



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-826

To : ASDS
Chief ES - SGOD

APRIL ROSE A. ALCALA
Project Development Officer I

Subject : **PARTICIPATION TO THE LEARNER LEADERSHIP SKILLS
DEVELOPMENT CAPACITY BUILDING ACTIVITY FOR SY 2025-
2026**

Date : December 11, 2025

Pursuant to Regional Memorandum ESSD-2025-378 titled Participation to the Learner Leadership Skills Development Capacity Building Activity for School Year 2025-2026 on **December 15-17, 2025** at **South Cotabato**, this Office hereby directs **Ms. April Rose A. Alcala**, Project Development Officer I, to participate and serve as chaperone for the learner participants during the conduct of the above-mentioned activity.

Travelling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations while venue, meals and accommodation will be charged against YFP support funds.


For information, guidance, and compliance.

For and in the absence of the SDS:


SOLLIE B. OLIVER, JR., MATE
Chief ES-SGOD

SGOD/araa

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
20-70521
DATE: DEC 12 2025 TIME: 4:20 PM
BY: 



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DAVAO REGION



December 9, 2025

REGIONAL MEMORANDUM
ESSD-2025-378

**PARTICIPATION TO THE LEARNER LEADERSHIP SKILLS DEVELOPMENT
CAPACITY BUILDING ACTIVITY FOR SCHOOL YEAR (S.Y.) 2025-2026**

To: Schools Division Superintendents
Digos City, Panabo City, Davao City, Mati City, Davao Oriental & IGACOS

1. Herewith is Memorandum OM-OUGOPS-2025-10-07238 from Malcolm S. Garma, Undersecretary for Governance and Operations dated November 10, 2025, relative to the Learner Leadership Skills Development Capacity Building Activity for School Year (S.Y.) 2025-2026 on December 15-17, 2025 in South Cotabato.

2. The following representatives are requested to join the activity:

Name	Designation	Office/Division
1. April Rose A. Alcala	Division LRP Forcal/ Chaperone	Digos City
2. Oshea R. Espolong	RFSSLG Teacher- Adviser/ Chaperone	Panabo City
3. Gian Vince Q. Garcia	RFSSLG President	Davao City
4. Chryztelle Yhanne A. Nirza	RFSSLG Secretary	Mati City
5. Prince Manuel B. Patiño	Learner-Leader	Davao Oriental
6. Fershie R. Danga	Learner-Leader	Island Garden City of Samal

3. In adherence to DepEd Order No. 21, s. 2019 (Policy Guidelines on the K to 12 Basic Education Program) which emphasized flexible and blended learning delivery modalities, learner-participants shall be provided with alternative learning tasks and modular activities aligned with their class competencies, allowing them to participate meaningfully while continuing their regular academic requirements.

4. Travelling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations while venue, meals and accommodation will be charged against YFP Support Funds.

5. Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROES/buj

By:
Date: Dec. 10, 2025
1225120368



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

By: _____

Date: **04 DEC**

125/20198
p.o

MEMORANDUM

OM-OUOPS-2025-10-07134

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations

PETER IRIBING C. CORVERA
[Signature]

SUBJECT : **REQUEST FOR CLEARANCE ON THE ISSUANCE OF MEMORANDUM
TO CONDUCT THE LEARNER LEADERSHIP SKILLS DEVELOPMENT
CAPACITY BUILDING ACTIVITY**

DATE : **November 10, 2025**

This is in reference to the request of the Bureau of Learner Support Services - Youth Formation - Division (BLSS-YFD) to issue a memorandum relative to the above-captioned matter.

This memorandum is to be endorsed to DepEd Region XII - Schools Division Office of South Cotabato, as the host region and division for the conduct of the **Learner Leadership Skills Development Capacity Building Activity** scheduled for **December 15-17, 2025**.

After a thorough review of the request, this Office respectfully seeks the Office of the Secretary's clearance and approval for the issuance of the said memorandum.

Should you find it favorable, we humbly request that you indicate your approval on the space provided at the bottom of this document and affix your signature on the space above your name on the first page.

For questions and/or concerns, your staff may contact OUOPS through email at ouops@deped.gov.ph.

- ☐ Approved
☐ Disapproved
☐ Further Comments/Remarks



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

DM-OUOPS-202510-07938

FOR

**Regional Directors
Minister, Basic, Higher and Technical Education, BARMM
Regional Youth Formation Coordinators
School Division Superintendents
Division Youth Formation Coordinators
All Others Concerned**

FROM

MALCOLM S. GARMA

Undersecretary for Governance and Operations



SUBJECT

**LEARNER LEADERSHIP SKILLS DEVELOPMENT CAPACITY
BUILDING ACTIVITY FOR SCHOOL YEAR (S.Y.) 2025-2026**

DATE

November 10, 2025

In line with the Department's commitment to fostering holistic learner development and strengthening learner participation in governance and ensuring learners' physical and mental well-being are protected, the Bureau of Learner Support Services (BLSS), through the Youth Formation Division (YFD), will conduct the **Learner Leadership Skills Development Capacity Building Activity for School Year (S.Y.) 2025-2026** from **December 15 to 17, 2025** in **South Cotabato**.

