



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

February 10, 2025

DIVISION MEMORANDUM
NO. **077** s. 2025

SDO CAPIZ LEADERS' CONVERGENCE: UNITING VISIONARIES

To: OIC, Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC- CES, School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Secondary and Integrated Schools
All Others Concerned

1. The **Schools Division Office of Capiz - Youth Formation Unit** will be conducting the **SDO Capiz Leaders' Convergence: Uniting Visionaries**. This activity is the largest face-to-face engagement of student leaders, youth leaders and education stakeholders representing the different learner government organizations in the 54 secondary and 26 integrated schools in SDO Capiz that will take place on **February 22, 2025** at **Capiz National High School**.
2. This convergence provides learner participants with unique opportunity to not only gain insights from esteemed speakers and engaging activities but also to enrich their learning experience through interaction with one another and to hone them to become effective leaders in their respective schools.
3. Participation to the activity is voluntary and must adhere with DepEd Order No. 66, s. 2017 titled "*Implementing Guidelines on the Conduct of Off-Campus Activities*", DepEd Order No. 008, s. 2023 titled "*Teachers and their Involvement in Volunteer and Extracurricular Activities*" DepEd Order No. 22, s. 2023 titled "*Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*", DepEd Memorandum No. 41, s. 2024 titled "*Reiteration of the No Collection Policy in Schools*" and DepEd Order No. 003, s. 2024 titled "*Amendment to DepEd Order No. 22, s. 2023*"



Address: Banica, Roxas City
Contact Number: (036) 6518 456 / 0968 869 5867
Email Address: capiz@deped.gov.ph
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(Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024)".

4. Travel and other expenses relative to the conduct of this activity are chargeable against Local funds subject to the usual accounting and auditing rules and regulations.
5. Participants, trainers/facilitators and SDO personnel are entitled to service credits in accordance with DepED Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
6. Attached are the guidelines, program of activities, list of technical working group, and the pre-registration form as Enclosures No. 1,2, 3 & 4 respectively.
7. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS

LEARNERS

YOUTH FORMATION

LEADERSHIP



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Enclosure No. 1 to SDM 077, s. 2025

A. Delegation Composition and Arrangements

- To ensure maximum participation, all secondary and integrated schools are hereby requested to
 - a. Learners
 - **3 major positions** (*President, Vice President, Secretary*) of the following learner organizations:
 - Supreme Secondary Learner Government (SSLG)
 - Youth for Environment in Schools- Organization (YES-O)
 - Barkada Kontra Droga (BKD)
 - b. **One (1)** Teacher-Advisers/Chaperones per Organization:
 - Supreme Secondary Learner Government (SSLG)
 - Youth for Environment in Schools- Organization (YES-O)
 - Barkada Kontra Droga (BKD)

B. The designated teacher-advisers/chaperones shall serve as the focal persons of their respective school delegation.

- Teacher-advisers/chaperones shall coordinate closely with the learner-representatives and shall provide assistance in the completion and submission of the following requirements and submit it on or before **February 17, 2025**:
 - i. Signed School Pre-Registration Form
 - ii. Signed Parental Consent and Waiver Form
 - iii. Scanned copy of:
 - *School identification card* for the learner-representatives; and
 - *Employee identification card* for the chaperones.



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- For reference, editable forms may be downloaded and accessed through this link bit.ly/4hfCYAF.
- C. The schools through their designated chaperones shall duly inform the LeadCon Secretariat prior to the Convergence any changes to the learner's participation so that adjustments will be made as deemed necessary.
- D. In addition, participants are also encouraged to bring the following:
 - Packed snacks and lunch
 - Writing materials (Notebook, pencil, ballpen & etc.)
 - Water bottle
 - Extra shirt
 - Prescribed medication if there are any
- E. Participants shall observe cleanliness and orderliness at all times. All are expected to adopt the "clean as you go (CLAYGO) policy".
- F. Further instructions will be given and disseminated to the participants.



