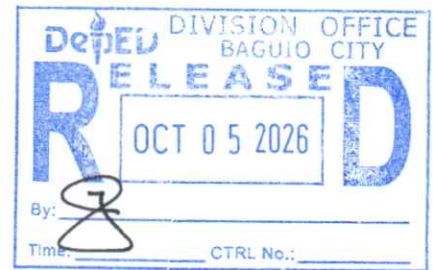




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 5, 2026

DIVISION MEMORANDUM

667-2026

**DIVISION PARTICIPANTS OF THE TRAINING WORKSHOP ON PROJECT
DEVELOPMENT AND VALUES FORMATION FOR DIVISION FEDERATION LEARNER
GOVERNMENT OFFICERS**

To : Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
Identified SSLG Officers
SSLG Advisers
All Others Concerned

1. In line with Regional Memorandum No. 764, s. 2026, titled "*Training Workshop on Project Development and Values Formation for Division Federation Learner Government Officers*," scheduled on **October 27-29, 2026** at the **NEAP-CAR, Wangal, La Trinidad, Benguet**, the following are hereby identified as participants to the said activity:

NAME	POSITION	UNIT/SCHOOL
Julie-Abegail Loy C. Martillana	Project Development Officer I	Division Office
Maria Lorena Galera	Project Development Officer I	Division Office
Zheanne Avery D. Ramirez	DFSSLG President	Baguio City High School
Bernice Joy S. Servito	DFSSLG Vice -President	Guisad Valley National HS
Dhiane S. Claveria	DFSSLG Secretary	Pinget National High School
Veenuz Lei B. Bumaltao	DFSSLG Treasurer	Pines City Junior High School

2. The following documents are enclosed for reference:

- a. Enclosure No. 1: RM 764 S2026
- b. Enclosure No. 3: Parental Consent Form
- c. Enclosure No. 4: Learner Consent, Waiver, Indemnity and Release

3. The participation of the identified learners and chaperones shall be considered on official business and shall serve as their official travel authority for the duration of the activity. Expenses relative to their participation and travel shall be governed by the provisions and applicable rates stipulated in the attached Regional Memorandum.

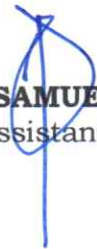


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4. For queries and concerns, kindly contact Julie-Abegail Loy C. Martillana, Division Youth Formation Coordinator thru (074) 665-1231 youthformationbaguiocity@gmail.com.
5. Immediate dissemination of and compliance with this Memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


SAMUEL T. EGSAEN JR, EdD, CESO VI
Assistant Schools Division Superintendent

SGOD/NMT/jalcm



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PARENTAL CONSENT

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details of the conduct of the **“Training Workshop on Project Development and Values Formation for Division Federation Learner Government Officers”** that will be held on **October 27-29, 2026**, at the **NEAP-CAR, Wangal, La Trinidad, Benguet**.

I understand that my child’s in-person attendance at the event will include associating with teachers, fellow learners and school personnel, and other persons inside and outside of the school that may put my child at risk of transmission of any communicable disease, notwithstanding the precautions undertaken by the implementing 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 withdrawing 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 transmission of any communicable disease to my child/ren, and to the members of my household, I freely assume the said risk and I permit my child/ren to attend this activity.

Exclusion (Limitations/Ineligibility)

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

I confirm that my child currently has none of those 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 any communicable disease. 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 test positive for any communicable disease. My child/ren and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and community.

Documentation

I confirm that I give full permission to 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 or for the Department of Education (DepEd) -



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Schools Division of Baguio City official platforms.

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 Republic Act 10173, Data Privacy Act of 2012. I am assured that the information about my child will not be shared outside of the implementation team. My child's name will not be used when data from this activity is 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 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 SDO Baguio City relative to the conduct of the activity.

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

CONTACT DETAILS FOR QUESTIONS OR PROBLEMS

For any concerns or clarification, you may contact the SDO Baguio City, SGOD-YF through the email address youthformationbaguiocity@gmail.com / julieabegail.martillana@deped.gov.ph or through telephone number +639301857190.

