



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

**Office of the Schools  
Division Superintendent**

July 15, 2025


**MEMORANDUM**

MLC OSDS/SGOD-2025- 77

To: **ESTER C. MINGOC** – Principal, Dimiao National High School, Dimiao  
**TERESITA A CAAYAMAN** – Principal, Dagohoy National High School, Dagohoy  
**ELMER R. PIZARRAS** – Principal, Dauis National High School, Dauis  
**JEFFORD S. CAÑAS PhD.** – Principal, Katipunan National High School, Carmen 3

**CONDUCT OF SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND  
ADMINISTRATIVE WRITING WORKSHOP**

1. Relative to the conduct of Supreme Secondary Learner Government Legal and Administrative Writing Workshop, on July 18-19, 2025, at DepEd Ecotech Center, Lahug, Cebu City.
2. The composition of the division participants is stated in paragraph no. 3 of the Regional Memorandum No. 0705, s. 2025, are the Division Federated Supreme Secondary Learner Government, and the Division Youth Formation Coordinator will serve as chaperone. The following learners come from your respective school; thus, we need your assistance to send them to wit:  
Janella Marie Q. Magsayo – Dimiao National High School, Dimiao  
Rose Marie J. Pepe – Dauis National High School, Dauis  
Eunice J. Alcular – Katipunan NHS, Carmen 3  
Glaiza Planos – Dagohoy NHS, Dagohoy
3. Travel and other incidental expenses of the identified participants shall be charged to Division/ School MOOE/ Local Funds or Division YFD Funds, subject to the usual accounting and auditing rules and regulations.
4. For more details, see the attached memorandum or coordinate with the Division Youth Formation Coordinators.
5. For your support and compliance.

  
**FAY C. LUAREZ EdD, PhD TM, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Deped Tayo Bohol Division

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

Office of the Regional Director

11 JUL 2025

**REGIONAL MEMORANDUM**

No. **0705** s. 2025

**CONDUCT OF SUPREME SECONDARY LEARNER GOVERNMENT  
LEGAL AND ADMINISTRATIVE WRITING WORKSHOP**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. To strengthen the capacity of Supreme Secondary Learner Government (SSLG) Officers to efficiently manage the SSLG affairs, the Office hereby announces the conduct of **SSLG Legal and Administrative Writing Workshop** on **July 18-19, 2025**, at the **DepEd EcoTech Center, Lahug, Cebu City**.

2. This activity aims to enhance the accuracy, professionalism, and compliance of SSLG outputs with DepEd standards by addressing the following problems:

- Limited document-writing skills;
- Inconsistent use of formats and protocols;
- Knowledge gaps in legal and administrative frameworks;
- Weak accountability and transparency; and
- Insufficient collaboration among SSLG units.

3. In line with this, the following participants from all 12 Schools Division Offices (SDOs) are requested to attend:

- a. Division Youth Formation Coordinators (1 per SDO) to serve as chaperones
- b. Division Federated Supreme Student Learner Government Officers:
  - i. President
  - ii. Vice-President
  - iii. Secretary
  - iv. Treasurer

4. Meals and accommodation shall be provided to the participants chargeable against the Regional YFD Funds. Traveling and other incidental expenses related to the conduct of the activity shall be charged against the Division/School MOOE/Local Funds or Division YFD Funds, subject to the usual accounting and auditing rules and regulations.

5. All learner participants are required to submit the **Notice of Confirmation on July 14, 2025 (Monday)** together with the **signed Parental Consent and Waiver Form & Learner Consent**. Please refer to the attached templates.

6. Additionally, see the attached Activity Matrix for guidance.

7. For any questions or clarifications, please coordinate with the Regional Youth Formation Coordinator, Ms. Johnnyline Jagdon, through [essd.seven@deped.gov.ph](mailto:essd.seven@deped.gov.ph).



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639773295904 local 700



DepEd Tayo Region VII



[region7.deped.gov.ph](http://region7.deped.gov.ph)



Certificate No. PHP QMS  
24 41 0184

8. Immediate dissemination of this Memorandum is desired.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**

Director IV  
Regional Director

STJ/FYA/ESSD/TTP/jpj

**NOTICE OF CONFIRMATION**  
 Supreme Secondary Learner Government Legal and Administrative Writing Workshop  
 DepEd Ecotech Center, Sulong, Lahug, Cebu City  
 July 18-19, 2025

**Division:**  
**Region:** VII

Person Involved	Name	Gender	Birthdate (mm/dd/yy)	Grade Level	Complete name of school/division	Email Address	Contact Number	Religion	Food Restriction/s	Pre-Existing Health Condition (specify, otherwise, NONE)	In Case of Emergency		Travel Details			
											Name	Relationship	Contact Number	Arrival Date and Time	Departure Date and Time	
SSIG President																
SSIG Vice-President																
SSIG Secretary																
SSIG Treasurer																
Youth Formation Coordinator																

Submitted by:

Approved by:

YOUTH FORMATION COORDINATOR

SCHOOLS DIVISION SUPERINTENDENT

## 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 **SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP** on **July 18-19, 2025** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**.