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Enclosure No. 2 to SDM 077, s. 2025

PROGRAM OF ACTIVITIES

SDO Capiz Leaders' Convergence: Uniting Visionaries February 22, 2025 Capiz National High School		
Time	Activity	Venue
7:00 AM – 8:00 AM	Registration <ul style="list-style-type: none">Attendance/Verification of Participants	
8:01 AM – 9:30 AM	Opening Program <ul style="list-style-type: none">Entrance of ColorsPreliminaries<ul style="list-style-type: none">Philippine National AnthemPrayerCapiz HymnOpening PerformanceWelcome Remarks ROEL F. BERMEJO Schools Division SuperintendentAttendance CheckMessages HON. FREDENIL H. CASTRO Governor HON. JAMES O. MAGBANUA Vice Governor HON. THEA FAITH REYES Board Member, 1st District of Capiz Chair, Committee on Education	



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	<ul style="list-style-type: none">• Activity Overview and Setting the Tone• Intermission Number• Closing Remarks <p>LUZ U. BANSON EdD, CESE OIC – Assistant Schools Division Superintendent</p> <ul style="list-style-type: none">• Photo Opportunity	
9:31 AM – 9:45 AM	Health Break	
9:46 AM – 11:30 AM	<p>Plenary Talk 1</p> <p>Topics:</p> <p>Building Leadership Capabilities in a Changing Environment</p> <p>Objectives:</p> <ul style="list-style-type: none">• How learners can develop leadership abilities like flexibility, problem-solving, and communication.• The significance of emotional intelligence and self-awareness in developing into a successful leader.• How to cultivate confidence and a leadership mindset from a young age. <p>Student Leadership and Mental Health</p> <p>Objectives:</p> <ul style="list-style-type: none">• Leading while maintaining mental well-being and managing stress.• The significance of encouraging mental health awareness and helping peers.	



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	<ul style="list-style-type: none">Developing coping mechanisms and resilience in leadership positions <p>Introduction to Disaster Risk Reduction and Management</p> <p>Objectives:</p> <ul style="list-style-type: none">What is DRRM and why is it important for students and communities?The key concepts in disaster risk management: risk assessment, preparedness, response, and recovery.The role of students in disaster risk reduction and how they can contribute.	
11:30 AM – 12:00 NN	Open Forum	
12:01 PM – 1:00 PM	LUNCH BREAK	
1:01 PM – 2:30 PM	<p>Team Building Activities</p> <p>Objectives:</p> <ul style="list-style-type: none">Cultivate the importance of collaboration in achieving shared goals, even when opinions or approaches differ.Help student leaders practice active listening, clear communication, and conveying ideas effectively to peers and team members.Help student leaders understand the value of building relationships and networking with other leaders, both within and outside their organization.	



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2:31 PM – 3:30 PM	Breakout Rooms <ul style="list-style-type: none">• SSLG• YES-O• BKD	
3:31 PM – 4:00	Closing Program	
4:01 PM – Onwards	Home Sweet Home	



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Enclosure No. 3 to SDM 077, s. 2025

TECHNICAL WORKING GROUP

Over-all Chairperson: **Roel F. Bermejo**
Schools Division Superintendent

Co-Chairpersons: **Luz U. Banson EdD, CESE**
OIC- Asst. Schools Division Superintendent

Edna B. Azcarraga PhD
Education Program Supervisor
OIC – Chief Education Supervisor
School Governance and Operations Division

Program Handlers: **Yzarda Claudette Ballera**
Project Development Officer 1 – Youth Formation

Jhean Mae Grace Lingco
Project Development Officer 1 – Youth Formation

Committee on Program and Invitation

Chairperson: Christal Fe Dollete – PDO 1

Co-Chairpersons: Dave Mitchell S. Lantoria – CDFSSLG Teacher-Adviser
Maria Irene J. Luna – CDFYES-O Teacher-Adviser

Members: Pamela Mae Dice – CDFBKD Teacher-Adviser
June Rey Lata – President, CDFSSLG
Trisha Lia Galagate – President, CDFYES-O
Ayessa Mae Luching – President, CDFBKD

Committee on Physical Arrangement and Stage Decoration

Chairperson: Jason Portada – PDO 1

Co-Chairperson: Marivic Benliro – CDFSSLG Teacher-Adviser

Members: Joel B. Cubelo – T I, CDFBKD Teacher-Adviser



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Wilbert Inggo – Vice President, CDFSSLG
Renz Mansilla – Vice President, CDFYES-O
Brix Froilan Biclar – Auditor, CDFBKD

