



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

OCT 01 2025

**REGIONAL MEMORANDUM**

No. 440, s. 2025

**BAGANI: CAPACITY BUILDING OF DIVISION FEDERATED SSLG PRESIDENTS  
AND DIVISION LEARNER FORMATION COORDINATORS**

To: Schools Division Superintendents  
OIC- Chief Education Supervisor, ESSD  
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), shall conduct **“Bagani: Capacity Building of Division Federated SSLG Presidents and Division Learner Formators’ on October 14-16, 2025 in Dumaguete City**. The final venue will be announced in a separate communication.
2. After the activity, participants are expected to:
  - design and propose at least one actionable program or initiative that demonstrates enhanced leadership skills and applies life and career competencies to address identified needs within their school community;
  - articulate and integrate the principles of nurturing, inspiring, and resilient leadership by embedding the DepEd core values — maka-Diyos, makatao, makakalikasan, and makabansa — into their leadership commitments and action plans;
  - develop a collaborative learner formation framework that promotes inclusivity, strengthens active learner participation, and aligns with the regional mantra, “For every learner, we rise,” by presenting concrete strategies for implementation; and
  - establish mechanisms for monitoring and evaluating learner formation initiatives to ensure sustainability, responsiveness to learner needs, and alignment with mandated programs, activities and projects of DepEd.
3. Anent this, the following are the participants of the aforementioned activity:
  - Regional Director;
  - OIC – Assistant Regional Director;



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- OIC – Chief Education Supervisor, ESSD;
  - OIC – Project Development Officer IV;
  - Regional Technical Working Group;
  - Division Federated SSLG Presidents;
  - Teacher-Advisers of the Division Federated SSLG President; and
  - Division Learner Formation Coordinators.
4. In addition, learner-participants are requested to submit a parent's consent and medical certificate issued from a government physician. For templates, see attached enclosures.
5. Further, the teacher-advisers shall undertake the following responsibilities:
- ensure the safety and security of the learner-participants while traveling to and from the venue;
  - ascertain that the learner-participants' needs are adequately addressed throughout the activity; and
  - uphold and respect the learner-participants' rights by providing proper guidance, protection, and support at all times.
6. The meals and accommodation of the participants shall be charged against the downloaded Program Support Fund for Youth Formation, while the travelling and incidental expenses to local funds or any available funds, all subject to the usual accounting and auditing rules and regulations.
7. For more information, contact **Mr. Felix III D. Mosqueda** through email at [felixiii.mosqueda@deped.gov.ph](mailto:felixiii.mosqueda@deped.gov.ph) / [nir@deped.gov.ph](mailto:nir@deped.gov.ph).
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: None

Incl: None

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

CONFERENCES  
LEARNERS  
PROGRAMS  
TRAININGS

FDM/ESSD-RM/Bagani: Capacity Building  
\_\_\_\_/September 30, 2025



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**TECHNICAL WORKING GROUP**

Program Management

Chairperson:

Felix III D. Mosqueda

Members:

Apple May Ridad

Rodney Torre Franca

Thea Argulles

Rodolfo Apenas Jr.

Alleah Joy Geduriagao

Karla P. Antonio

Health and Medical

Chairperson:

Dr. Mark Jason Mendoza

Members:

Mark Anthony A. Pajuelas

Ligaya T. Bison

Monitoring and Evaluation

John Albert S. Recto



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**ACTIVITY MATRIX**

**October 14-16, 2025 | Dumaguete City**

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Persons Involved</b>
<b>DAY 1</b> <b>October 14, 2025</b>	7:00 a.m. – 7:30 a.m.	Breakfast	TWG
	7:31 a.m. – 8:00 a.m.	Registration/Arrival	TWG
	8:01-9:30 a.m.	<b>Part I. Preliminaries</b> National Anthem Prayer Bagong Pilipinas Hymn DepEd NIR Regional Hymn DepEd Quality Policy Statement  Introduction of the Participants <b>Mr. Felix III D. Mosqueda RN</b> OIC - Project Development Officer IV Education Support Services Division  Welcome Message and Statement of Rationale Objectives <b>Mrs. Ma. Lira Cynthia B. Quejada</b> OIC - Chief Education Supervisor Education Support Services Division  Inspirational Message <b>Dr. Ramir B. Uytico, CESO III</b> Regional Director	TWG
	9:31 a.m. – 10:00 a.m.	<b>Part II. Workshop Proper</b> Leveling Off of Objectives Developing of Learning Contract Presentation of Facilitators	TWG
	10:01 a.m. – 11:00 a.m.	Topic 1 (Plenary): <b>Life Map</b> Speaker: Felix III D. Mosqueda	TWG
	11:01 a.m. – 12:30 noon	Lunch	TWG



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	12:31 noon - 1:30 pm	Check-In to Hotel Rooms	
	1:31 p.m. – 3:00 p.m.	Topic 2 (Plenary): <b>Humanizing the Leader: Knowing Myself Better</b> Resource Speaker: <b>LEA JANICE SICAT – REYES</b> Engagement Officer, Khan Academy	Invited Resource Speaker
<b>Day 2</b> <b>October</b> <b>15, 2025</b>	6:00 a.m. to 8:00 a.m.	Breakfast	TWG
	8:01-8:30 a.m.	Management of Learning	TWG
	8:31-9:30 a.m.	Topic 3 (Plenary): <b>Leading through Communication</b>  Resource Speaker: <b>JEAN COLEEN S. ARAÑA</b> Founder, Big Idea Thinking Lab Consultant, Youth Work Research and Training Center	Invited Resource Speaker
	9:31-10:00 a.m.	Open Forum	TWG
	10:30 a.m.- 11:00 nn	Refreshment	TWG
	11:01 nn- 12:00 p.m.	Topic 4 (Workshop): <b>From Stage Fright to Spotlight: Public Speaking 101</b>  Resource Speaker: <b>ARMAN JAY DUDAS</b> Stakeholder Relations Specialist Prime Asset Ventures	Invited Resource Speaker
	1:31-3:00 p.m.	<b>Skill Demonstration on Public Speaking</b>	Invited Resource Speaker
	3:01-3:30 p.m.	Refreshment	TWG
	3:31-5:00 p.m.	<b>Project Management 101</b>  Resource Speaker: <b>FELIX III D. MOSQUEDA</b> OIC – Project Development Officer IV Education Support Services Division	Felix III D. Mosqueda



