



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. **005**, s. 2024

January 2, 2024

**MICROSOFT YOUTH AMBASSADORS (MYA) 2.0 PROGRAM GRADUATION  
CEREMONY**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Attached is a Memorandum from the Office of the Assistant Secretary for Operations dated December 22, 2023 titled "Microsoft Youth Ambassadors (MYA) 2.0 Program Graduation Ceremony", contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate dissemination of this Memorandum is desired.

**EVANGEL M. LUMINARIAS PhD, CESO V**  
Schools Division Superintendent *at*

SDS/ASDS/SGOD/MRB/abd



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Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS**  
**BUREAU OF LEARNER SUPPORT SERVICES**  
School Health Division | School Sports Division | Youth Formation Division

OM-OASOPS-2023-01\_\_

**MEMORANDUM**

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

**FROM :**   
**ROVIN JAMES F. CANJA**  
Project Development Officer IV  
Officer-in-Charge  
Office of the Assistant Secretary for Operations

**SUBJECT :** **MICROSOFT YOUTH AMBASSADORS (MYA) 2.0**  
**PROGRAM GRADUATION CEREMONY**

**DATE :** **December 22, 2023**

The Office of the Assistant Secretary for Operations (OASOPS), through the Bureau of Learner Support Services–Learner Formation Division (BLSS-LFD), *transitioning from Youth Formation Division*, hereby announces the **hybrid** conduct of the **Microsoft Youth Ambassadors (MYA) 2.0 Program Graduation Ceremony** on **Saturday, January 27, 2024** from 8:00 a.m. to 5:00 p.m.

In partnership with Microsoft Philippines and the Schools Division Office of Pasig City, this year's graduation ceremony will be held at **Tanghalang Rizal, Rizal High School, Pasig City**, while **Microsoft Teams** will be used as the virtual platform for those who will participate online.

This activity aims to:

- a. acknowledge learners who have successfully met the requirements for program completion;
- b. recognize outstanding learners who have excelled during the conduct of Train the Trainer sessions and the Capstone Program; and

- c. provide an avenue for the learners to celebrate success, friendship, and camaraderie.

In this regard, the OASOPS hereby requests all Youth Formation Coordinators (YFCs) to provide technical assistance to all MYAs to ensure maximum participation in the aforementioned activity.

Moreover, all travel and other related expenses incurred by all participants in this activity can be charged to local funds, Program Support Funds, or to the School MOOE, subject to the usual accounting and auditing rules and regulations. For your reference, kindly see **Annexes A-D** for the **Graduation Ceremony General Guidelines, Program of Activities, Parental Consent and Waiver Form**, and **List of Microsoft Youth Ambassador (MYA) Fellows**.

For inquiries and concerns, please contact the BLSS-LFD at email [blss\\_lfd@deped.gov.ph](mailto:blss_lfd@deped.gov.ph).

Immediate dissemination of this Memorandum is desired.

## Annex A.

### Graduation Ceremony General Guidelines

1. All MYA 2.0 program graduates are requested to submit their most recent photograph to [myaprogram@outlook.com](mailto:myaprogram@outlook.com) (cc: [matt.matibaga@deped.gov.ph](mailto:matt.matibaga@deped.gov.ph)) **on or before Friday, January 05, 2024**. The photo must have the following specifications:
  - a. Resolution: High definition
  - b. Orientation: Portrait
  - c. Aspect Ratio: 3:4
  - d. Background: White with proper lighting and angle
  - e. Regional Cultural attire, Formal/Semi-formal attire, school uniform or organization shirt/polo-shirt
2. All MYA 2.0 program graduates may attend either on a face-to-face or virtual setup. Kindly refer to the following guidelines:
  - 2.1. **Limited face-to-face**
    - 2.1.1. Attendance confirmation shall be done on or before **Friday, January 05, 2024** through this link: [https://bit.ly/MYAGRAD\\_Confirmation](https://bit.ly/MYAGRAD_Confirmation).
    - 2.1.2. The accommodation and other travel expenses to be incurred by all participants before, during, and after the event will not be covered by BLSS-LFD and Microsoft Philippines. However, the participants can charge their expenses to their respective local funds, Program Support Funds, or to their school MOOE, subject to the usual accounting and auditing rules and regulations.
    - 2.1.3. The BLSS-LFD highly reiterates that the participation in the limited face-to-face activity is **voluntary**.
    - 2.1.4. All face-to-face attendees must adhere to and comply with the following requirements listed below:
      - a. Must be fully vaccinated before the actual graduation and submit an electronic copy of vaccination certificate or card and a valid ID to verify the truthfulness of the requirement;
      - b. Must submit a signed parental consent and waiver form (**Annex C**); and
      - c. Must be accompanied by a non-teaching personnel, preferably the Youth Formation Coordinator (YFC) of the MYAs, to serve as chaperone during the activity. However, if the YFC is unable to

