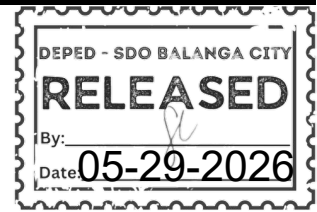




Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF CITY OF BALANGA

**Office of the Schools Division
Superintendent**



DIVISION MEMORANDUM
No. 288, s. 2026

**VIRTUAL ORIENTATION ON SDO HANDBOOK ON STUDENT DISCIPLINE AND DEPED
ORDER NO. 006, S. 2026 (GUIDELINES ON ENSURING A SAFE AND MOTIVATING
LEARNING ENVIRONMENT)**

To: SGOD and CID Chiefs
Legal Unit
Elementary, Integrated and Secondary School Heads
Guidance Counselors / Designate Guidance Counselors
Learner Formation Officers
All Others Concerned

1. Pursuant to DepEd Order No. 006, s. 2026 entitled “Guidelines on Ensuring a Safe and Motivating Learning Environment,” the Schools Division Office of Balanga City shall conduct a Virtual Orientation on the SDO Handbook on Student Discipline and DepEd Order No. 006, s. 2026 on June 5, 2026, 9:00 AM to 5:00 PM via Microsoft Teams.
2. The activity aims to orient school personnel on the policies, guidelines, roles, and responsibilities in ensuring learner welfare, promoting positive discipline, and maintaining a safe, inclusive, and motivating learning environment in schools.
3. Specifically, the orientation aims to:
 1. discuss the provisions of the SDO Handbook on Student Discipline;
 2. orient participants on DepEd Order No. 006, s. 2026;
 3. clarify the roles and responsibilities of school personnel in handling learner discipline and protection concerns; and
 4. ensure proper designation and orientation of Learner Formation Officers (LFOs).
4. The participants to this activity are the following:
 - School Heads
 - Guidance Counselors/Guidance Designates
 - Appointed Learner Formation Officers (LFOs)

5. In the designation of Learner Formation Officers (LFOs), schools are advised to observe the following qualifications:
 1. Must be a permanent teaching or non-teaching personnel of the school with good moral character;
 2. Must have knowledge about bullying and child protection policies;
 3. Must be fair, responsible, and able to keep information confidential;
 4. Must have good communication and interpersonal skills;
 5. Must be able to prepare reports and documents related to bullying cases;
 6. Must prioritize the safety and welfare of learners at all times; and
 7. Must not be the Guidance Counselor or Guidance Designate.
6. All School Heads are requested to officially designate their respective Learner Formation Officers prior to the conduct of the orientation and ensure their attendance during the virtual meeting.
7. The Microsoft Teams meeting link and other details shall be disseminated through official communication channels prior to the scheduled activity.
8. Wide dissemination of this Memorandum is earnestly desired.


ROLAND M. FRONDA, EdD, CESO V
Schools Division Superintendent

Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
LEARNING ENVIRONMENT
STUDENT HANDBOOK

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