



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

Department of Education  
 Division of  
**RECORDS SECTION**  
**RELEASED**  
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 JAN 17 2024

Office of the Schools Division Superintended

**DIVISION MEMORANDUM**

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

FROM: **LYNN G. MENDOZA, EdD**  
 OIC, Schools Division Superintendent *LM*

SUBJECT: **REGIONAL BASIC LEADERSHIP AND SAFETY TRAINING PROGRAM FOR THE YOUNG LEADERS OF DEPED MIMAROPA**

DATE: January 16, 2024

1. Attached is Regional Memorandum No. 005, s. 2024, signed by Regional Director Nicolas T. Capulong, PhD, CESO III regarding the Regional Basic Leadership and Safety Training Program for the Young Leaders of DepED MIMAROPA for information and guidance of all concerned.

2. Participants to this activity are the Division Federation Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Presidents and Vice Presidents together with the Teacher-Advisers of the SELG and SSLG presidents, Learner Formation Coordinators (LFCs), namely:

No.	NAME	Position	School	District
1	GIAN TRISTAN M. JANDA	Division Federation of SELG President	Boac South CS	Boac South
2	JEZZEL LAMOC	Division Federation of SELG Vice President	Mogpog CS	Mogpog
3	JOHN THOMAS T. UY	Division Federation of SSLG President	Marinduque NHS	Boac North
4	KATHLEEN GRACE RACELIS	Division Federation of SSLG Vice President	Landy NHS	SC North

SGOD/LRPO/JPB

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 Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

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5	MARY GRACE PALMERO	Division Federation of SELG TA President	Gabalton ES	SC South
6	JOSEPH L. LOZANTA	Division Federation of SSLG TA President	Ipil NHS	SC North
7	JOSEFINA P. BRUAL	Learner Formation Coordinators	SDO	N/A
8	GLAIZA T. PALATINO	Learner Formation Coordinators	SDO	N/A

3. All participants are expected to pre-register at <https://tinyurl.com/LeadershipTraining2024> on or before January 23, 2024. Participants are expected to arrive at the venue on January 28, 2023. Check in time shall be at 2:00 in the afternoon and PM snacks shall be the first meal to be served.

4. Immediate and widest dissemination of the contents of this Memorandum is desired.

SGOD/LRPO/JPB

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Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

January 15, 2024

**REGIONAL MEMORANDUM**  
NO. 008, s. 2024

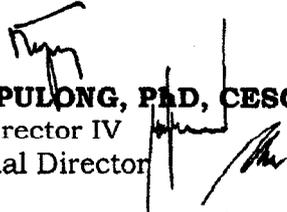
**REGIONAL BASIC LEADERSHIP AND SAFETY TRAINING PROGRAM  
FOR THE YOUNG LEADERS OF DEPED MIMAROPA**

TO: **SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

1. DepEd MIMAROPA Region, through the Education Support Services Division (ESSD), shall conduct the Regional Basic Leadership and Safety Training Program for the Young Leaders of DepEd MIMAROPA on January 28-31, 2024 at the National Capital Region. Exact venue to be announced once finalize.
2. The objectives of the program are the following:
  - a. prepare the young leaders to acquire new knowledge and skills for effective leadership, as they lead their fellow students to pursue common goals;
  - b. engage them to the different youth programs of the Department for its effective implementation in the field; and
  - c. foster camaraderie between and among their fellow MIMAROPA student leaders.
3. Participants to this activity are the Division Federations Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Presidents and Vice Presidents together with the Teacher-Advisers of the SELG and SSLG presidents of the seven Divisions, nationwide.
4. The Division Learner Formation Coordinators (LFCs) are also expected to attend. They shall serve as guardians of the learner/student leader participants and act as facilitators during the activity.
5. All participants are expected to pre-register at <http://tinyurl.com/LeadershipTraining2024> on or before January 23, 2024. They are expected to arrive at the venue on January 28, 2023, check-in time shall be at 2:00 in the afternoon and PM snacks shall be the first meal to be served.
6. Travelling expenses of the participants shall be charged to local funds, school/division MOOE and other available sources subject to the usual

accounting and auditing rules and regulations.