attend, the MYA's School Head, Teacher-Adviser or Parent/Guardian may serve as the chaperone during the event.

- 2.1.5. To ensure health, safety, and well-being of all participants, it is required that all attendees must comply with the minimum public health standards throughout the event.
- 2.1.6. All MYAs, including their chaperones, are instructed to wear a decent **smart casual attire** during the event.
- 2.1.7. All non-teaching personnel, including management staff, who will provide technical assistance during the said activity, are hereby recommended by the OUOPS to avail a Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Curricular No. 02 s, 2004 on Non-Monetary Remuneration for Overtime Service Rendered.

On the other hand, all teaching personnel who will render services as chaperone during the said activity are recommended to earn one-day service credit for accumulated eight-hour service but not to exceed three-day service credits.

Granting of service credits must adhere to the DepEd Order No. 53, s. 2003 titled, "*Updated Guidelines on the Grant of Vacation Service Credits to Teachers*", particularly on Item No. 1-d sub-items and k and Item No. 1-f, which contains relevant provisions on the grant of service credits.

However, the approval of the service credits and CTO is subject to existing rules and regulations of the Department of Education (DepEd) and shall be approved by their respective Schools Division Offices.

## 2.2. **Virtual platform**

- 2.2.1. All other MYAs, as well as their Parents/Guardians, Teacher-Advisers, School Heads, and Learner Formation Coordinators, who are unable to attend the limited face-to-face activity are highly encouraged to participate virtually.
- 2.2.2. The Microsoft Teams meeting link will be sent via email and posted on the official communication channels of the MYA program.
- 2.2.3. During the activity, all virtual attendees are expected to:
  - a. be in a noise-free and non-distracting environment;
  - b. enter the virtual platform fifteen (15) minutes before the actual program;
  - c. utilize the virtual background provided; and

- d. wear decent and appropriate attire.
3. All **Microsoft Youth Ambassador (MYA) Fellows** listed on **Annex D** are also invited to attend the momentous event.
4. All other details pertaining to the graduation ceremony not stated on this memorandum shall be released on a separate advisory.
5. All other announcements relative to the conduct of this event will be posted on the official Facebook group and Microsoft Teams site for the MYA Program or released through an advisory, if necessary.