Signature of Parent/Guardian over Printed Name	Contact Details (Mobile Number)
Name of Child/ren	Date



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LEARNER CONSENT, WAIVER, INDEMNITY and RELEASE
(To be completed by the Learner)

I, _____, agreed to participate with the consent of my parents and/or legal guardian in the **“Training Workshop on Project Development and Values Formation for Division Federation Learner Government Officers”** that will be held on **October 27-29, 2026**, at the **NEAP-CAR, Wangal, La Trinidad, Benguet**

I agree to give permission to the **Department of Education (DepEd) – Schools Division of Baguio City – Youth Formation** and its representatives to make recordings of my voice and to take photographs and/or videos in which I appear in at the event and location stated above, to be used for the communications and various public campaigns of the Department be it in print, broadcast and/or electronic media.

I have read and understood the accompanying letter and information leaflet. For things I do not understand, I will ask my Parent/Guardian to clarify the objective of the activity for me.

I know the purpose of the project/activity and the part I will be involved in. I know that DepEd and its representative are not allowed to use the information about me in any form that might harm my rights and well-being.

_____ Name of Learner	_____ Name of School
_____ Age	_____ Date



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

DepED
SDO Baguio City
OSDS-AS-Records Unit

RECEIVED

Date: Sep 29, 2026 | Time: 10:52 AM
Received By:

29 September 2026

REGIONAL MEMORANDUM

764.2026

**TRAINING-WORKSHOP ON PROJECT DEVELOPMENT AND VALUES
FORMATION FOR DIVISION FEDERATION LEARNER
GOVERNMENT OFFICERS**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. The Department of Education- CAR Regional Office, through the Education Support Services Division announces the conduct of the Training-Workshop on Project Development and Values Formation for Division Federation Supreme Secondary Learner Government (DFSSLG) on **October 27-29, 2026, at the NEAP-CAR, Wangal, La Trinidad, Benguet.**

2. The activity aims to capacitate the Division Federation Learner Government Officers in designing responsive student-led initiatives and embedding values-based leadership in school governance. Specifically, it aims to:

- equip learner leaders with practical knowledge and skills in project development, planning, implementation, monitoring, and evaluation;
- strengthen values-based and ethical leadership anchored on the DepEd Core Values, promoting collaboration, accountability, respect, empathy, and service; and
- empower learner leaders to develop and implement sustainable projects and advocacy initiatives that address learner needs, promote anti-bullying, and foster safe, inclusive, and supportive school environments.

3. The participants to this activity are the following:

Participants	Number
DFSSLG: 1. President 2. Vice President 3. Secretary 4. Treasurer	32 (4 per Division)
Division Youth Formation Coordinator	8 (1 per Division)
Chaperone (Non-teaching personnel)	8 (1 per Division)
Facilitators, TWG, and Resource Speakers	8
Total	56

4. Division Youth Formation Coordinators and Advisers shall facilitate the processing of parental waivers and other travel requirements for learner-participants and shall serve as chaperones throughout the duration of the activity.



Address: Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>





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Department of Education
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5. Participants will be billeted at the NEAP-CAR. The first meal to be served is Lunch on October 27, 2026, while the last meal will be Lunch on October 29, 2026.
6. The indicative schedule of activities is enclosed with this memorandum.
7. Travel expenses of participants (learners and chaperones) will be reimbursed upon submission of travel documents during the activity.
8. For concerns and clarifications, please contact Georgina C. Ducayso, ESSD Chief Education Supervisor, through email car.essd@deped.gov.ph or Mayclaire A. Jimenez, Project Development Officer IV, through mobile number 09178592657.
9. Immediate dissemination of and compliance with this Memorandum is desired.


Digitally signed by
Capulong Nicolas
Tongol
Date: 2026.09.29
09:42:08 +08'00'
NICOLAS T. CAPULONG PhD, CESO III
Director IV/ Regional Director

