



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

**Office of the Schools  
Division Superintendent**

August 28, 2024

**DIVISION MEMORANDUM**  
No. **398**, s. 2024

**CAPACITY BUILDING OF YOUTH-LEADERS AND TEACHER-ADVISERS  
TO STRENGTHEN THE IMPLEMENTATION OF YFD PAPs.**

**TO: Assistant Schools Division Superintendents  
Division Chiefs, CID and SGOD  
Public Schools District Supervisors/ Acting PSDSs  
Public Secondary and Elementary School Principals  
Teacher Advisers of Supreme Elementary Learner Government/ Supreme  
Secondary Learner Government  
All Others Concerned**

1. In line with our continuous efforts to strengthen the implementation of Youth Formation Division (YFD) programs, activities, and projects (PAPs), this division through the Youth Formation Section, will conduct a Capacity Building for Youth Leaders and Teacher-Advisers on September 14-15, 2024, at Reyna's the Haven and Gardens, New Calceta Street, Tagbilaran City.
2. The activity aims to:
  - a. Equip student leaders and teacher advisers with skills in planning and implementing PAPs, ensuring these initiatives are aligned with school and community needs, and are executed efficiently.
  - b. Empowers student leaders with the necessary skills and knowledge to effectively lead and manage their respective organizations.
  - c. Enhance the capacity of teacher advisers in mentoring and guiding student leaders.
3. Participants to this activity are the District Federated SELG President, and presidents of recognized organizations in secondary schools, and SSLG President together with their respective teacher-adviser who shall act as guardians and facilitate the submission of signed Parents' Consent. A separate session for all Teacher-Advisers that will be dedicated to equipping them with the strategic skills needed to effectively guide our student leaders.
4. Meals and accommodation of the participants, and member of the Technical Working Group/ Facilitator shall be charged to the Provincial SEF, while travel and other incidental expenses shall be charged to School MOOE, SELG/ SSLG, or local funds subject to usual accounting and auditing rules and regulations.



Deped Tayo Bohol Division

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5. Teaching personnel shall be entitled to service credit pursuant to the provision of DepEd Order No. 19, 2011, and DepEd Order No. 53, 2003. Non-teaching staff shall be provided with Compensatory Overtime Credit (COC) per CSC and DBM Joint Circular No. 2, s. 2004.
6. Members of the TATP pool of trainers are requested to report on September 13, 2024, for the pre-work activity.
7. This Memorandum will serve as **Travel Order**.
8. Immediate dissemination of this Memorandum is highly appreciated.

  
**CASIANA P. CABERTE PhD, CESO VI**  
Schools Division Superintendent 



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Enclosure No. 1 of DM No. **398** 2024

**PARENTAL CONSENT WAIVER AND RELEASE**

Name of Learner: \_\_\_\_\_ Sex: \_\_\_\_\_

Parent's/ Guardian's Name: \_\_\_\_\_

Relationship to the Learner/s: \_\_\_\_\_

Home Address: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Venue: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

As the parent/ guardian of the abovementioned learner. I give Full Consent for our child to participate in the CAPACITY BUILDING OF YOUTH-LEADERS AND TEACHER-ADVISERS TO STRENGTHEN THE IMPLEMENTATION OF YFD PAPs, on September 14-15, 2024, at Reynas' the Haven and Garden, New Calceta Street, Tagbilaran City.

I acknowledge that our child's participation in this activity is completely voluntary, and she/ he may decline to participate at any time for any reason.

I give full permission to any recording or picture taken of my child for the purposes of documentation, or performance in any publication created by the program management team and to release this material to DepEd official platforms.

I hereby acknowledge that I have been informed of the details of the activity. Furthermore, I understand any possible risks associated with this activity, and agree that the rules and regulations established for the said activity are for the safety and security of the participants, thus, I will instruct my child or children to obey them.

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 DepEd and the program management team relative to the conduct of the activity.

With full understanding, I hereby freely and voluntarily give my consent to my Childs' participation in this activity.

By signing below, I acknowledge and represent that I have read this document, took time to understand it, and eventually signed it voluntarily as my own free act and deed.