**Annex B.**

**Program of Activities**

| <b>Time</b>             | <b>Activity</b>  |
|-------------------------|--|
| 8:00 a.m. – 10:00 a.m.  | Arrival and Registration of Participants   |
| 10:01 a.m. – 11:45 a.m. | Preliminary Activities   |
| 11:46 a.m. – 1:00 p.m.  | Lunch Break and Open House Videos   AVP  |
| 1:01 p.m. – 1:10 p.m.   | Preliminaries   AVP  |
| 1:11 p.m. – 1:25 p.m.   | <b>Grand Opening Number</b>   SDO Pasig City   |
| 1:26 p.m. – 1:35 p.m.   | Attendance Check   |
| 1:36 p.m. – 1:45 p.m.   | Welcome Remarks<br><br><b>Ms. Clarissa Segismundo</b><br>Education Programs Lead<br>Microsoft Philippines<br><br><b>Jacelyn DR. Andaya</b><br>Regional Director<br>DepEd Regional Office – National Capital Region |
| 1:46 p.m. – 2:00 p.m.   | Keynote Speech<br><br><b>Dr. Dexter A. Galban</b><br>Assistant Secretary for Operations  |
| 2:01 p.m. – 2:10 p.m.   | <b>MYA 2.0 Journey</b>   AVP   |
| 2:11 p.m. – 2:25 p.m.   | Presentation of Candidates for Graduation   Luzon Graduates  |
| 2:26 p.m. – 2:35 p.m.   | <b>MYA Testimony</b>   Microsoft Youth Ambassador 2.0 from Luzon   |
| 2:36 p.m. – 2:50 p.m.   | Presentation of Candidates for Graduation   Visayas and Mindanao Graduates   |
| 2:51 p.m. – 3:00 p.m.   | <b>MYA Testimony</b>   Microsoft Youth Ambassador 2.0 from Visayas   |
| 3:01 p.m. – 3:20 p.m.   | Presentation of Special Awards: <ul style="list-style-type: none"> <li>• Top 3 Best Group Capstone Awardees</li> <li>• Top 5 Best Capstone Mentor Awardees</li> <li>• Top 5 MYA Fellows of the Year</li> </ul>     |
| 3:21 p.m. – 3:30 p.m.   | <b>MYA Testimony</b>   Microsoft Youth Ambassador 2.0 from Mindanao  |
| 3:31 p.m. – 3:45 p.m.   | Presentation of Special Awards: <ul style="list-style-type: none"> <li>• Top 5 Best in AI Challenge</li> <li>• Top 10 MYA 2.0 of the Year Awardees</li> </ul>  |
| 3:46 p.m. – 3:55 p.m.   | Closing Message<br><br><b>Ms. Sheryll T. Gayola</b><br>Schools Division Superintendent<br>Schools Division Office of Pasig City  |
| 3:56 p.m. – 4:00 p.m.   | Acknowledgement and Photo Opportunity  |
| 4:01 p.m. – 5:00 p.m.   | Exit of Participants   |

**Annex C.**

**Parental Consent and Waiver Form**

I, \_\_\_\_\_, as the parent or legal guardian of \_\_\_\_\_, hereby acknowledges that I have been informed of the details of the conduct of the **Microsoft Youth Ambassadors (MYA) 2.0 Program Graduation Ceremony on January 27, 2024 at Tanghalang Rizal, Rizal High School, Pasig City.**

I understand that the Office of the Assistant Secretary for Operations (OASOPS), through the Bureau of Learner Support Services–Learner Formation Division (BLSS-LFD) of the Department of Education shall implement the minimum public health standards set by the government to minimize the risk of the spread of COVID-19, but it cannot guarantee that my child may not be infected with COVID-19 given that it is highly contagious.

I understand that my child's in-person attendance in 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 COVID-19 transmission, 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 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. While there remains the risk of possible COVID19 transmission 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 COVID-19 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 COVID-19. 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 tests positive for COVID-19. My child/ren and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and our community.



**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 of my child’s images/ contribution/ performance in any publication (including electronic publications such as film or website) created by or for the BLSS-LFD and its program partners and to release this material to the official platforms of the Department and Microsoft Philippines.

**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 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 will be 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 on January 27, 2024. 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 PROBLEMS**

For any concerns or clarification, you may contact the Bureau of Learner Support Services–Learner Formation Division (BLSS–LFD) through the email address at [blss.lfd@deped.gov.ph](mailto:blss.lfd@deped.gov.ph).

|  |   |
|--|---|
| <p>_____</p> <p>Signature of Parent/Guardian over Printed Name</p> | <p>_____</p> <p>Contact Details (Mobile Number)</p> |
| <p>_____</p> <p>Name of Child</p>                                  | <p>_____</p> <p>Date</p>                            |