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	5:01-5:30 p.m.	Management of Learning	TWG
	5:31-7:00 p.m.	Dinner	TWG
	End of the Day		TWG
<b>Day 3 October 16, 2025</b>	6:00 a.m. to 8:00 a.m.	Breakfast	TWG
	8:01-8:30 a.m.	Management of Learning	TWG
	8:31-12:00 nn	<b>Project Management 101 Presentation of Outputs</b>	TWG
	12:01 noon- 1:00 p.m.	Lunch	TWG
	1:01 p.m. - 3:30 p.m.	<b>Part III. Election of Regional Federated SSLG Officers</b>	Felix III D. Mosqueda
	3:31-4:00 p.m.	Refreshment	TWG
	4:01 – 5:00 p.m.	<b>Part IV. Closing Activities</b>	TWG



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**Enclosure No. 1**

**PARENTAL CONSENT WAIVER and RELEASE**

I, \_\_\_\_\_, as the parent or legal guardian of \_\_\_\_\_, acknowledge that I have been informed of the details of the conduct of **Bagani: Capacity Building of Division Federated SSLG Presidents and Division Learner Formators**, and state/declare that:

1. I give Full Consent for our child/ward \_\_\_\_\_ to participate in the **Bagani: Capacity Building of Division Federated SSLG Presidents and Division Learner Formators** to be conducted by the Department of Education Negros Island Region – Education Support Services on October 14-16, 2025 in Dumaguete City, Negros Oriental;
2. I understand that my child/ward's in-person attendance at the event will include associating with teachers, fellow learners and school personnel, and other persons inside and outside of the school, which may expose my child/ward to communicable diseases, notwithstanding the precautions undertaken by the implementing team to avoid such exposure.
3. I acknowledge that our child/ward's participation in this activity is completely voluntary and he/she may decline to participate at any time for any reason. Aware of the risk of possible transmission of any communicable diseases to my child/ward, and to the members of my household, I freely assume the said risk and permit my child/ward to attend this activity.
4. To the best of my knowledge, my child/ward is in good physical condition and I confirm that he/she does not have any symptoms for communicable disease.
5. I will not allow our child/ward to participate in the **Bagani: Capacity Building of Division Federated SSLG Presidents and Division Learner Formators** if he/she or any member of my household develops any symptoms of illness that may or may not be related to any communicable disease. I will also inform the school/division and not allow my child/ward to attend the activity, if he/she or any members of my household test positive for any communicable disease.
6. I give full permission to any video/audio recording or picture taken of my child/ward during the conduct of the activity; for purposes of documentation my child/ward's images, contribution, or performance may be used in any publication created by or for the DepEd NIR -ESSD and to release this material through DepEd official platforms, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012.



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7. I agree to and understand the commitment of my child/ward as a participant and will support his/her endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow participants and to DepEd.
8. To the extent allowed by law and rules, I 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.
9. With full understanding, I freely and voluntarily give my consent to my child/ward's participation in the activity. I also attest that I sought the views of my child/ward and he/she has expressed his/her willingness to participate in the activity; and
10. By signing below, I acknowledge and represent that I have read this document, took time to understand it, and eventually sign it voluntarily as my own free act and deed.

Signed this \_\_\_\_ day of \_\_\_\_\_ 2025 at \_\_\_\_\_, Philippines.

Signature of Parent/Guardian over Printed Name	Contact Details (Mobile Number)

Name of Child/Ward	Date

## LEARNER-PARTICIPANT CONSENT, WAIVER and RELEASE

1. I, \_\_\_\_\_, agree to participate with the consent of my parent/s and/or legal guardian in the **Bagani: Capacity Building of Division Federated SSLG Presidents and Division Learner Formators** to be conducted by the Department of Education Negros Island Region – Education Support Services on October 14-16, 2025 in Dumaguete City, Negros Oriental;
2. I give permission to DepEd and its representatives to make recordings of my voice and to take photographs and/or videos in which I appear, to be used for the communications and various public campaigns of DepEd be it 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 my personal information and data, that are necessary to successfully host the 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 letter and information leaflet, and therefore know the purpose of the project/activity and my participation therein.
5. With full understanding, I freely and voluntarily give my consent to my participation in the activity.

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Name of Learner-Participant

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Name of School

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Age

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Date



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**Enclosure No. 2**

**MEDICAL CERTIFICATE**

Date: \_\_\_\_\_

Name of Patient: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_

Vital Signs:

BP: \_\_\_\_\_

O2 Saturation: \_\_\_\_\_

Temp: \_\_\_\_\_

Respiratory Rate: \_\_\_\_\_

Weight: \_\_\_\_\_ (kgs)

Height: \_\_\_\_\_ (cm)

History and Physical Exam:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Findings: \_\_\_\_\_

This is to certify that \_\_\_\_\_, of \_\_\_\_\_, is fit to join the Bagani: Capacity Building of Federated. Division SSLG Presidents and Division Learner Formation Coordinators on October 14-16, 2025 in Dumaguete City.

\_\_\_\_\_  
Signature over Printed Name of Physician  
License Number:



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