



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

22 AUGUST 2025

DIVISION MEMORANDUM

No. 281 s. 2025

DIVISION LEARNERSHIP TRAINING FOR SECONDARY ORGANIZATION
OFFICERS IN PARTNERSHIP WITH CITY LOCAL
YOUTH DEVELOPMENT OFFICE

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Project Development Officer I
Division BKD Coordinator
All Secondary School Heads
SSLG/YES-O/BKD Teacher-Advisers
All Others Concerned

1. Pursuant to DepEd Order No. 49, s. 2011 titled **“Mandated Programs, Projects and Activities of the Supreme Student Government”**, the Schools Division Office, through the Learner Formation Division and in partnership with the City Local Youth Development Office will conduct the Division Leadership Training for Secondary Organization Officers on August 29, 2025, 8:00 AM to 5:00 PM at 3rd Floor AVR, City Hall, El Salvador City.
2. The activity aims to:
 - a. deepen their understanding of various forms of sexual harassment, child abuse, bullying, and other forms of violence, including their signs, impacts, and relevant legal frameworks (e.g., RA 11930, Safe Spaces Act, RA 7610);
 - b. acquire and practice effective communication, public speaking, and advocacy skills to raise awareness about child protection and promote a culture of safety among their peers and within their communities;
 - c. be equipped to facilitate peer-to-peer discussions and educational sessions on safe spaces, personal boundaries, consent, and responsible online behavior;
 - d. learn and understand the proper protocols and mechanisms for identifying, reporting, and referring cases of sexual harassment, abuse,

SGOD/evm



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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and violence to appropriate school authorities and external agencies (e.g., School Child Protection Committee, DSWD, PNP-WCPC).

3. Further, the identified list of participants (Annex A) is directed to submit a copy of their parent consent before the said activity (Annex B).
4. The participants' travel expenses shall be charged against school MOOE or other local funds, subject to the usual accounting and auditing rules and regulations.
5. This activity shall adhere to Equal Opportunity Principle (EOP) in the conduct of this activity. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, ethnicity, gender, marital status, religion, and political affiliation.
6. Immediate and wide dissemination of this memorandum is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent 

To be indicated in the Perpetual index

Under the following subject:

LEARNER YOUTH FORMATION
CAPACITY BUILDING

SGOD/evm



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Annex A. List of Participants.

School	Name of Teacher-Adviser	No. of Student Leaders/Officers
1 San Francisco de Asis NHS	Jul Alvan M. Matanog	9
2 Hinigdaan NHS	Francis M. Rubi	9
3 Kalabaylabay Integrated School	Erwin T. Rapirap	9
4 Cogon NHS	Jorge C. Cacdac Jr.	9
5 El Salvador City NHS	Queenlyn B. Plaza	9
6 Sinaloc NHS	Jaen Keith F. Rocios	9
7 Molugan NHS	Mary Ann C. Bete	9
8 Sambulawan NHS	Francis L. Dumalag	9
9 Himaya NHS	Psyrel M. Rosas	9

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ANNEX B.

Parent's Consent Form

Name of Student Leader: _____
Birthday: _____ Sex: _____
Parent's/Guardian's Name: _____
Relationship to Student Leader: _____
Address: _____

Contact Number: _____

Activity: DIVISION LEARNERSHIP TRAINING TO SECONDARY ORGANIZATION OFFICERS IN PARTNERSHIP WITH CITY LOCAL YOUTH DEVELOPMENT OFFICE

Venue: 3rd Floor AVR, City Hall, El Salvador City, Misamis Oriental

Date & Time: August 29, 2025, Friday 8:00AM to 5:00PM

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all the foregoing. I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

Parents/Guardian's Name & Signature

Date

Notes (other information you may wish to inform the teacher, such as child's medical condition, etc.)

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