7. To ensure protection of health, safety and well-being of all participants, it is required that all attendees must strictly comply with the minimum public health standards throughout the activity. They are advised to wear face mask at all times. The signed **Parental Consent and Waiver Form** of the learner/student leader participants is also expected to be submitted by the LFCs upon registration.
8. For Sunday, January 28, 2024, all non-teaching participants including the management staff are recommended to avail a Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s.2004 on Non-Monetary Remuneration for Overtime Service Rendered while those teaching personnel who shall participate in the regional activity are recommended to earn one-day service credit for accumulated eight-hour service but not to exceed three-day service credits.  
  
The approval of the service credit and CTO is subject to existing rules and regulations of the Department of Education (DepEd) and shall be approved by their respective Schools Division Offices.
9. A coordination meeting with the Division LFCs shall be held on January 22, 2023 at 10:00 a.m. via Google Meet. The meeting link shall be provided prior to the scheduled meeting.
10. Any updates for the training program shall be coordinated to the Division YFCs.
11. Attached are the Tentative Program of Activities, Parental Consent and Waiver Form to be accomplished.
12. For any clarifications, you may contact Esmeraldo G. Lalo, EdD, Chief, Education Supervisor, Education Support Services Division or Liza Marie M. Dillena, Project Development Officer IV at [mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph), or at [essd.mimaroparegion@dep.gov.ph](mailto:essd.mimaroparegion@dep.gov.ph).
13. Strict compliance of this Memorandum is expected.

  
**NICOLAS T. CAPULONG, PhD, CESO III**  
Director IV  
Regional Director

Encl: As stated  
Reference: None

ESSD-SPP/LMD

Republic of the Philippines

**DEPARTMENT OF EDUCATION  
MIMAROPA REGION**

**PARENTAL CONSENT AND WAIVER FORM**

I, \_\_\_\_\_, as the parent or legal guardian of \_\_\_\_\_, hereby acknowledge that I have been informed on the details of the conduct of the **Regional Basic Leadership and Safety Training Program for the Young Leaders of DepEd MIMAROPA** on January 28-31, 2024 at the National Capital Region.

I understand that DepEd MIMAROPA Region through the Education Support Services Division, Special Programs and Projects (ESSD-SPP) shall implement the minimum public health standards set by the government to minimize the risk of the spread of COVID-19, but it cannot guarantee that my child may not be infected with the virus given that it is highly contagious.

I understand that my child's in-person attendance in the event will include associating with fellow learners, selected DepEd personnel and other persons inside and outside the training venue that may put my child at risk of COVID-19 transmission or infection, notwithstanding the precautions undertaken by the training team.

**Voluntary Participation**

I acknowledge that my child's participation in this activity is completely voluntary. My child may decline to participate or withdraw from participation at any time for any reason. Declining or withdrawal of participation will not result in any penalty or loss of benefits or reduction of any basic right to which my child is entitled. While there remains the risk of possible COVID-19 transmission to my child, and to the members of my household, I freely assume the said risk and I permit my child to attend this activity.

**Exclusion (limitations/Ineligibility)**

I am aware that symptoms of COVID-19 include, but are not limited to, fever or chills, cough, shortness of breath or difficulty in breathing, fatigue, muscle or body aches, headache, the new lost of taste or smell, sore throat, congestion or runny nose, nausea, vomiting and diarrhea.

I confirm that my child, currently, has none of these symptoms, and is in good health. I will not allow my child to physically go to the event if my child or any member of my household develops any of the said symptoms or any other symptoms of illness that may or may not be related to COVID-19. I will also inform the school/division and not allow my child to attend the event if my child or any of my household members tests positive to COVID-19. My child and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and our community.

**Documentation**

I confirm that I give full permission in any recording or picture taken of my child during the conduct of this event and to use some or all my child's images/contribution/performance in any publication (including electronic publications such as film or website) created by ESSD-SPP and its program partners and to release this material to the official platforms of DepEd.

**Confidentiality**

I am aware that any information that will be given during the activity will be kept strictly confidential, and personal information will be treated in accordance with the Data Privacy Act of 2012. I am assured that the information about my child will not be shared outside of

the training team. My child's name will not be used when data from this activity will be analyzed.

I hereby confirm that I agree and understand the commitment of my child as a participant. I also understand and will support my child's endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow participants and to DepEd.