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

**Annex D.**

**Microsoft Youth Ambassador (MYA) Fellows**

| No. | Region | Division              | Name                             | Classification   |
|-----|--------|-----------------------|----------------------------------|--|
| 1   | I      | San Carlos City       | Arguel, Rolly B. Jr.             | Technical Committee Member                               |
| 2   | I      | Dagupan City          | Cabalde, Mile Ruth Kobe          | Technical Committee Member; <b>Capstone Mentor</b>       |
| 3   | I      | San Carlos City       | Cayabyab, Jason T.               | Creative Development Team Member; <b>Capstone Mentor</b> |
| 4   | I      | La Union              | Inggo, Arbel Russ L.             | Technical Committee Member                               |
| 5   | II     | Santiago City         | Casil, Ralph B.                  | Creative Development Team Member                         |
| 6   | II     | Cauayan City          | Flores, Cyrill Abegail           | Program Committee Member                                 |
| 7   | II     | Nueva Vizcaya         | Hernaez, Shevana Jairah          | Creative Development Team Member                         |
| 8   | II     | Cauayan City          | Martin, Angel A.                 | Creative Development Team Member; <b>Capstone Mentor</b> |
| 9   | II     | Santiago City         | Ongcuangco, Ronel Isaac          | Technical Committee Member                               |
| 10  | II     | Nueva Vizcaya         | Pidut, Eiven Rea Sharyl          | Technical Committee Member                               |
| 11  | III    | Malolos City          | Acebedo, Jezer James M.          | Secretariat Committee Member                             |
| 12  | III    | Science City of Muñoz | Acosta, Rica Joy Denisse S.      | Program Committee Member                                 |
| 13  | III    | Nueva Ecija           | Avenido, Raven Joy               | Program Committee Member; <b>Capstone Mentor</b>         |
| 14  | III    | Bulacan               | Batis, Glen Justine P.           | Creative Development Team Member; <b>Capstone Mentor</b> |
| 15  | III    | Tarlac City           | Cabenta, Mercy T.                | Program Committee Member                                 |
| 16  | III    | Malolos City          | Cruz, Christina C.               | Program Committee Member                                 |
| 17  | III    | Angeles City          | Dayrit, Eurish Audrey Q.         | Program Committee Member; <b>Capstone Mentor</b>         |
| 18  | III    | Bulacan               | De Castro, Raphael M.            | Technical Committee Member; <b>Capstone Mentor</b>       |
| 19  | III    | San Jose City         | Dela Cruz, Ma. Kristine Joy D.G. | Program Committee Member                                 |
| 20  | III    | Olongapo              | Fermantez, Rod Isaiah Callo      | Creative Development Team Member; <b>Capstone Mentor</b> |
| 21  | III    | Aurora                | Gata, Ma Eugenie Yvette M.       | Technical Committee Member                               |
| 22  | III    | Olongapo City         | Jallorina, Lady Charlyne         | Program Committee Member; <b>Capstone Mentor</b>         |
| 23  | III    | Olongapo City         | Jallorina, Lady Mella            | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 24  | III    | Bulacan               | Jimenez, Jhanna Bea Y.           | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 25  | III    | Gapan City            | Mallare, Jhanver                 | Program Committee Member                                 |
| 26  | III    | Zambales              | Mercado, Daniel Ace B.           | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 27  | III    | Angeles City          | Nucum, Kyran Churchill S.        | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 28  | III    | San Jose del Monte    | Omac, France Ann C.              | Secretariat Committee Member                             |
| 29  | III    | San Jose del Monte    | Paca, Alexander Shawn R.         | Creative Development Team Member; <b>Capstone Mentor</b> |
| 30  | IV-A   | Lucena City           | Albano, Joey S.                  | Creative Development Team Member                         |
| 31  | IV-A   | Batangas              | Alvarez, Vea Angelle A.          | Secretariat Committee Member                             |
| 32  | IV-A   | Sta. Rosa City        | Ariola, Revirae Camil            | Program Committee Member                                 |
| 33  | IV-A   | Batangas              | Batronel, Sunshine Jade B.       | Creative Development Team Member; <b>Capstone Mentor</b> |
| 34  | IV-A   | Batangas              | Caraig, Shaine Dela Cruz         | Secretariat Committee Member                             |
| 35  | IV-A   | Calamba City          | Castillo, Jomari                 | Creative Development Team Member                         |
| 36  | IV-A   | Batangas              | Cerillo, Scyrill Marie           | Technical Committee Member                               |
| 37  | IV-A   | Batangas              | Cruz, Jenean Alexa               | Secretariat Committee Member                             |

