



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

October 2, 2025

**DIVISION MEMORANDUM**

No. 109, s. 2025

**GENDER SENSITIVITY CUM LEADERSHIP TRAINING FOR SUPREME  
ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME SECONDARY  
LEARNER GOVERNMENT (SSLG) STUDENT-LEADERS AND TEACHER-ADVISERS**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors/CID and OIC-SGOD  
Public Schools District Supervisors  
Public Elementary, Secondary and Integrated School Heads  
All Others Concerned

1. Pursuant to Article 3, Section 32 of the Provincial GAD Code which states that DepEd Marinduque and private schools including the higher educational institutions in coordination with provincial GAD Focal Point System (GFPS) shall conduct and incorporate gender-sensitivity orientation in teacher's orientation seminar, student-leaders training, and Parents-Teachers Community Association (PTCA) meetings, and DepEd Order No. 47, s. 2014 entitled **Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government** in Provincial Government of Marinduque, shall conduct a Gender Sensitivity Training cum Leadership Training for Supreme Elementary Government (SELG) and Supreme Secondary Learner Government (SSLG) Student-Leaders and Teacher-Advisers on November 6-7, 2025 at Torrijos Stadium, Torrijos, Marinduque.
2. The said activity aims to attain the following objectives:
  - a. To equip the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Presidents with the concepts on Gender and Development;
  - b. To enhance participant's skills and attitude to initiate measures to encourage equal participation of girls and boys in schools;
  - c. To assist the school management in mainstreaming gender and development mainstreaming at the school level; and
  - d. To prevent cases of bullying, child abuse and gender-based violence in school.
3. Travel expenses of the participants shall be charged against the School GAD Fund, Canteen Fund or other local funds subject to usual accounting rules and regulations.



Address: T. Roque St., Malusak, Boac, Marinduque

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4. Participants in this training are all SELG and SSLG Presidents and Teacher Advisers. They are advised to pre-register through <https://tinyurl.com/Pre-Reg-GST2025> on or before October 31, 2025.
5. DepEd order No. 9. S. 20025. Otherwise known as "*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*," shall strictly be observed during the conduct of the training. School heads are expected to employ necessary strategies to avoid disruption of classes.
6. Parent's/Guardian's Consent Form shall be accomplished and submitted to the Program Management Team (PMT) upon registration.
7. Attached as enclosures are the following:
  - a. Training Matrix
  - b. Parent's/Guardian's Consent Form
  - c. Program Management Team
8. Immediate dissemination of the contents of this Memorandum is desired.

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**LYNN G. MENDOZA, EdD**  
OIC-Schools Division Superintendent

Encls: As stated  
References: DepEd Order 47, s.2014

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

LEARNERS  
ORGANIZATIONS  
TRAINING PROGRAMS

SGOD-LFS/JPB



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ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME SECONDARY  
LEARNER GOVERNMENT (SSLG) STUDENT-LEADERS AND TEACHER-  
ADVISERS**

**Torrijos Stadium, Torrijos, Marinduque  
November 6-7, 2025**

**TRAINING MATRIX**

<b>Day 1-November 6, 2025</b>		
<b>Time</b>	<b>Sessions</b>	<b>Speaker/Person Responsible</b>
7:30-8:30AM	Arrival and Registration	
8:31-9:30AM	Opening Program ➤ Nationalistic Song ➤ Ecumenical Prayer ➤ SDO Marinduque Hymn ➤ DepEd Quality Policy Statement ➤ Acknowledgement of Participants	Program Management Team
	Welcome Remarks	<b>MABEL F. MUSA, PhD</b> Asst. Schools Division Superintendent
	Message	<b>HON. MELECIO J. GO</b> Provincial Governor  <b>LYNN G. MENDOZA, EdD</b> OIC, Schools Division Superintendent
	Statement of Purpose and Session Protocols/Rules	<b>JOSEFINA P. BRUAL, RPM, LPT</b> Project Development Officer I
9:31-10:15AM	Levelling of Expectation/Pre-test	Program Management Team
10:16-10:30AM	<b>Health Break</b>	
10:31-12:00NN	Supplemental Guidelines for the Implementation of DepEd Order No. 40, s. 2012 or The DepEd Child Protection Policy	<b>JOSEFINA P. BRUAL, RPM, LPT</b> Project Development Officer I, YFD
12:01-1:00PM	<b>Lunch Break</b>	
1:01-2:00PM	Empowered Leaders, Safe Learners: Strengthening Student Leaders and Advisers Against OSAEC and CSAEM	<b>GLAIZA T. PALATINO, RN, MPA</b> Education Program Specialist, HRDS
2:01-2:15PM	Health Break	
2:16-3:30PM	Safe Schools, Safe Spaces: Student Leaders and Advisers as Advocates of RA 11313	<b>MARIDEL G. LINCALLO, PhD</b> PSDS, Buenavista
<b>Master of Ceremonies</b> Darwin R. Lego Mary Grace R. Palmero		



