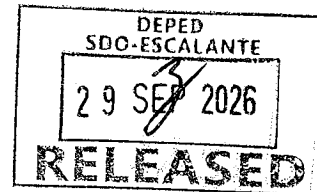




Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



September 29, 2026

DIVISION MEMORANDUM

No. 430, s. 2026

CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER FORMATION OFFICERS (LFOs) IN SCHOOLS PURSUANT TO THE REVISED IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013, AND DEPED ORDER NO. 006, S. 2026

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **Regional Memorandum No. 1064, s. 2026** dated September 24, 2026, entitled "**Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools Pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026,**" this Office reiterates the directive for all schools to ensure the designation of Learner Formation Officer/s (LFO/s).
2. All School Heads are directed to designate **one (1) or more qualified Learner Formation Officers (LFOs)** in their respective schools, as may be necessary based on the school's size, organizational structure, and learner population, **on or before October 5, 2026**, in accordance with the applicable provisions of DepEd Order No. 006, s. 2026 and the revised Implementing Rules and Regulations of Republic Act No. 10627.
3. The designated LFO/s shall perform the functions and responsibilities prescribed under existing DepEd policies, particularly those relating to learner formation, child protection, prevention and response to bullying, and the promotion of a safe, inclusive, respectful, and supportive school environment.
4. All School Heads shall accomplish the prescribed School LFO Designation Form indicating the name/s and designation/s of the appointed LFO/s and submit the required documents to the Schools Division Office through the Youth Formation Division (YFD) for consolidation and monitoring **on or before October 6, 2026**.
5. For clarifications and further information, contact Jad V. Ricafort, Division Youth Formation Division (YFD).
6. Immediate dissemination of and compliance with this Memorandum are desired.

PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

Encl: None
Reference: as stated
To be indicated in the Perpetual Index
Under the following subjects:

DESIGNATION OF LEARNER FORMATION OFFICER/S
JVR _ YFD_SGOD / 09-29-2026

REPUBLIC ACT NO. 10627 DEPED ORDER NO. 006, 2026



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704/445-2686
Email Add: escalante.city001@deped.gov.ph



DepEd Tayo Escalante City deped.escalantecity.weebly.com



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 1064, s. 2026

SEP 24 2026

CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER FORMATION OFFICERS IN SCHOOLS PURSUANT TO THE REVISED IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013, AND DEPED ORDER NO. 006, s. 2026

To: Schools Division Superintendents
Chief, Education Support Services Division
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), disseminates DepEd Memorandum No. 055, s. 2026 titled **"Clarificatory Guidelines on the Designation of Learner Formation Officers in Schools Pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026."**
2. Anent this, as strictly directed by the Office of the Secretary, all Schools Division Offices (SDOs) shall ensure the designation of Learner Formation Officers (LFO) in all schools **on or before October 5, 2026**.
3. Further, attached herewith are the enclosures for the school LFO designation and division consolidation report which shall be submitted to this Office **on or before October 8, 2026** via email through nir@deped.gov.ph.
4. For any clarifications, contact Ma. Lira Cynthia B. Quejada, Chief Education Supervisor through mcquejada@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As stated.

Incl: As stated.

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

SCHOOLS

PROGRAMS

REPORTS

FJTS/ESSD/ Clarificatory Guidelines on LFO Designation
___/September 23, 2026



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

ENCLOSURE NO. 1, SCHOOL LEARNER FORMATION OFFICER (LFO) DESIGNATION

NAME	POSITION	SCHOOL	SDO	CONTACT NO.	EMAIL
1.					

I hereby confirm that the above-mentioned is designated as **Learner Formation Officer** of (Name of School)
_____, from the Schools Division Office of (Name of
SDO)_____.

Prepared by:

Signature over Printed Name of School Head



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

ENCLOSURE NO. 2, SCHOOL LEARNER FORMATION OFFICERS (LFOS) DESIGNATION DIVISION CONSOLIDATION

NAME	POSITION	SCHOOL	SDO	CONTACT NO.	EMAIL
1.					
2.					

Prepared by:

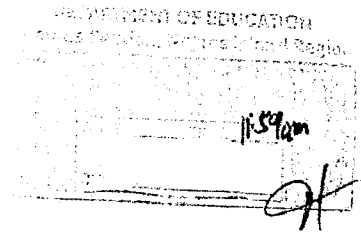
Approved by:

Signature over Printed Name of SGOD Chief

Signature over Printed Name of SDS



Republic of the Philippines
Department of Education



DepEd MEMORANDUM
No. 055, s. 2026

SEP 17 2026

**CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER
FORMATION OFFICERS IN SCHOOLS PURSUANT TO THE REVISED
IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627,
OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013,
AND DEPED ORDER NO. 006, s. 2026**

(Guidelines on Ensuring a Safe and Motivating Learning Environment)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
Attached Agencies
All Others Concerned

1. The Department of Education (DepEd) reiterates the importance of the immediate and effective operationalization of Republic Act (RA) No. 10627, otherwise known as the **Anti-Bullying Act of 2013**, its Revised Implementing Rules and Regulations (IRR), as disseminated through DepEd Memorandum No. 090, s. 2025, titled Dissemination of the Revised Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as the Anti-Bullying Act of 2013, and DepEd Order No. 006, s. 2026, titled Guidelines on Ensuring a Safe and Motivating Learning Environment.
2. Aligned with this, DepEd shall uphold the **best interest of the child** and ensure that all actions, decisions, and interventions pertaining to learners related to the operationalization of the aforementioned issuances give due regard to the learners' rights, their protection, development, and well-being.
3. Accordingly, in compliance with Section 25 of the Revised IRR of RA 10627, DepEd shall issue additional guidelines to fully implement the mandates of the law.
4. The Department also recognizes the issues raised by learners, teachers, school heads, school counselors, and other persons concerned on certain provisions operationalizing the aforementioned issuances that require immediate clarification.
5. Hence, this Memorandum provides the enclosed clarifications on the designation of Learner Formation Officer in all basic education schools and community learning centers.