Encl. as stated
ESSD/GCD/aal/LG training-workshop 2026



Address: Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: car@deped.gov.ph



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PROGRAM MATRIX

VALUES FORMATION & STUDENT LEADERSHIP TRAINING
October 27-29, 2026

DAY	TIME	ACTIVITY/ SESSION	KEY FOCUS & SUBTOPIC	METHO- DOLOGY	RESOURCE SPEAKER/IN-CHARGE
Day 1					
	11:00- 12:00 NN	• Arrival/Registration • Attendance Verification • Room Assignment • Distribution of Kits			Secretariat
	12:00- 1:00 PM	LUNCH			
	1:00- 1:30 PM	Opening Ceremony	Preliminaries	AVP	Secretariat
			Acknowledgement of Participants		Mayclaire A. Jimenez PDO IV
			Statement of Purpose		Georgina C. Ducayso ESSD Chief
			Welcome Message		Nicolas T. Capulong, CESO III Regional Director
	1:30- 2:30 PM	Session 1: Ethics of Power and Influence Personal Values & Identity <i>"Who Am I When No One Is Watching?"</i>	Core Personal & Ethical Values • Self-Awareness, Character, & Moral Compass • Aligning Personal Values with Campus Leadership	Interactive Keynote, "Values Shield" Self-Assessment	Guidance Counselor / Values Educator
	2:30- 3:00 PM	Session 2: Digital Leadership & Responsible Social Media	• Managing Online Identity • Misinformation & Critical Media Literacy • Digital Etiquette • Digital Well-being & Boundary Setting	Social Media Crisis Room" Simulation	Cyrille Gaye Miranda AO V- PAU
	3:00- 3:20 PM	Health Break			
	3:20- 4:10 PM		• DO 006 s. 2026 and "Understanding Bullying: What it is and what to Do"		Marie Juvilyn M. Palkit Guidance Advocate/ Psychometrician Atty. Janelle S. Dogao
	4:10- 5:10 PM	Session 2: Anti-Bullying & Inclusion <i>"From Bystanders to Upstanders"</i> (DO No. 6 s. 2026 Guidelines on Ensuring a Safe & Motivating Learning Environment)	• General Provisions of Anti-Bullying Policy • Acts of Bullying • Prohibited Acts • Deep Dive: Cyberbullying, Relational & Exclusionary Bullying • Safe Reporting Protocols & Peer Intervention		Atty. Janelle S. Dogao
	5:10- 6:00 PM	Reflective Writing		Individual Journal	Alona A. Lasuden- TA Youth Formation

DAY	TIME	ACTIVITY/ SESSION	KEY FOCUS & SUBTOPIC	METHO- DOLOGY	RESOURCE SPEAKER/IN-CHARGE
Day 2	8:00- 8:15 AM	Management of Learning			c/o Learners
	8:15- 10:00 AM	Session 4: Servant Leadership "Leading through Service"	- Principles of Servant Leadership - Power vs. Authority (Ethical Use of Influence) - Modeling Behavior for the Student Body	Lecture, Group Sharing, "Leadership Style" Quiz	Aldrix S. Bolinto Youth Advocate
	10:00- 10:20 AM	Health Break			
	10:20- 11:00 AM	Continuation of Session 4			Aldrix S. Bolinto Youth Advocate
	11:00- 12:00 NN	Team-Building Workshop 1 "Building Blocks of Trust"	- Active Listening & Non-Verbal Communication - Trust-Building Exercises	Experiential Outdoor/In door Simulations ("Minefield Navigate")	Aldrix S. Bolinto Youth Advocate Facilitators/HRDD
	12:00- 1:00 NN	Lunch			
	1:00- 2:00 PM	Session 5: Parliamentary Procedure	- Motion & Order Precedence - Leadership Roles and Minutes	Simulation Role Play	Arnel Billy G. Lim EPS II-HRDD
	2:00- 3:00 PM	Session 6: Preparation of Project Development Proposal "Campus Anti-Bullying Campaigns"	- Importance of proposal, Planning - Contents of a proposal	Presentation of Template and Sample	Jessebel Carias Technical Assistant for Sports
	3:00- 3:20 PM	Health Break			
	3:20- 5:30 PM	Workshop	Workshop per SDO Application of Parliamentary Procedure		
	5:30- 6:00 PM	Reflective Writing		Individual Journal	
Day 3	8:00- 8:15 AM	Management of Learning			c/o Learners
	8:15- 10:00 AM	Presentation of Proposals	Groups Present Campaign Proposals for Feedback	Plan Pitching	Facilitators Panel
	10:00- 10:20 AM	Health Break			
	10:20- 11:00 AM	Continuation of presentation of Proposals	Groups Present Campaign Proposals for Feedback	Plan Pitching	Facilitators Panel
	11:00- 12:00 NN	Closing Program			Secretariat
	12:00- 1:00 NN	Lunch			
	1:00 PM onwards	Departure			