<b>Day 2-November 7, 2025</b>		
<b>Time</b>	<b>Sessions</b>	<b>Speaker/Person Responsible</b>
8:00-8:30AM	Management of Learning <ul style="list-style-type: none"> <li>➤ Nationalistic Song</li> <li>➤ Ecumenical Prayer</li> <li>➤ Recapitulation</li> <li>➤ Energizer</li> </ul>	Program Management Team
8:31-10:00AM	Role of Student Leaders in Promoting a Safe & Respectful School Environment	<b>JHON MARK P. MERCENE</b> MT 1, Bangbang NHS
10:01-10:15AM	<b>HEALTH BREAK</b>	
10:16-12:00NN	Understanding Leadership Styles: Finding Own	<b>HON. LUZVIMINDA G. SALVACION</b> Municipal Councilor, Buenavista
12:01-1:00PM	<b>LUNCH BREAK</b>	
1:01-2:00PM	Mental Health in the Digital Age: Coping with Online Stress Together	<b>FATIMA M. VILLANUEVA</b> COS, SGOD
2:01-2:15PM	<b>HEALTH BREAK</b>	
2:16-2:30PM	<b>Post-Test &amp; Program Evaluation</b>	
2:31pm onwards	<b>Closing Program</b> <ul style="list-style-type: none"> <li>➤ Impressions</li> <li>➤ Awarding of Certificates to Participants</li> <li>➤ Ways Forward</li> <li>➤ Closing Remarks</li> <li>➤ Photo Opportunity</li> </ul>	Program Management Team  <b>MAITA M. LAZARES</b> EPS/OIC-SGOD
<b>Master of Ceremonies</b> Joseph L. Lozanta Ruth Phoebe J. Gallardo		

**PAHINTULOT**

Ako si \_\_\_\_\_, \_\_\_\_\_  
taong gulang ng \_\_\_\_\_, magulang/legal na  
tagapatnubay ni \_\_\_\_\_ na isang mag-aaral sa  
\_\_\_\_\_ ay malugod at kusang  
pinahihintulutan ang aking anak/inaalagaan upang makilahok sa **Gender  
Sensitivity Training cum Leadership Training for Supreme Elementary  
Learner Government (SELG) and Supreme Secondary Learner  
Government (SSLG) Student Leaders and Teacher-Advisers** na gaganapin  
sa Torrijos Stadium, Torrijos, Marinduque.

Kaugnay nito, pinahihintulutan ko rin ang Kagawaran ng Edukasyon  
na mangolekta, magproseso at mag post ng mga larawan at personal na  
impormasyon ng aking anak na naaayon sa *Data Privacy Act of 2012*.

Nilagdaan ngayong ika- \_\_\_\_\_ ng buwan ng \_\_\_\_\_ taong \_\_\_\_\_.

