



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

July 20, 2026

DIVISION MEMORANDUM

No. **239**, s. 2026

**SUBMISSION OF DETAILS OF SCHOOL LEARNER FORMATION OFFICERS
AND SCHOOL COUNSELORS/ GUIDANCE DESIGNATES**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Public Schools District Supervisors and OIC- PSDSs
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **DepEd Order No. 006, s. 2026**, titled **"Guidelines on Ensuring Safe and Motivating Learning Environment"** which provides that the School Head shall designate a Learner Formation Officer to handle bullying incidents, taking into consideration the population of the school and historical data on prevalence of bullying. **In no case shall the School Counselor and School Counselor Associate be designated as a Learner Formation Officer**, this Office through the School Governance and Operations Division hereby directs all Public and Private Elementary and Secondary School Heads to submit the names and other details of their designated Learner Formation Officer and School Counselor and Guidance Designate **using only your Official DepEd Email Address** through the given link and QR code below **on or before July 24, 2026**.

School Learner Formation Officer



<https://tinyurl.com/LFO-Sorsogon>

School Counselor/ Guidance Designate



<https://tinyurl.com/SCs-GDs-Sorsogon>

2. The Learner Formation Officer shall also be referred to as the Discipline Officer. It shall be responsible for maintaining a safe and respectful learning environment by enforcing school policies and managing student behavior. It shall be their duty to:



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- a. Provide Learners and their parents or guardians with a copy of this Policy;
- b. Enable Learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report;
- c. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation while maintaining confidentiality throughout the process;
- d. Maintain a public record of relevant information and statistics on acts of bullying and retaliation in school, subject to the conditions stipulated under Section 23 (d) of this Policy; and
- e. Render desk duty for at least two (2) hours per day for sessions or consultations with Learners, school personnel, and parents or parent-substitutes for purposes of reporting and inquiries.

The School Counselor or Guidance Designate shall support all Learners through the following:

- a. Conduct learning sessions or activities for teachers and other school personnel in handling bullying cases;
 - b. Conduct regular awareness-raising programs, at least annually, with School stakeholders, including but not limited to parents or parent- substitutes, Learners and School Personnel, in order to prevent and address bullying incidents;
 - c. Ensure the safety and well-being of the victim of bullying, the bully, upstander and the bystander;
 - d. Determine their needs for protection and appropriate intervention, and ensure these are provided to them;
 - e. Refer cases to the appropriate offices and other agencies or instrumentalities or non-government organizations for appropriate assistance and intervention, as required by the circumstances;
 - f. Monitor Learners who have gone through third-party intervention to ensure their continuous improvement and attendance in the intervention program; and
 - g. Attend and participate in capacity building and seminars relevant to counseling.
3. This aims to facilitate implementation and ensure compliance with DepEd Order No. 006, s. 2026 in Schools and CLCs and support intervention, referral, monitoring and evaluation of school- based LRP programs.



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4. For relevant queries, please contact **Mr. Lance Eduard A. Renovalles**, Division Focal Person for Learner Rights and Protection at 09683569329 or lanceeduard.renovalles@deped.gov.ph. Information materials from the Second Congressional Commission on Education are provided in the enclosures of this memorandum.
5. Immediate dissemination of and compliance with this Memorandum are directed.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Enclosure no. 2 to the Division Memorandum No. 239



School Counselor

Sila naman ay naka-focus sa **paggabay, emosyon, at pag-iwas na mangyari ulit ang bullying:**



Taga-alaga ng emosyon: Sila ang sumisiguro na safe at okay ang pakiramdam ng lahat—'yung biktima, 'yung bully, at pati 'yung mga nakakita sa insidente.



Taga-train: Nagpapa-seminar at activities sila taun-taon para turuan ang mga teachers at students kung paano iwasan ang bullying.



Naghahanap ng extra tulong: Kapag kailangan ng mas malalim na tulong o intervention, sila ang nagre-refer sa mga bata sa ibang ahensya o NGOs.



Taga-monitor: Sila ang nagbabantay kung nag-iimprove ba 'yung mga batang sumasailalim sa counseling sa labas ng paaralan.



Paalala lang: Mahigpit na sinasabi sa guidelines na bawal ipasa sa School Counselor ang trabaho ng LFO, dahil magkaiba talaga ang focus nila!

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Enclosure no. 1 to the Division Memorandum No. **239**



Learner Formation Officer (LFO)

Sila 'yung nakatutok sa **imbestigasyon at disiplina**:



Taga-ayos ng reklamo: Sila ang direktang humahawak, nag-iimbestiga, at nagreresolba ng mga kaso ng bullying.



Tumutugon sa sumbong: Sa kanila pwedeng mag-report ang mga bata, kahit pa anonymous o walang pangalan.



May nakalaang oras: Naka-duty sila ng at least 2 hours araw-araw sa desk nila para lang makinig sa mga report o tanong ng mga estudyante at parents.



Taga-record: Sila ang nagtatago ng listahan at statistics ng mga nangyayaring insidente sa school.



Taga-paliwanag ng rules: Sila ang nagbibigay ng kopya ng anti-bullying policy sa mga mag-aaral at magulang.

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