|     |    |                   |                             |  |
|-----|----|-------------------|-----------------------------|--|
| 79  | V  | Legazpi City      | Hufano, Andrea Kim C.       | Program Committee Member                                 |
| 80  | V  | Legazpi City      | Lana, Zedric Jave           | Creative Development Team Member                         |
| 81  | V  | Albay             | Llana, Firstia Nicola       | Creative Development Team Member                         |
| 82  | V  | Legazpi City      | Loria, Ira Roxanne          | Program Committee Member                                 |
| 83  | V  | Legazpi City      | Osias, Alexa Mari N.        | Secretariat Committee Member                             |
| 84  | V  | Catanduanes       | Panim, Sheira Mae J.        | Creative Development Team Member                         |
| 85  | V  | Camarines Norte   | Paraiso, Jericho            | Technical Committee Member                               |
| 86  | V  | Ligao City        | Patetico, Samantha Kim D.   | Program Committee Member                                 |
| 87  | V  | Legazpi City      | Pinazo, Althea Lujille      | Technical Committee Member                               |
| 88  | V  | Tabaco City       | Quillan, Samara Francesca   | Program Committee Member                                 |
| 89  | V  | Legazpi City      | Ranoco, Angelique           | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 90  | V  | Legazpi City      | Raquion, Danielle P.        | Program Committee Member                                 |
| 91  | V  | Catanduanes       | Salvidar, Naksedil Albert   | Technical Committee Member; <b>Capstone Mentor</b>       |
| 92  | V  | Legazpi City      | Seva, Sean Darren U.        | Technical Committee Member                               |
| 93  | V  | Legazpi City      | Torrecampo, Wynnie Marie    | Creative Development Team Member; <b>Capstone Mentor</b> |
| 94  | V  | Albay             | Valladolid, Miles Owen      | Creative Development Team Member                         |
| 95  | V  | Albay             | Velarde, Nerisa Anne T.     | Creative Development Team Member; <b>Capstone Mentor</b> |
| 96  | VI | Antique           | Astrera, Xandy Jee          | Program Committee Member                                 |
| 97  | VI | Roxas City        | Astrolavio, Jelo            | Program Committee Member                                 |
| 98  | VI | Antique           | Cazeñas, Alexander James S. | Technical Committee Member; <b>Capstone Mentor</b>       |
| 99  | VI | Bacolod City      | Corral, Paul Gabrielle T.   | Secretariat Committee Member                             |
| 100 | VI | Antique           | Dela Rosa, Rochelle         | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 101 | VI | Antique           | Escorpiso, Rian Ysabel      | Program Committee Member; <b>Capstone Mentor</b>         |
| 102 | VI | Antique           | Flogoso, Julianne May B.    | Program Committee Member                                 |
| 103 | VI | Antique           | Gallego, Janelle Faye       | Creative Development Team Member                         |
| 104 | VI | Antique           | Galuyo, Joliena Mae L.      | Program Committee Member                                 |
| 105 | VI | Roxas City        | Gonzales, Sheen Joerose     | Program Committee Member; <b>Capstone Mentor</b>         |
| 106 | VI | Antique           | Jastillana, Denz            | Program Committee Member                                 |
| 107 | VI | Capiz             | Lagud, Ernie                | Program Committee Member                                 |
| 108 | VI | Antique           | Magdato, Freshia Mae A.     | Creative Development Team Member                         |
| 109 | VI | Antique           | Maza, Mary Gabrielle R.     | Program Committee Member                                 |
| 110 | VI | Antique           | Oira, Downen Vier           | Technical Committee Member                               |
| 111 | VI | Negros Occidental | Olac, Neil Famy             | Program Committee Member                                 |
| 112 | VI | Iloilo            | Paraonda, Janmil Clyde      | Creative Development Team Member; <b>Capstone Mentor</b> |
| 113 | VI | Antique           | Polaron, Jullea Alyza       | Program Committee Member                                 |
| 114 | VI | Antique           | Sedavia, Jim Franco L.      | Creative Development Team Member; <b>Capstone Mentor</b> |
| 115 | VI | Iloilo            | Supresencia, Danica         | Program Committee Member                                 |
| 116 | VI | Antique           | Tatoy, Bea Bianca           | Program Committee Member                                 |
| 117 | VI | Negros Occidental | Tesipao, Twila C.           | Program Committee Member; <b>Capstone Mentor</b>         |
| 118 | VI | Sagay City        | Villagomesa, Yohan L.       | Creative Development Team Member; <b>Capstone Mentor</b> |
| 119 | VI | Silay City        | Villareal, Alexis Vincent   | Creative Development Team Member                         |