Nagbibigay ng pahintulot,

\_\_\_\_\_  
(Pangalan at Lagda)

SGOD-LFS/JPB



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SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME  
SECONDARY LEARNER GOVERNMENT (SSLG) STUDENT LEADERS AND  
TEACHER-ADVISERS**

**November 6-7, 2025  
Torrijos Stadium  
Torrjos, Marinduque**

**PROGRAM MANAGEMENT TEAM**

<b>Role</b>	<b>Members</b>	<b>Terms of Reference</b>
<b>Program Manager</b>	<b>Glaiza T. Palatino Josefina P. Brual</b>	<ul style="list-style-type: none"> <li>● <b>Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design</b></li> <li>● <b>Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards</b></li> <li>● <b>Leads in conducting debriefing with the PMT and resource speakers/ subject matter experts</b></li> <li>● <b>Leads in crafting the Program Completion Report</b></li> </ul>
<b>Learning Managers</b>	<b>Chairperson: Maita M. Lazares</b>  <b>Members: Division GAD Focal Point System</b>	<ul style="list-style-type: none"> <li>● <b>Leads the conduct of the program per session room</b></li> <li>● <b>Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject -matter experts</b></li> <li>● <b>Prepares and maintains a conducive learning environment by</b></li> </ul>

		<p>facilitating unfreezing, leveling of expectations, and norm -setting activities and by addressing emerging learning needs</p> <ul style="list-style-type: none"> <li>● Leads in conducting debriefing with the PMT and resource speakers/ subject matter experts in the session room</li> <li>● Ensures submission of outputs of participants in the session room is tracked</li> </ul>
<b>Documenter/Welfare Officer</b>	<p><b>Chairperson:</b> Perry N. Jardiano, RN Susan P. Fatalla, RN</p> <p><b>Members:</b> Rona N. Villavicencio Milan Grace S. Macayana Angelica Landoy</p>	<ul style="list-style-type: none"> <li>● Documents the proceedings of the learning sessions using the prescribed documentation template</li> <li>● Takes photos of the different parts of the program delivery (minimum of 5)</li> <li>● Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue</li> <li>● Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.)</li> </ul>
<b>Secretariat</b>	<p><b>Chairperson:</b> Fatima M. Villanueva Ruth Phoebe J. Gallardo</p> <p><b>Members:</b> Mary Ann R. Plantilla</p>	<ul style="list-style-type: none"> <li>● Attends to registration needs of learners</li> <li>● Ensures that learners fill up attendance sheets every day</li> </ul>

	<p><b>Rowena Llante</b>  <b>Elma D. Sales</b>  <b>Analou J. Larracas</b>  <b>Ma. Luisa M. Lagran</b>  <b>Annalisa R. Medina</b>  <b>Roshel O. Villanueva</b>  <b>Mary Ann R. Plantilla</b></p>	<ul style="list-style-type: none"> <li>• Prepares directory of participants based on registration forms</li> <li>• Assists in the distribution of learning materials and supplies</li> <li>• Assists in posting and collection of session outputs</li> <li>• Compiles session documents and learning resource materials</li> </ul>
<b>Logistic Officer</b>	<p><b>Raymond Maano</b>  <b>Julius Christian Llanes</b>  <b>Larry M. Historillo</b>  <b>Reynel John R. Quidoza</b>  <b>Russel M. Martinez</b></p>	<ul style="list-style-type: none"> <li>• Ensures the quality, adequacy, and availability of facilities, equipment supplies and materials, vehicles, and other resources to support the successful implementation of the program</li> <li>• Leads ocular inspection of venues to ensure adherence to standards and specifications</li> <li>• Checks that session room is always ready for use and conducive to learning</li> </ul>
<b>Finance Officer</b>	<p><b>Chairperson:</b>  <b>Maita M. Lazares</b></p> <p><b>Members:</b>  <b>Provincial GAD Focal Point System</b></p>	<ul style="list-style-type: none"> <li>• Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation</li> <li>• Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices.</li> <li>• Monitors and documents all disbursements against budget to support liquidation</li> </ul>

		<ul style="list-style-type: none"> <li>● <b>Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report</b></li> </ul>
<b>M&amp;E Coordinator</b>	<b>Chairperson:</b> <b>Fretzie P. Alcantara</b>  <b>Member:</b> <b>Rey R. Raymundo</b>	<ul style="list-style-type: none"> <li>● <b>Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT</b></li> <li>● <b>Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist before the training starts</b></li> <li>● <b>Applies process observation and prescribed tools to monitor and evaluate program delivery</b></li> <li>● <b>Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing.</b></li> <li>● <b>Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation</b></li> <li>● <b>Prepares Post-Program Delivery M&amp;E Report and submits to PM for inclusion in the Program Completion Report</b></li> </ul>