To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights against the school/division and its personnel as well as officials and personnel of the Department of Education relative to the conduct of the activity.

With full understanding, I, on behalf of myself, my household members, and my child, hereby freely and voluntarily give my consent to my child's participation in the activity on January 28-31, 2024. I also attest that I had sought the views of my child and he/she has expressed willingness to participate in the activity.

**CONTACT DETAILS FOR QUESTIONS**

For any concerns or clarification, you may contact the DepEd, MIMAROPA Region, Education Support Services Divisions through email address at [essd.mimaroparegion@deped.gov.ph](mailto:essd.mimaroparegion@deped.gov.ph).

_____ Signature of Parent/Guardian over Printed Name	_____ Contact Details (Mobile Number)
_____ Name of Child (Student Leader Participant)	_____ Date

*\*Please submit this form together with the child's vaccination card copy to the Division Youth Formation Coordinator (YFC) prior to the participation on the activity.*



**Republic of the Philippines**  
**Department of Education**  
**MIMAROPA REGION**

**Education Support Services Division**

**REGIONAL BASIC LEADERSHIP AND SAFETY TRAINING PROGRAM**  
**FOR THE YOUNG LEADERS OF DEPED MIMAROPA REGION**  
 January 28-31, 2024

INDICATIVE PROGRAM OF ACTIVITIES

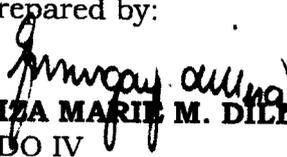
DATE/TIME	TOPICS	SPEAKERS/MODERATOR/ FACILITATOR
<b>DAY 0: January 28, 2024</b>		
12:00 – 2:00PM	Check-in/Arrival of Participants	<b>REGIONAL OFFICE, Education Support Services Division</b>
2:00 – 2:30PM	OPENING PROGRAM  National Anthem Prayer Regional Hym  Presentation of the Participants  Welcome Message  Inspirational Message  Program Overview  Levelling of Expectations  Administration of Oath of the Newly Elected Regional SPG & SSG Federated Officers	<b>Audio Visual Presentations</b>  <b>LOLAINE B. BAGSIC</b> PDO II, DRRM Regional Coordinator, ESSD  <b>CHERRYLOU D. REPIA</b> Director III Assistant Regional Director  <b>NICOLAS T. CAPULONG,</b> <b>PhD, CESO III</b> Director IV Regional Director  <b>LIZA MARIE M. DILLENA</b> PDO IV
2:30 – 2:45PM	<b>PRE-TEST</b>	

2:45 – 3:45PM	<p><b>Topic 1:</b></p> <p>LEARNER FORMATION DIVISION &amp; ITS PROGRAMS AND PROJECTS FOR SY 2023-2024</p>	<p><b>ROVIN JAMES F. CANJA</b>          PDO IV          Officer-in-Charge          BLSS, Learner Formation Division          DepEd, Central Office</p>
	<b>Working Break</b>	
3:45 – 4:45PM	<p><b>Topic 2:</b></p> <p>CONSTITUTION AND BY LAWS OF THE STUDENT GOVERNMENT</p>	<p><b>FRANCOISE MARIE C. GUBATAN</b>          Division Learner Formation Coordinator          National PSTP Governor          Schools Division of Oriental Mindoro          DepEd, MIMAROPA Region</p>
<b>DAY 1: January 29, 2024</b>		
8:00 – 8:30AM	Preliminaries & Management of Learning	<b>CALAPAN CITY &amp; ORIENTAL MINDORO DIVISIONS</b>
8:30 – 9:45AM	<p><b>Topic 3:</b></p> <p>THE DIFFERENT PHASES OF LEADERSHIP: ITS CHALLENGES &amp; IMPACT (Personal, Family, School, Community and Country)</p> <p>Processing of the Topic/ Open Forum</p>	<p><b>MS. ELOISA J. PRAMIS</b> Project Development Officer I          Division Learner Formation Coordinator          Schools Division of San Pablo City, Laguna          DepEd, CALABARZON Region</p>
9:45 – 10:00AM	Health Break	
10:00 – 11:30	<p><b>Topic 4:</b></p> <p>BASIC SKILLS OF A GOOD LEADER (Leadership Skills, Competencies, Core Values and Ethics)</p> <p>Processing of the Topic/ Open Forum</p>	<p><b>CHRISTIAN C. ECHIJA</b>          Project Development Officer I          Division Learner Formation Coordinator          Schools Division of Santiago City          DepEd, Region II</p>
	<b>Lunch Break</b>	
12:50 – 1:00PM	Energizer	

