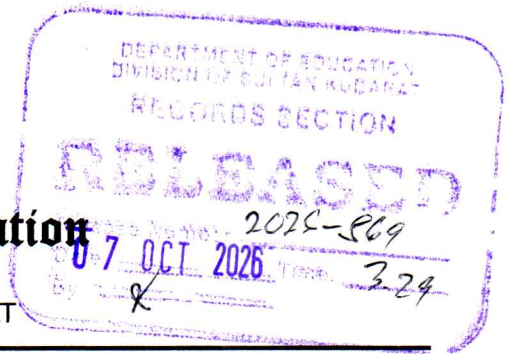




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



October 5, 2026

DIVISION MEMORANDUM
SGOD-YFS No. **210**, s. 2026

**DESIGNATION OF LEARNER FORMATION OFFICERS (LFOs) IN SCHOOLS AND
DIVISION LEARNER RIGHTS AND PROTECTION FOCAL PERSON**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
This Division

1. In compliance with Regional Memorandum No. 142, s. 2026, titled "Designation of Learner Formation Officers in Schools and Learner Rights and Protection Focal Person in Schools Division Offices", this Office directs all public and private schools, as well as Community Learning Centers (CLC-ALS), to designate a Learner Formation Officer (LFO).
2. The designation of an LFO shall ensure that each school has a designated personnel who shall assist in addressing learner discipline and other concerns related to learner rights, protection, development, and well-being, consistent with existing DepEd policies and issuances.
3. School Heads are directed to utilize the appropriate reference templates provided for the issuance of Designation Orders for the LFO, as follows:
 - a) Annex A: Designation Order as LFO for Teachers
 - b) Annex B: Designation Order as LFO for HT or ASHD
 - c) Annex C: Designation Order as LFO for AIS Teachers in SBLC
 - d) Annex D: Designation Order as LEO for Division Focal Person of CLC-ALS
 - e) Annex E: Designation Order as Division LRP Focal Person
4. To monitor the designation of LFOs and Division LRP Focal Person, all designated personnel shall accomplish the LFO/LRP Directory through the following link: <https://tinyurl.com/DOLFOLRP> on or before October 8, 2026.
5. Furthermore, to strengthen the operationalization of DepEd Order No. 40, S. 2012 (DepEd Child Protection Policy) and its supplemental guidelines, this Division designates **SHEILA MAE G. DELOS REYES**, PDO I, as the Division Learner Rights and Protection Focal Person, who shall serve as the lead coordinator and technical resource person for division-wide Learner Rights and Protection programs, initiatives, and monitoring.

SMGD/SGOD-YFS/DM-Designation of Learner Formation Officer in Schools and Division Learner Rights and Protection Focal Person/October 5, 2026



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisionsk.org>
Email: depedsk@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

6. For queries and clarifications, all concerned may contact **SHEILA MAE G. DELOS REYES**, PDO I/Division Learner Rights and Protection Focal Person, through contact number 09667397517.

7. Immediate dissemination of this Memorandum is desired.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

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

DESIGNATION

FORMATION

LEARNER

SMGD/SGOD-YFS/DM-Designation of Learner Formation Officer in Schools and Division Learner Rights and Protection Focal Person/October 5, 2026



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisionsk.org>
Email: depedsk@deped.gov.ph