1. I give Full Consent for our child/ward \_\_\_\_\_ to participate in the **SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP**, a Learner Government Program initiative to be conducted by the Department of Education on July 18 to 19, 2025, in DepEd Ecotech Center.
2. I acknowledge that I have been informed of the details of the conduct of the **SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP**.
3. I recognize that in-person attendance at the event involves potential exposure to teachers, students, school personnel, organizers, and other individuals, which may present a risk of transmission of communicable diseases, including, but not limited to, the common cold, influenza (flu), COVID-19, and other viral or bacterial infections, despite implemented safety precautions.
4. I understand and accept the inherent risks of communicable disease transmission, including the aforementioned diseases, for my child and household members associated with their participation. I grant permission for **[Child's Name]** to attend the event, recognizing that these risks are similar to those encountered in everyday activities and are beyond the direct control of event organizers and management.
5. I confirm that my child's participation in this activity is completely voluntary, and he/she may decline to participate at any time for any reason.
6. To the best of my knowledge, **[Child's Name]** is in good physical health and currently exhibits no symptoms of any communicable disease, including fever, cough, runny nose, sore throat, or other signs of illness.
7. I will not permit **[Child's Name]** to attend the event if they or any member of our household develops symptoms of a communicable disease, including, but not limited to, those associated with the common cold, influenza (flu), or COVID-19, or any other illness. I will immediately notify the school/division and withhold their attendance if they or any household member tests positive for a communicable disease.
8. I give full permission in any recording or picture taken of my child/ward during the conduct of the said activity, and to use for purposes of documentation my child's/ward/s images, contribution, or performance in any publication created by or for the organizers and to release this material to organizer's official platforms in accordance with the provisions of Republic Act No. 10173 otherwise known as Data Privacy Act of 2012.
9. I conform/agree to the collection and/or processing of any personal information and data from myself and my child/ward, that are necessary to successfully host the said activity, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012.

10. I agree and understand that commitment of my child/ward as a participant and will support his/her endeavor to meet the expectations, guidelines, and responsibilities with his/her fellow participants and to DepEd.
11. 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 DepEd relative to the conduct of the activity.
12. With full understanding, I hereby freely and voluntarily give my consent to my child/ward's participation in the activity. I also attest that I had sought the views of my child, and he/she has expressed a willingness to participate in the 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.

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

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

## LEARNER-PARTICIPANT CONSENT, WAIVER, INDEMNITY and RELEASE

1. I, \_\_\_\_\_, agreed to participate with the consent of my parents and/or legal guardian in the **SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP** on **July 18-19, 2025** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**.
2. I give permission to the organizers and their representatives to make recordings of my voice and to take photographs and/or videos in which I appear in, to be used for the communications and various public campaigns of the organizations be in print, broadcast, and/or electronic media, at the event and location stated above subject to limitations of applicable and relevant laws, rules, and regulations.
3. I conform/agree to the collection and/or processing of any personal information and data, that are necessary to successfully host the said activity, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012.
4. I have read and understood completely the accompanying information leaflet, therefore know the purpose of the project/activity and my participation.
5. With full understanding, I hereby freely and voluntarily give my consent to my child/ward's participation in the activity.

_____ Signature of Learner-Participant over Printed Name	_____ Name of School
_____ Age	_____ Date
_____ Address	_____ Home/Mobile Number

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

## ACTIVITY MATRIX

# SSLG LEGAL AND ADMINISTRATIVE WRITING WORKSHOP

July 18-19, 2025  
DepEd Ecotech Center

## PROGRAM MATRIX

<b>DAY 1, JULY 18, 2025</b>		
<b>Time</b>	<b>Activity</b>	<b>In-charge</b>
9:00-9:30	Registration & Opening Kit Distribution	Secretariat
9:30-10:00	Opening Prayer	AVP
	Philippine National Anthem	AVP
	Bagong Pilipinas Hymn	AVP
	Opening Message	Mr. Tomas Pastor Chief, ESSD
	Inspirational Messages	Atty. Fiel Y Almendra Assistant Regional Director  Dr. Salustiano T. Jimenez Regional Director
10:00-10:30	Getting to Know You	Selected RFSSLG Officers
10:30-11:30	Session 1: Financial Management	
11:30-12:00	Workshop 1: Crafting of financial report	
12:00-1:00	Lunch	
1:00-2:00	Session 2: Activity/Project Proposal Writing	
2:00-3:00	Workshop 2: Crafting of activity/project proposal	
3:00-3:30	Presentation and Critiquing of Workshop Output 1	
3:30-4:00	Introduction of Legal and Administrative documents used by SSLG (Notice of Meeting, Minutes of Meeting,	

	Resolution, Activity/Project Proposal, Financial Report)	
4:00-5:00	Session 3: How to Craft and Notice of Meeting, Minutes of Meeting, and SSLG Resolution	
<b>DAY 2, JULY 19, 2025</b>		
8:00-8:30	Prayer	AVP
	Nationalistic Song	AVP
	Zumba	AVP
	MOL	Selected DFSSLG Officers
8:30-9:30	Workshop 3: Crafting of NoM and SSLG Resolution	
9:30-10:00	Presentation of Workshop 3 Output	
10:00-11:00	Session 4: How to Conduct a Meeting Using Parliamentary Procedure	
11:00-12:00	Workshop 4: Planning for Final Presentation (DFSSLG Session incorporating the NoM, MoM, Resolution using Parliamentary Procedure)	
12:00-1:00	Lunch	
1:00-1:15	Energizer	Selected RFSSLG Officers
1:15-4:00	Presentation per SDO	
4:00-4:15	Closing Program	
	HOMeward BOUND	