|    |      |                      |                               |  |
|----|------|----------------------|-------------------------------|--|
| 38 | IV-A | Batangas             | De Torres, Kristine P.        | Creative Development Team Member; <b>Capstone Mentor</b> |
| 39 | IV-A | Lucena City          | Dineros, Don Aelar R.         | Technical Committee Member; <b>Capstone Mentor</b>       |
| 40 | IV-A | Batangas             | Domanico, Dorothy Anne R.     | Secretariat Committee Member                             |
| 41 | IV-A | Batangas             | Eronico, Angela Mae A.        | Creative Development Team Member                         |
| 42 | IV-A | Cavite               | Hular, Kenneth C.             | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 43 | IV-A | Batangas             | Lagus, Sheena Faith C.        | Technical Committee Member                               |
| 44 | IV-A | Batangas             | Landicho, James Mikhail       | Program Committee Member                                 |
| 45 | IV-A | Batangas             | Malaluan, Margaret Loraine T. | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 46 | IV-A | Rizal                | Mercado, Rychelle Ann         | Technical Committee Member                               |
| 47 | IV-A | Cavite               | Palaruan, Jaime Jr. J.        | Program Committee Member                                 |
| 48 | IV-A | San Pablo City       | Panting, Dylan Alexis G.      | Creative Development Team Member                         |
| 49 | IV-A | Biñan City           | Perilla, Prince RJ A.         | Creative Development Team Member                         |
| 50 | IV-A | Lipa City            | Reyes, Angel Tricia Mae       | Secretariat Committee Member                             |
| 51 | IV-A | Batangas             | Reynon, John Luke             | Program Committee Member; <b>Capstone Mentor</b>         |
| 52 | IV-A | Rizal                | Robles, John Christian        | Program Committee Member; <b>Capstone Mentor</b>         |
| 53 | IV-A | Rizal                | Sarmiento, Jordan N.          | Program Committee Member                                 |
| 54 | IV-A | Batangas             | Seminiano, Mark               | Technical Committee Member                               |
| 55 | IV-A | Calamba City         | Villarias, Jenny Rose         | Technical Committee Member                               |
| 56 | IV-B | Palawan              | Alaska, Lynette               | Technical Committee Member                               |
| 57 | IV-B | Puerto Princesa City | Asag, Nestor Jann C.          | Technical Committee Member                               |
| 58 | IV-B | Palawan              | Festejo, Faith Karell C.      | Secretariat Committee Member                             |
| 59 | IV-B | Puerto Princesa City | Festejo, Faith Karen C.       | Creative Development Team Member                         |
| 60 | IV-B | Oriental Mindoro     | Tabaday, Jeremiah             | Program Committee Member; <b>Capstone Mentor</b>         |
| 61 | IV-B | Puerto Princesa City | Tani, Ruvie Honn              | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 62 | V    | Legazpi City         | Alcovendas, Krizza Mae C.     | Technical Committee Member; <b>Capstone Mentor</b>       |
| 63 | V    | Legazpi City         | Alegre, Selene A.             | Program Committee Member                                 |
| 64 | V    | Legazpi City         | Altavano, Alessandra          | Technical Committee Member                               |
| 65 | V    | Legazpi City         | Aquino, John Uriel B.         | Technical Committee Member                               |
| 66 | V    | Legazpi City         | Aragon, Jessa M.              | Secretariat Committee Member                             |
| 67 | V    | Tabaco City          | Bonaobra, Wilfredo V. Jr.     | Program Committee Member; <b>Capstone Mentor</b>         |
| 68 | V    | Legazpi City         | Borras, Mary Clare Trix       | Program Committee Member                                 |
| 69 | V    | Legazpi City         | Brun, Maxine Steffanie        | Creative Development Team Member                         |
| 70 | V    | Legazpi City         | Buenafe, Ezekeil N.           | Technical Committee Member                               |
| 71 | V    | Tabaco City          | Buenconsejo, Vincent A.       | Technical Committee Member; <b>Capstone Mentor</b>       |
| 72 | V    | Legazpi City         | Cañaverall, Ella Mae Ll.      | Program Committee Member; <b>Capstone Mentor</b>         |
| 73 | V    | Albay                | Cotara, Julie Ann             | Technical Committee Member                               |
| 74 | V    | Tabaco City          | De Los Santos, Juliene        | Secretariat Committee Member                             |
| 75 | V    | Legazpi City         | Dineros, Sheira Mae A.        | Technical Committee Member                               |
| 76 | V    | Legazpi City         | Ebuenga, Remuz G.             | Secretariat Committee Member                             |
| 77 | V    | Legazpi City         | Granado, E J                  | Program Committee Member                                 |
| 78 | V    | Camarines Norte      | Hernandez, Adrian Loyd C.     | Program Committee Member                                 |