With the theme, "*Sandiwa: Pagbuo ng mga Makabagong Pinuno ng Lipunan*," this activity underscores the importance of developing leaders who are not only skilled but also deeply rooted in Filipino values such as integrity, empathy, and service.

Specifically, this activity aims to:

- develop learners' leadership competencies, including communication, critical thinking, collaboration, and decision-making;
- equip learners with the skills and confidence to initiate and lead community-based projects and activities; and
- create a platform for learners to connect, collaborate, and share best practices in leadership.

In this regard, the BLSS-YFD respectfully requests all Regional Offices, through their respective Regional Youth Formation Coordinators (RYFCs), to identify the requested participants listed in **Annex A** to attend and participate in the said activity. For attendance confirmation, kindly send an email to blss@deped.gov.ph on or before **Friday, November 28, 2025**.

All travel expenses of all participants shall be charged against their respective office local funds, Program Support Funds, School MOOE, and any other available sources of funds, in accordance with existing accounting and auditing rules and regulations of the Department. The final venue of the said activity will be communicated directly to the participants via email or an advisory. For reference, kindly refer to **Annex B** for the indicative program of activities.

Moreover, Regional Offices must ensure that learner-leaders are accompanied throughout the duration of the activity. It is also essential that their participation does not disrupt their regular classes. To support this, School Heads of participating learners are requested to provide appropriate alternative learning modalities upon the learners' return, enabling them to catch up on any missed lessons or topics.

For questions and/or concerns, your staff may contact the BLSS-YFD via email.

For immediate dissemination and appropriate action.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: pure@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	2 of 8



Annex A.

Composition of Participants

All eighteen (18) regional offices are requested to send four (4) learner participants and (2) chaperones to attend the said activity. The composition of participants from each region shall be as follows:

- a. One (1) newly elected Regional Federation of Supreme Secondary Learner Government (RFSSLG) President [**Learner A**];
- b. One (1) learner-leader from the same division of the RFSSLG President [**Learner B**];
- c. One (1) newly elected Regional Federation of Supreme Secondary Learner Government (RFSSLG) Vice-President [**Learner C**];
- d. One (1) learner-leader from the same division of the RFSSLG Vice-President [**Learner D**];
- e. One (1) Regional Youth Formation Coordinator (RYFC) who shall serve as the chaperone of learner A and learner B [**Chaperone 1**]; and
- f. One (1) Division Youth Formation Coordinator (DYFC) who shall serve as the chaperone of learner C and learner D.

It must be noted that Learners C and D shall be active members of either the Youth-for-Environment in Schools Organization (YES-O) or the *Barkada Kontra Bisyo* (BKB), formerly known as *Barkada Kontra Droga* (BKD), interchangeably. Learner C may represent YES-O while Learner D may represent BKB, or vice versa.

All learner participants who will participate in the said activity shall meet the following qualifications:

1. Must possess good moral character;
2. Must be physically fit and capable of effectively participating in all sessions during the activity; and
3. Must submit a duly accomplished Parental Consent and Waiver Form (**Annex C**) prior attending the activity.

All DepEd personnel who shall serve as chaperones during the activity shall meet the following qualifications:

1. Must be physically fit and capable of providing guidance to learner participants throughout the activity;
2. Must actively participate in and assist learners, and serve as facilitators, moderators, or documenters, during the sessions for the activity; and
3. Must facilitate the submission of Regional Notice of Confirmation (**Annex D**) and signed Parental Consent and Waiver Form to be submitted by the learner-participants.

Annex B.**Program of Activities****LEARNER LEADERSHIP SKILLS DEVELOPMENT
CAPACITY BUILDING ACTIVITY**

December 15-17, 2025 | South Cotabato, Region XII

DAY 1: Monday, December 15, 2025		
TIME	ACTIVITY	PERSON IN CHARGE
7:30 a.m. - 10:00 a.m.	Arrival, Check-in and Registration of Participants	
10:01 a.m. - 10:20 a.m.	Opening Program Preliminaries - National Anthem - Opening Prayer - Bagong Pilipinas Hymn & Pledge - DepEd RO XII Hymn - SDO South Cotabato Hymn	BLSS-YFD and Schools Division Office (SDO) South Cotabato
10:21 a.m. - 10:30 a.m.	Opening Salvo	SDO South Cotabato
10:31 a.m. - 10:40 a.m.	Welcome Message	Carlito D. Rocafort <i>Regional Director</i> DepEd - Regional Office XII
10:41 a.m. - 10:50 a.m.	Inspirational Message and Introduction to Keynote Speaker	Georgina H. Yang <i>Assistant Secretary for Operations</i> Department of Education
10:51 a.m. - 11:05 a.m.	Keynote Message	Malcolm S. Garma <i>Undersecretary for Governance and Operations</i>
11:06 a.m. - 11:10 a.m.	Photo Opportunity	BLSS-YFD
11:11 a.m. - 11:20 a.m.	Overview of Activity	Dr. Gina L. Cruz Officer-in-Charge, BLSS-YFD
11:21 a.m. - 11:30 a.m.	Expectation Setting, House Rules and Norms, Hotel Rules	BLSS-YFD and Hotel Representative
12:00 p.m. - 1:00 p.m.	Lunch Break	
1:01 p.m. - 1:30 p.m.	Energizer and Introduction of Team-Building Activity Mechanics	BLSS-YFD
1:31 p.m. - 5:00 p.m.	Team-Building Activity	BLSS-YFD
5:01 p.m. - 5:30 p.m.	Hotel Check-in	
5:31 p.m. - 7:00 p.m.	First Session of the NFSSLG for SY: 2025-2026	
6:00 p.m. - 9:00 p.m.	Dinner	
10:00 p.m. onwards	Lights out	

