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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

DepEd Ozamiz City
RELEASED
By:
Date:

September 22, 2026

DIVISION MEMORANDUM
No. 466 s. 2026

DESIGNATION OF LEARNER FORMATION OFFICERS IN SCHOOLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads
This Division

1. Relative to DepEd Memorandum No. 055, s. 2026, the Office directs School Heads to designate a Learner Formation Officer in their respective schools. The designation is intended to ensure coordinated, sustained, and responsive implementation of programs and activities that promote the holistic development, character formation, leadership, values development, positive behavior, and well-being of learners.

2. Attached is DepEd Memorandum No. 055, s. 2026 for guidance. Deadline for submission of designated Learner Formation Officers (LFO) in schools shall be on October 25 (Friday) through a link provided at partnerships platorm.

3. Queries can be channeled to Arlene C. Via, SEPS (Social Mobilization and Networking).

4. This Office directs the immediate and wide dissemination of this Memorandum.

DIONESIO L. LIWAGON, JR., CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent

Encl., As stated
To be indicated in the Perpetual Index
under the following subjects :

LEARNERS LRP LEARNER FORMATION OFFICER

ACV/IDP DM Designation of Learner Formation Officers in Schools
September 22, 2026

Republic of the Philippines
Department of Education

SEP 17 2026

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 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 lrpo@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. 2025)

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.