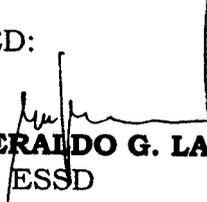
1:00 – 2:30 PM	<p><b>Topic 5:</b></p> <p>BUILDING EMOTIONAL RESILIENCY TOWARDS YOUTH EMPOWERMENT</p> <p>Processing of the Topic/Open Forum</p>	<p><b>MS. FRANCES MALAYA DE GUZMAN-ACEVEDA</b> Registered Guidance Counselor Oriental Mindoro National High School DepEd , Calapan City Division</p>
2:30 – 2:45PM	Health Break	
2:45 – 4:45 PM	<p><b>Topic 6:</b></p> <p>EMPOWERING FUTURE LEADERS: NAVIGATING CAREER PATH THROUGH STRATEGIC GUIDANCE</p> <p>Processing of the Topic/Open Forum</p>	<p><b>KAMILLE KAY Q. TAMOR</b> Education Program Supervisor, Values Ed, CGP &amp; HGP DepEd, MIMAROPA Region</p>
<b>DAY 2: January 30, 2024</b>		
8:00 – 8:30 AM	Preliminaries & Management of Learning	<b>MARINDUQUE &amp; PALAWAN DIVISIONS</b>
8:30 – 12:00 AM	<p><b>Topic 7:</b></p> <p>SCHOOL LED HAZARD MAPPING AND ONSITE ACTIVITY</p> <p>Processing of the Activity/Open Forum</p>	<p><b>LEONARD C. DIPASUPIL</b> DRRM Coordinator Division of Calapan City DepEd, MIMAROPA Region</p>
12:00 – 1:00PM	<b>Lunch Break</b>	
1:00 – 4:00 PM	<p><b>Topic 8:</b></p> <p>PEER EDUCATION ON ADOLESCENT HEALTH &amp; DEVELOPMENT</p> <p>a. Basic Concepts &amp; Key Messages b. Attitudes &amp; Values on Adolescent Health Education c. Interactive Methodologies as Peer Educator</p> <p>Processing of the Topic/Open Forum</p>	<p><b>Commission on Population and Development</b> MIMAROPA Region</p>

4:00 -5:00PM	DIVISION ACTION PLANNING	<b>REGIONAL OFFICE, Education Support Services Division</b>
<b>DAY 3: January 31, 2024</b>		
8:00 – 8:30AM	Preliminaries & Management of Learning	<b>OCCIDENTAL MINDORO &amp; ROMBLON DIVISIONS</b>
8:30 – 10:00AM	<b>Topic 9:</b>  MY RIGHTS, MY PROTECTIONS FOR A BRIGHTER FUTURE  Processing of the Topic/ Open Forum	<b>Learner Rights Protection Office</b> DepEd, Central Office
10:00 – 11:30AM	CONTINUATION/POLISHING OF THE DIVISION ACTION PLAN  PRESENTATION & SUBMISSION OF OUTPUTS  • Working Break	<b>REGIONAL OFFICE, Education Support Services Division</b>
11:30 – 11:40AM	<b>POST TEST</b>	
11:40 – 12:00PM	CLOSING PROGRAM  Impressions <ul style="list-style-type: none"> <li>• SELG Regional Federated Officer</li> <li>• SSLG Regional Federated Officer</li> <li>• Teacher-Adviser</li> </ul> Distribution of Certificates  Ways Forward/Closing Message  Unity Song  Photo Opportunity	<b>PUERTO PRINCESA CITY DIVISION</b>  <b>ESMERALDO G. LALO, EdD</b> Chief, ESSD

Prepared by:

  
**LIZA MARIE M. DILLENA**  
PDO IV

NOTED:

  
**ESMERALDO G. LALO, EdD**  
Chief, ESSD