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|-----|------|---------------------|-------------------------------|--|
| 120 | VI   | Antique             | Villasis, Lyle Patrick        | Secretariat Committee Member                             |
| 121 | VI   | Antique             | Zaragosa, Kisses Jane         | Creative Development Team Member                         |
| 122 | VI   | Aklan               | Zaulda, Amiel Roy A.          | Secretariat Committee Member                             |
| 123 | VII  | Lapu-Lapu City      | Antipuesto, John Mark E.      | Secretariat Committee Member                             |
| 124 | VII  | Negros Oriental     | Avila, Antoniette Grace S.    | Creative Development Team Member                         |
| 125 | VII  | Lapu-Lapu City      | Ayta, Evryl M.                | Creative Development Team Member; <b>Capstone Mentor</b> |
| 126 | VII  | Mandaue City        | Barbadillo, Kate              | Program Committee Member                                 |
| 127 | VII  | Tagbilaran City     | Cartagenas, Vince Joseph      | Secretariat Committee Member                             |
| 128 | VII  | Bohol               | Cenita, Angel Vince           | Secretariat Committee Member                             |
| 129 | VII  | Bohol               | Cenita, Elimar Rose J.        | Creative Development Team Member                         |
| 130 | VII  | Cebu                | Herbieto, Rayv Jasper         | Technical Committee Member                               |
| 131 | VII  | Danao City          | Manulat, Thomas Danjo         | Technical Committee Member                               |
| 132 | VII  | Lapu-Lapu City      | Patalinghug, Hanekyne M.      | Creative Development Team Member                         |
| 133 | VII  | Lapu-Lapu City      | Regulacion, Kaye Akira H.     | Creative Development Team Member                         |
| 134 | VII  | Negros Oriental     | Rendon, John Alfie S.         | Program Committee Member                                 |
| 135 | VII  | Mandaue City        | Sieras, Vanessa Angelica      | Program Committee Member                                 |
| 136 | VII  | Lapu-Lapu City      | Singculan, John Flex          | Program Committee Member                                 |
| 137 | VII  | Bohol               | Socorin, Nathalie Jones L.    | Technical Committee Member                               |
| 138 | VIII | Borongan City       | Ador, Jean Raye C.            | Creative Development Team Member; <b>Capstone Mentor</b> |
| 139 | VIII | Leyte               | Ambe, Antoniette Jhoy         | Program Committee Member; <b>Capstone Mentor</b>         |
| 140 | VIII | Borongan City       | Cardona, Jomar Al M.          | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 141 | VIII | Leyte               | Datu, Simon Alan Matthew M.   | Creative Development Team Member                         |
| 142 | VIII | Leyte               | Gerong, Cristhel Jade G.      | Technical Committee Member                               |
| 143 | VIII | Leyte               | Olino, Jean Kenneth           | Secretariat Committee Member                             |
| 144 | IX   | Zamboanga del Norte | Montargo, Shenn               | Secretariat Committee Member                             |
| 145 | X    | Malaybalay City     | Jamora, Ferdie John Luis      | Technical Committee Member                               |
| 146 | X    | Valencia City       | Mamaran, Charles Isaac        | Creative Development Team Member                         |
| 147 | X    | Valencia City       | Mamaran, Chester Ivan         | Creative Development Team Member                         |
| 148 | X    | Malaybalay City     | Mangornong, Abegail           | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 149 | X    | Lanao del Norte     | Panes, Ralf Virgil P.         | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 150 | X    | Malaybalay City     | Pestañas, Lexia               | Technical Committee Member; <b>Capstone Mentor</b>       |
| 151 | X    | Malaybalay City     | Surima, Gwene S.              | Technical Committee Member                               |
| 152 | X    | El Salvador City    | Tagaylo, Irish                | Secretariat Committee Member; <b>Capstone Mentor</b>     |
| 153 | X    | Tangub City         | Villoria, Shane Marie         | Secretariat Committee Member                             |
| 154 | XI   | Davao City          | Manzo, Kiara Leigh            | Creative Development Team Member                         |
| 155 | XI   | Davao del Sur       | Petero, Pete Zedrick          | Creative Development Team Member                         |
| 156 | XI   | Davao Oriental      | Quibo, Jasper L.              | Technical Committee Member                               |
| 157 | XI   | Davao del Norte     | Tompong, Carl Kent P.         | Technical Committee Member; <b>Capstone Mentor</b>       |
| 158 | XI   | Davao City          | Villacampa, Shelesh Sephia O. | Creative Development Team Member                         |
| 159 | XII  | Cotabato            | Arais, Ian Jhan               | Creative Development Team Member; <b>Capstone Mentor</b> |
| 160 | NCR  | Pasay City          | Balais, Marylene May V.       | Secretariat Committee Member                             |