Signed this

\_\_\_\_\_  
Parent's/ Guardian's Name

\_\_\_\_\_  
Date



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Enclosure No. 2 of DM No. **398** 2024

ACTIVITY TITLE: **CAPACITY BUILDING OF YOUTH-LEADERS AND TEACHER-ADVISERS TO STRENGTHEN THE IMPLEMENTATION OF YFD PAPs.**

DATE OF ACTIVITY: September 14-15, 2024

VENUE: Reynas the Haven and Garden, Calceta St., Tagbilaran City

| <b>OBJECTIVES:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                     |                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>- equip student leaders and teacher advisers with skills in planning and implementing PAPs, ensuring these initiatives are aligned with school and community needs, and are executed efficiently.</li> <li>- empowers student leaders with the necessary skills and knowledge to effectively lead and manage their respective organizations.</li> <li>- enhance the capacity of teacher advisers in mentoring and guiding student leaders.</li> </ul> |                                                                                                                     |                                                                                  |
| <b>Legal Basis:</b> DepEd Order No. 49, s. 2011 – Mandated Programs, Activities, and Projects of SSG.                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                     |                                                                                  |
| <b>DAY 1 – September 14, 2024 (Saturday)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                     |                                                                                  |
| TIME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ACTIVITY                                                                                                            | FOCAL PERSON                                                                     |
| 8:00 AM - 8:30 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Registration                                                                                                        | YFDs TWG                                                                         |
| 8:31 AM – 9:10 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Singing of Hymns                                                                                                    | AVP                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Opening Prayer                                                                                                      |                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Checking of Attendance                                                                                              | <b>Nito Ferdinand C. Calope</b><br>SELG TA Balilihan CES                         |
| 9:11 AM – 9:30 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Welcome Remarks                                                                                                     | <b>Dr. Wilfreda O. Flor</b>                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Rationale and Objectives                                                                                            | OIC SGOD-CHIEF                                                                   |
| 9:31 AM – 10:15 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Message                                                                                                             | <b>Casiana P. Caberte PhD, CESO V</b><br>School Division Superintendent          |
| 10:16 AM – 12:00 NN                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Salient Features of D.O 66, s. 2017, D.O 05, 10, s. 2024                                                            | <b>Mr. Lope S. Hubac</b><br>SGOD-EPSVR                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | D.O 05, D.O 10, 2024                                                                                                |                                                                                  |
| 12:00 NN – 1:00 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Lunch                                                                                                               |                                                                                  |
| 1:00 PM – 2:00 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Protective Measures to address Child Abuse, Exploitation, Violence, Discriminations, Bullying & other Acts of Abuse | <b>Atty. Vanessa H. Quijano</b><br>Attorney III, BISU                            |
| 2:00 PM – 2:45 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Constitution and By-Laws of the SSLG/SELG, Annual Implementation Plan preparation (AIP).                            | Ms. Marina H. Bernasor<br>YFD Focal<br>Glenn M. Quinlog<br>TWG                   |
| 2:45 PM – 3:30 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Project Proposal Writing, Activity Completion Report, Annual Budget Proposal.                                       | Ms. Angelette A. Remolador<br>YFC<br>Owen Malicse<br>TWG                         |
| 3:30 PM – 4:15 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Resolution and Minutes Writing                                                                                      | Mr. Alvin Alleluya<br>TWG<br>Edith P. Ararao<br>TWG                              |
| 4:15 PM – 5:00 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | DO 49, s. 2011 (Mandated Programs, Activities, and Projects of SLG                                                  | Mr. Andy M. Pondavilla<br>SSLG Adviser/ TATP Trainer<br>Nito Ferdinand C. Calope |



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|--------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------|
| 5:00 PM – 5:45 PM                                                  | Workshop on AIP preparation and General Plan of Action | Ms. Marina H. Bernasor<br>YFC Focal<br>Andy M. Pondavilla<br>TWG |
| 5:45 PM – 6:00 PM                                                  | Closing Remarks                                        | Ms. Aian B. Dolauta<br>YFC                                       |
| 6:00 PM - onwards                                                  | Dinner                                                 |                                                                  |
| <b>DAY 2 (September 15, 2024)</b> Breakfast ....Home sweet home... |                                                        |                                                                  |