



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

17 OCTOBER 2023

DIVISION MEMORANDUM

No. 455 s. 2023

**PARTICIPATION IN THE LEADERSHIP TRAINING AND CAPACITY DEVELOPMENT**

To: **Assistant Schools Division Superintendent**  
**Chief, Schools Governance and Operations Division**  
**Chief, Curriculum Implementation Division**  
**Division Youth Formation Coordinator**  
**Division BKD Coordinator**  
**All Secondary School Heads**  
**All Others Concerned**  
This Division

1. Regarding the attached invitation from the Local Youth Development Office, this office hereby encourages the Secondary School Youth-Leaders within the division to participate in the **Leadership Training and Capacity Building** on **October 18, 2023** (Wednesday) from 9:00AM – 3:00PM at the Local Youth Development Office, 3<sup>rd</sup> Floor, El Salvador City Hall.
2. The activity aims to empower young people to play a vital role in their own development as well as in that of their communities, helping them to learn vital-skills, develop knowledge on human rights and citizenship and to promote positive civic action.
3. Further, identified list of participants (Annex A) are directed to submit a copy of their parent consent prior of the said activity (Annex B).
4. This office shall adhere to Equal Opportunity Principle (EOP) in the conduct of this activity. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, ethnicity, gender, marital status, religion and political affiliation.
5. This memorandum shall serve as **Authority to Travel** for the mentioned division and teaching personnel.

SGOD/EVM



Address: Zone 3, Poblacion, El Salvador City  
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6. Immediate and wide dissemination of this memorandum is enjoined.

**RANDOLPH B. TORTOLA, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual index

Under the following subject:  
LEARNER LEADERSHIP  
TRAINING

SGOD/EVM



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**Annex A.**

School	Name	Position
Cogon NHS	Sandy Jane C. Nob	President
	Mike Batutay Bulala	Vice President
	Christelle Jhade A. Morales.	Secretary
	Jhairus James M. Abang	President
	Dennis Buna	President
	Jorge C. Cacdac Jr.	Teacher-Adviser
El Salvador City NHS	Mary Ace Sophie E. Daluperi	President
	Harris Kim Palasan	Vice President
	April Guilot	Secretary
	Shaina O. Santos	President
	Jerimie Ceres	President
	Rince Cheal Entice	Teacher-Adviser
HIMAYA NHS	Chynna S. Rabanes	President
	Shakira L. Tabasan	Vice President
	Christine Jay A. Tactay	Treasurer
	Gabriel R. Baldo	President
	Hermie John B. Sumangay	President
	Larken L. Salugsugan	Teacher-Adviser
HINIGDAAN NHS	Reggie R. Salvador	President
	Cielo B. Erestingcol	Vice President
	Rose Anne M. Baculio	Treasurer
	Angel Mae Magnetico	President
	Emadel Rances	President
	Francis Rubi	Teacher-Adviser
KALABAYLABAY IS	Ryan Matthew S. Agan	President
	Rhian Mae S. Maestre	Representative
	Yzie R. Quilab	Representative
	Camille B. Ellias	Representative
	Kesha L. Salo	Representative
	Lougie Mae Batalla	Teacher-Adviser
MOLUGAN NHS	Adrian L. Abellido	President
	Angelito D. Racho	V-President
	Rowen R. Sabasaje	Secretary
	John Loyd L. Tulabing	President
	Joshua S. Zamarro	President
	Mary Ann C. Bete	Teacher-Adviser
SAMBULAWAN NHS	Sarah Bahian	President
	Atheena E. Jariolne	V-President
	Mary joy D. Mag- away	PIO
	Joseph troy C. Segalle	President

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	Jessa mae B. Maquiling	President
	Francis dumalag	Teacher-Adviser
SAN FRANCISCO DE ASIS NHS	John Paul R. Dinganon	President
	Paul Januarios B. Macahills	Protocol Officer
	Dal Ritch Y. Rances	Representative
	Jaylord N. Omongos	Auditor
	Lauro Jr M. Bahian	Protocol
	Christian Delle C. Ragmac	Teacher-Adviser
SINALOC NHS	Junalyn M. Bengar	President
	Mica Alea P. Feril	V-President
	John Carlo A. Tabao	Secretary
	Brint Jade M. Yecyec	President
	Jerick D. Salvador	President
	Joebert B. Alarcon	Teacher-Adviser

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**ANNEX B.**

**Parent's Consent Form**

Name of Student Leader: \_\_\_\_\_  
Birthday: \_\_\_\_\_ Sex: \_\_\_\_\_  
Parent's/Guardian's Name: \_\_\_\_\_  
Relationship to Student Leader: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Activity: **LEADERSHIP TRAINING AND CAPACITY DEVELOPMENT**  
Venue: Local Youth Development Office, 3<sup>rd</sup> Floor, El Salvador City Hall  
Date & Time: October 18, 2023 (Wednesday)  
9:00AM to 3:00PM

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all the foregoing. I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

\_\_\_\_\_  
Parents/Guardian's Name & Signature

\_\_\_\_\_  
Date

**Notes** (other information you may wish to inform the teacher, such as child's medical condition, etc.)

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