Committee on Secretariat and Registration

Chairperson: Danessa Mae Dator – PDO 1
Co-Chairperson: Menilyn Carbon – CDFSSLG Teacher-Adviser
Elna Grace Aducal – CDFBKD Teacher-Adviser
Members: Vanessa S. Denonong – CDFYES-O Teacher-Adviser
Janice Rivas – CDFYES-O Teacher-Adviser
Lyka Jade Luces – Secretary, CDFSSLG
Godwayne Myles Beluso – Auditor, CDFSSLG
Hazel Mae Peralde – Secretary, CDFYES-O
Rea Leigh Laging – Secretary, CDFBKD

Committee on Documentation

Chairperson: Are Silva – CDFSSLG Teacher-Adviser
Co-Chairperson: Sugarie El M. Derramas – CDFYES-O Teacher-Adviser
Members: Rhaine Rose Gonzales – PIO, CDFSSLG
El John Magbanua – PIO, CDFYES-O
Capiz National High School Publication

Committee on Breakout Rooms and Sessions

Chairperson: Emie Mateo – PDO 1
Co-Chairperson: Christopher Obispado – CDFBKD Teacher-Adviser
Members: Cristy T. Abas – CDFYES-O Teacher-Adviser
Gigi S. Degala – CDFYES-O Teacher-Adviser
Angelea Madeline Mendez – Treasurer, CDFSSLG
Maranatha Delamide – Vice President, CDFBKD
Chennel Marie Ebrada – Treasurer, CDFYES-O
Elliza Nicole Longanillo – PIO, CDFBKD



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Committee on Security and Safety

Chairperson: Jose Denny Leones – CDFSSLG Teacher-Adviser
Members: Ralph Quejada – SDO Sports TA 1
Vary Casipe – PO, CDFSSLG
Jowaena Mae Diez – PO, CDFYES-O
RG Sinson – PO, CDFBKD

Committee on Food

Chairperson: Rita Shiela Palomar – CDFSSLG Teacher-Adviser
Co-Chairperson: Ma. Noeme Gelilang – CDFYES-O Teacher-Adviser
Members: Juliane Kate Cortez – Auditor, CDFYES-O
Ellen Joy Cabrido – Treasurer, CDFBKD

Technical Committee

Chairperson: Emmanuel Lati – SDO ITO 1
Members: Larry Mar Farinas -
Calvin Calinao – AS II
John Steven Valiente – T1, Jagnaya NHS
Paulo Dela Torre – CDFSSLG Teacher-Adviser
Leslie Mondragon – CDFSSLG Teacher-Adviser



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**Annex. Parental Consent and Waiver Form for SDO CAPIZ LEADERS’
CONVERGENCE: UNITING VISIONARIES**

PARENTAL CONSENT, WAIVER, INDEMNITY and RELEASE

I, _____, as the parent or legal guardian of _____, hereby acknowledges that I have been informed of the details of the conduct of the **SDO Capiz Leaders’ Convergence: Uniting Visionaries** on [Date]_____ at [Venue]_____.
_____.

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.

Exclusion (Limitations/Ineligibility)

I confirm that my child currently has none of any symptoms of viral infection 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 symptoms of illness that may affect others.

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 Youth Formation Division and its program partners and to release this material to the official platforms of DepEd and its program partners.

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.



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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 relative to the conduct of the activity.

With full understanding, I – on behalf of myself, my household members, and my children – hereby freely and voluntarily give my consent to my child's participation in the activity on _____. 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 OR CONCERNS

For any concerns or clarifications, you may contact the Division Youth Formation Unit through their Facebook page [facebook.com/YouthFormationCAPIZ/](https://www.facebook.com/YouthFormationCAPIZ/).

<hr/> Signature of Parent/Guardian over Printed Name	<hr/> Contact Details of Parent/Guardian
<hr/> Name of Child	<hr/> Date

**Please submit this form to your Division Youth Formation Coordinator (YFC) prior to the participation on the event.*

SDO CAPIZ LEADERS' CONVERGENCE: UNITING VISIONARIES

SCHOOL PRE-REGISTRATION FORM

School: _____

School Contact Number(s) (if any): _____

School Email: _____

School Head/Phone Number: _____

[illegible]

Prepared by:

SSLG Adviser/Chaperone
(Signature over Printed Name)

YES-O Moderator/Chaperone
(Signature over Printed Name)

BKD Coordinator/Chaperone
(Signature over Printed Name)

Noted and approved by:

School Head
(Signature over Printed Name)

Note:

- 1. Please upload the accomplished form through this google drive link <https://bit.ly/4hfCYAF> on or before **February 17, 2025**.