DAY 2: Tuesday, December 16, 2025		
TIME	ACTIVITY	PERSON IN CHARGE
6:00 a.m. - 8:00 a.m.	Breakfast	
8:00 a.m. - 8:15 a.m.	Preliminaries	BLSS-YFD
8:30 a.m. - 11:30 a.m.	Simultaneous Consultation Sessions <ul style="list-style-type: none"> Artificial Intelligence Strategic Management Learners' Handbook Youth Formation Division Bullying Learner Rights and Protection Division 	
12:00 p.m. - 1:00 p.m.	Lunch Break	
1:01 p.m. - 1:30 p.m.	Energizer	BLSS-YFD
1:31 p.m. - 4:50 p.m.	Design Thinking: Unified Learner Government Program	Dr. Gina L. Cruz Officer-in-Charge, BLSS-YFD
4:51 p.m. - 5:00 p.m.	Wrap-Up and Reminders	BLSS-YFD
6:00 p.m. - 9:00 p.m.	Dinner	
10:00 p.m. onwards	Lights out	

DAY 3: Wednesday, December 17, 2025		
TIME	ACTIVITY	PERSON IN CHARGE
6:00 a.m. - 8:00 a.m.	Breakfast	
8:01 a.m. - 8:30 a.m.	Preliminaries <ul style="list-style-type: none"> Nationalistic Song Prayer Recapitulation 	c/o Tech Team
8:31 a.m. - 10:00 a.m.	Closing Program Preliminaries <ul style="list-style-type: none"> Nationalistic Song Prayer Closing Message Awarding of Certificates Ways Forward and Announcements Photo Opportunity	SDO South Cotabato Dr. Miguel Angelo S. Mantaring Director IV Bureau of Learner Support Services BLSS-YFD
10:01 a.m. - 1:00 p.m.	Lunch Break and Preparation for Checkout	
1:00 p.m. onwards	Travel out of TWG and Participants	

Annex C.

PARENTAL CONSENT AND WAIVER FORM

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details of the conduct of the **Learner Leadership Skills Development Capacity Building Activity for School Year (S.Y.) 2025-2026** that will be held on **December 15-17, 2025** in **South Cotabato**.

I understand that the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) of the Department of Education (DepEd) shall implement the minimum public health standards set by the government to minimize the risk of the spread of any communicable disease, but it cannot guarantee that my child will not become infected.

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.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	4 of 6



DepEd Division Office - South Cotabato
2025

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 or for the BLSS-YFD and to release this material to DepEd 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 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/ren – hereby freely and voluntarily give my consent to my child's participation in the activity from December 15-17, 2025. 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 BLSS-YFD through the email address blss.yfd@deped.gov.ph.

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

** Please submit this form to your child's school prior to participation in the activity.*

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 Learner Leadership Skills Development Capacity Building Activity for School Year (S.Y.) 2025-2026 that will be held on December 15-17, 2025 in South Cotabato.

I agree to give permission to the **Department of Education (DepEd)** 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

Learner Leadership Skills Development Capacity Building Activity

South Cotabato | December 15-17, 2025

NOTICE OF CONFIRMATION

Regional Youth Formation Coordinator (RYFC):

Region: _____

Office Contact Number(s) (if any): _____ Office Email: _____ Phone Number of RYFC: _____

Persons Involved	Name of Participant	Gender	Birthdate (mm/dd/yyyy)	Age	Grade Level	Complete Name of School & Division	Email Address	Contact Number	Food Restriction	Religion	In case of Emergency		
											Name	Relationship	Contact Number
Learner A	1.												
Learner B	2.												
Chaperone 1	3.												
Learner C	4.												
Learner D	5.												
Chaperone 2	6.												

Note: An endorsement letter, saved in one PDF file, must be submitted via email on or before December 10, 2025 Wednesday, along with the completed documents (Signed Parental Consent and Waiver Form and Learner-Participant Consent, Waiver, Indemnity and Release Form)

Prepared by: _____

Approved by: _____

 Position/Designation
 (Signature over Printed Name)

 Regional Director
 (Signature over Printed Name)