



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026-727

To : SGOD Chief

APRIL ROSE A. ALCALA
Project Development Officer I

Subject : **CONDUCT OF LRP ORIENTATION TO HCAI TEACHING AND
NON-TEACHING PERSONNEL**

Date : July 7, 2026

In reference to the invitation letter from Holy Cross Academy, Inc. inviting Ms. April Rose Alcala, Learner Rights and Protection (LRP) Program Focal Person, to serve as a Resource Speaker during the Child Protection and Learner Safety Seminar for HCAI personnel on July 25, 2026 (Saturday), from 8:00 a.m. to 12:00 p.m. at the HCAI Audio-Visual Room (AVR), this Office hereby authorizes and directs the above-mentioned personnel to render official service and participate in the said activity.

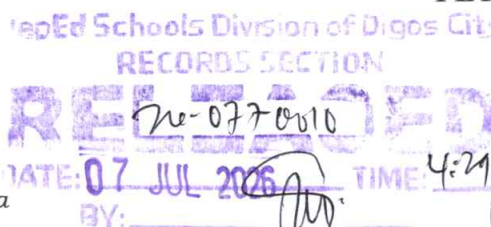
Compensatory Overtime Credit (CTO) of 1 day shall be granted for the services rendered beyond regular hours and/or those rendered on Saturdays, Sundays, and Holidays, or scheduled days off without the benefit of overtime pay (CSC & DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered" and DepEd Order Number 53 series 2003 "Updated guidelines on Grant of Vacation Service Credits to Teachers", attendance/participation in DepEd activities which are short-term duration if such are held during summer vacation or during weekends.

For information, guidance, and compliance.

For and in the absence of the
Schools Division Superintendent:

PETER JASON S. SENARILLOS
SEPS - SMN
Officer-In-Charge

SGOD/araa





HOLY CROSS ACADEMY, INC.

PAASCU ACCREDITED LEVEL 2

GALLARDE STREET, ZONE II, DIGOS CITY 8002 DAVAO DEL SUR

TEL. # (082)308 0839

CP # 0963 341 4919

July 2, 2026

MELANIE P. ESTACIO, PhD, CESO VI

Schools Division Superintendent

Schools Division of Digos City

Thru:

APRIL ROSE A. ALCALA

Project Development Officer I

Schools Division of Digos City

Dear Ma'am:

Praised be Jesus and Mary!

On behalf of the Guidance and Testing Center of Holy Cross Academy, Inc. (HCAI), I am pleased to invite you as our Resource Speaker during the **Child Protection and Learner Safety Seminar for HCAI Personnel** on **July 25, 2026 (Saturday), from 8:00AM to 12:00PM**, to be held at **HCAI AVR**.

The seminar is titled **"Creating a Safe, Inclusive, and Child-Friendly Learning Environment Through Shared Responsibility and Positive Discipline"** with the following objectives:

1. Orient all teaching and non-teaching personnel on the provisions of the HCAI Child Protection and Learner Safety Policy for S.Y. 2026–2027;
2. Strengthen awareness of the rights of learners and the responsibilities of school personnel in safeguarding children;
3. Familiarize personnel with child protection concerns, bullying and cyberbullying incidents, reporting mechanisms, referral procedures, and intervention protocols;
4. Promote positive and non-violent discipline practices consistent with DepEd policies and HCAI values; and
5. Reinforce professional conduct, confidentiality, ethical responsibilities, and child protection standards among school personnel.

Given your expertise and leadership in promoting child-friendly schools and learner welfare would greatly enrich the seminar and inspire our personnel to uphold the highest standards of child protection and professional responsibility in the educational setting. We would be deeply honored by your presence and participation in this important activity.

Should you have any inquiries or clarification, you may contact us through hcaiguideanceoffice@gmail.com. Thank you for your continued support of programs that promote the safety, welfare, and holistic development of our learners. We look forward to your favorable response.

Respectfully,

MIRZI DALE G. VALEROS

Guidance In-Charge

MARK LEXTER T. FERNANDEZ, LPT, MAED

School Principal



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