school and their corresponding sanctions under Annex I of SDO No. 006, s. 2026 to help track trends and report data to the Schools Division Office (SDO).