6. For more information, please contact the **Bureau of Learner Support Services-Learner Rights and Protection Division**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at lrpsa@deped.gov.ph.

7. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

Encl.:

As stated.

References:

DepEd Order (No. 006, s. 2026)

DepEd Memorandum (No. 090, s. 2023)

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

LEARNERS
POLICY
RIGHTS
PROTECTION
SCHOOLS
TEACHERS



(Enclosure to DepEd Memorandum No. 055, s. 2026)

**CLARIFICATORY GUIDELINES ON THE DESIGNATION OF LEARNER FORMATION OFFICERS IN SCHOOLS PURSUANT TO THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT (RA) NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013, AND
DEPED ORDER NO. 006, s. 2026**

(Guidelines on Ensuring a Safe and Motivating Learning Environment)

I. DUTIES OF THE LEARNER FORMATION OFFICER (LFO)

- a. Pursuant to Section 11.1(a) of the Revised IRR of Republic Act (RA) No. 10627, the school head shall designate a Learner Formation Officer (LFO) to handle bullying incidents, taking into consideration the school population and historical data on the prevalence of bullying. Further, pursuant to Section 11.1(c) of the Revised IRR of RA 10627, the LFO shall be responsible for maintaining a safe and respectful learning environment through the enforcement of school policies and the management of learner behavior.

The LFO shall perform the following duties:

- i. Provide learners and their parents and/or parent-substitutes with a copy of the school's anti-bullying policy;
- ii. Enable learners to anonymously report bullying or retaliation and provide clear instructions on how to make an anonymous report; Provided, however, that no disciplinary or administrative action shall be taken against a bully solely on the basis of an anonymous report;
- iii. Handle and resolve bullying complaints and cases, and ensure that the rights of the victim, bully, upstander, and bystander are protected and upheld during the investigation while maintaining confidentiality throughout the process;
- iv. Ensure the 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; and
- v. 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.

- b. 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, s. 2026.
- c. 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-substitute 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.
- d. 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.

II. DESIGNATION OF LEARNER FORMATION OFFICER

- a. For the interim, the School Head shall designate any of the following personnel as LFOs:
 - i. Assistant School Head Designates (ASHDs);
 - ii. Head Teachers (HTs) who are not designated as Department Heads or as Teacher-in-Charge (TIC); and
 - iii. Teachers.
- b. In designating LFOs, priority shall be given to **ASHDs and HTs**. A teacher may be designated as an LFO only when no ASHDs or HTs are available for the purpose.
- c. 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 and shall be undertaken subject to the following:
 - i. Priority shall be given to teachers who have less than six hours of teaching load and/or who are not assigned as class advisers or to any other teaching-related assignments; and
 - ii. Work performed by teachers by virtue of their designation as LFOs beyond the prescribed regular working hours shall be compensated through overtime pay in accordance with DO 026, s. 2025, or the "Guidelines on the Payment of Overtime Services of Teachers".
- d. The School Head may designate more than one LFO to ensure adequate coverage across key stages or grade levels.
- e. The designation of teachers as LFOs shall be effected through a Designation Order with the concurrence of the concerned teacher/s, duly signed by the Schools Division Superintendent (SDS).

- f. Priority shall be given to personnel who have experience in handling an advisory class and have attended relevant capacity-building activity or in-service training on learner rights and protection.
- g. School personnel designated as LFOs who have no prior experience as class advisers or who have not undergone relevant capacity-building activities, orientations, or in-service training on learner rights, protection, and discipline shall be provided with the appropriate capacity-building interventions by the Learner Rights and Protection Division at the earliest opportunity to ensure their readiness and effective performance of LFO functions.
- h. The School Counselor, School Counselor Associate, guidance advocate, or any other non-teaching personnel shall not be designated as LFO.
- i. To support the immediate and effective implementation of the Revised IRR of RA 10627, all schools shall ensure that an LFO is designated by October 9, 2026.

III. LEARNER FORMATION OFFICERS IN THE ALTERNATIVE LEARNING SYSTEM (ALS)

- a. A School-Based Learning Center (SBLC) shall be assigned the same LFO as the mainstream/regular school system when the designated LFO is an ASHD. If the LFO of the mainstream/regular school system is a designated HT or teacher, the SBLC shall choose its LFO from among the ALS teachers assigned to the SBLC. The school head of the school to which the SBLC is attached shall exercise jurisdiction over bullying and non-bullying cases involving ALS learners.
- b. For Community Learning Center (CLC) or in other sites where ALS is implemented, the Chief of the Curriculum Implementation Division of the Schools Division Office shall designate a Division Focal Person as the LFO.