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| 161 | NCR    | Valenzuela City       | Dacillo, Venelie Mae B.         | Program Committee Member; <b>Capstone Mentor</b>     |
| 162 | NCR    | Manila                | De Guzman, Angelo A.            | Creative Development Team Member                     |
| 163 | NCR    | Manila                | Delmo, Jasmine I.               | Secretariat Committee Member                         |
| 164 | NCR    | Las Piñas City        | Delos Reyes, Jharhed Marie      | Technical Committee Member                           |
| 165 | NCR    | Manila                | Faelnar, Kwen Jirah G.          | Program Committee Member; <b>Capstone Mentor</b>     |
| 166 | NCR    | Taguig City - Pateros | Gamboa, Alyssah Erich           | Creative Development Team Member                     |
| 167 | NCR    | Pasay City            | Gonzales, Roxanne               | Program Committee Member                             |
| 168 | NCR    | Caloocan City         | Gozun, Ralph Emmanuel C.        | Program Committee Member; <b>Capstone Mentor</b>     |
| 169 | NCR    | Manila                | Lacap, Fiel Raphael P.          | Technical Committee Member                           |
| 170 | NCR    | Parañaque City        | Lapira, Carlos Danielle         | Technical Committee Member; <b>Capstone Mentor</b>   |
| 171 | NCR    | Pasay City            | Medina, Ace M.                  | Program Committee Member                             |
| 172 | NCR    | Manila                | Musa, Mahamae Delmo             | Technical Committee Member                           |
| 173 | NCR    | Caloocan City         | Palad, Reinhart Lionne          | Creative Development Team Member                     |
| 174 | NCR    | Muntinlupa            | Romano, Maristella P.           | Program Committee Member                             |
| 175 | CAR    | Baguio City           | Bustarde, Jessiekheille Breinon | Secretariat Committee Member; <b>Capstone Mentor</b> |
| 176 | CARAGA | Agusan del Norte      | Canatoy, Sweet Dream A.         | Creative Development Team Member                     |



Republic of the Philippines  
**Department of Education**

DEC 12 2023

OFFICE ORDER  
OO-OSEC-2023- 326

**DESIGNATION OF MR. ROVIN JAMES F. CANJA AS OFFICER-IN-CHARGE  
OF THE OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Division Chiefs  
All Others Concerned

1. In view of the official leave of absence of Assistant Secretary Dexter A. Galban, Office of the Assistant Secretary for Operations-Bureau of Learner Support Services (OASOPS-BLSS), and in the exigency of service, **Mr. Rovin James F. Canja**, Project Development Officer IV, BLSS-Youth Formation Division is designated as Officer-in-Charge (OIC) of the OASOPS-BLSS effective December 15-29, 2023 or until the return to duty of Assistant Secretary Galban.

2. As OIC, **Mr. Canja** shall sign official correspondence in the following manner:

**ROVIN JAMES F. CANJA**  
Project Development Officer IV  
Officer-in-Charge  
Office of the Assistant Secretary for Operations

3. Immediate dissemination of this Order is directed.

By Authority of the Secretary:



**WILFREDO E. CABRAL**

Regional Director  
Officer-in-Charge, Office of the Undersecretary  
for Human Resource and Organizational Development