



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 574, s. 2025

03 SEP 2025

**PARTICIPATION TO THE LEADERSHIP TRAINING FOR REGIONAL  
FEDERATED LEARNER GOVERNMENT OFFICERS, TEACHER-ADVISERS, AND  
PROJECT DEVELOPMENT OFFICERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
Public Secondary School Heads  
All Others Concerned

1. Relative to Regional Memorandum No. 1149, s. 2025, the Education Support Services Division (ESSD), in collaboration with the Human Resource Development Division (HRDD), will conduct the Leadership Training for Regional Federated Learner Government Officers, Teacher-Advisers, and Project Development Officers on September 15–18, 2025, at J&V Hotel and Resort, Sevilla Center, City of San Fernando, La Union.

2. The following participants from the Schools Division of the City of Batac are identified to attend:

NAME	REPRESENTATION	SCHOOL/OFFICE
Angelo M. Bangcud	Project Development Officer I	SDO City of Batac
Joe Jayson Caletena	DFSSLG TA President	Gen. Artemio Ricarte SHS
Rick Xyvender C. Purisima	DFSSLG President	Gen. Artemio Ricarte SHS
Adrian Jake B. Bucalig	DFSSLG Vice President	City of Batac NHS Poblacion
Keith Nicole Agno	DFSSLG Secretary	City of Batac NHS School Payao
Syezia Joyce M. Sapaden	DFSSLG Treasurer	Crispina Marcos-Valdez NHS
Dranreb Nylaron B. Barroga	DFSSLG Auditor	Ferdinand E. Marcos SHS
Sarah Manganteng	SSLG Vice-President	City of Batac NHS Rayuray
Rafael Ivan T. Quilit	DFSSLG Protocol Officer	Batac National High School

3. Also, the election and oath-taking of SY 2025–2026 officers and teacher-advisers of the Regional Federated Organizations shall also take place during the event.

4. All identified participants are requested to report to the SDO – School Health Unit on September 4, 2025, from 7:00 A.M. to 9:00 A.M. for a medical check-up in preparation for the training. A short meeting will follow immediately after the check-up.

5. Participants must arrive at the venue on September 15, 2025. Check-in is at 2:00 P.M., with dinner as the first meal to be served. Check-out will be on September 18, 2025, at 5:00 P.M., with PM snacks as the last meal.

6. Travel and other incidental expenses of participants including learners relative to their participation in the said event shall be charged against local or school funds subject to the usual accounting and auditing rules and regulations.
7. This memorandum serves as the Authority to Travel for all participants, contingent upon securing appropriate parental consent for learners (see attached template)
8. Attached is the Regional Memorandum No. 1149, s. 2025 from the Office of the Regional Director for reference.
9. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: as stated

Reference: none

To be included in the Perpetual Index

Under the following subject:

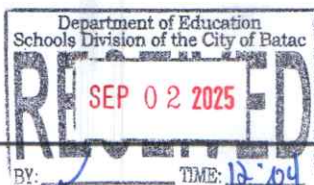
CONFERENCES	MEETINGS
ORIENTATION	OFFICIALS
SEMINARS	TRAINING

SGOD/amb/ RFSSLG Leadership Training  
2513342/ 0010/ September 3, 2025





Republic of the Philippines  
**Department of Education**  
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**REGIONAL MEMORANDUM**

No. 1149 s. 2025

**LEADERSHIP TRAINING FOR REGIONAL FEDERATED LEARNER  
GOVERNMENT OFFICERS, TEACHER-ADVISERS AND PDOs.**

To: Schools Division Superintendents

1. The Education Support Services Division, in collaboration with the Human Resource Development Division, will conduct a **Leadership Training for Regional Federated Learner Government Officers, Teacher-Advisers and PDOs**. This training will take place at **J&V Hotel and Resort, Sevilla Center, City of San Fernando, La Union** from **September 15-18, 2025**.

2. The objectives of this training are to:

- Capacitate the student-leaders, teacher-adviser and PDOs on leadership.
- Further develop the leadership skills of learner leaders and teacher advisers: and
- Equip participants with essential skills for the effective implementation and management of projects, programs, and activities within their organizations.

3. Participants to this training are the following:

- All Division Federated Supreme Secondary Learner Government Officers.
- One (1) Division Federated Supreme Secondary Learner Government Teacher-Adviser (President), and
- One (1) Project Development Officer I (Division Learner Formation Coordinator – Learner Government Program focal person)

4. The Election and oath-taking for SY 2025-2026 officers and teacher-advisers of the regional federated organizations will take place during the event.

5. Parental consent is required for participating learners and must be submitted at the registration (copy attached).

6. Election for Supreme Elementary Learner Government will be held online.



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7. Participants are expected to arrive at the venue on September 15, 2025, check-in time shall be at 2 o'clock in the afternoon and dinner shall be the first meal to be served. Check-out is on September 18, 2025 at 5 o'clock in the afternoon with the final meal being PM snacks.
8. Travel and other incidental expenses of participants including learners related to this training shall be charged against any available local or school funds subject to the usual accounting and auditing rules and regulations.
9. Participants with comorbidities are discouraged to participate in the training.
10. Proper documentation and reporting are required.
11. Immediate and wide dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
Director IV

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

CONFERENCES  
MEETINGS  
ORIENTATION  
OFFICIALS  
SEMINARS  
TRAINING PROGRAMS

ESSD/dcn/dsp/RM\_Leadership-Training\_2025-2026  
September 1, 2025



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Enclosure No. 1 to RM No. \_\_\_\_\_, s. 2025 (Parental Consent)

**PARENTAL CONSENT AND WAIVER FORM**

I hereby freely and voluntarily give my consent to my child/ren's participation in the **LEADERSHIP TRAINING FOR REGIONAL FEDERATED LEARNER GOVERNMENT OFFICERS, TEACHER-ADVISERS AND PDOs** at J&V Hotel and Resort, Sevilla Center, Diversion, City of San Fernando, La Union. I also attest that I had sought the views of my child/ren and he/she has expressed willingness to participate in the activity.

I have considered the benefits that my child/ren will derive from participating in this activity provided that due care and precautions will be observed and ensure the comfort and safety of my child/ren.

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 and its personnel as well as officials and personnel of the Department of Education relative to the conduct of the activity.

**CONTACT DETAILS FOR QUESTIONS OR PROBLEMS**

For any concerns or clarifications, you may contact the Education Support Services Division via landline at 072-682-2324 local 119 or via email at [essd.region1@deped.gov.ph](mailto:essd.region1@deped.gov.ph).

\_\_\_\_\_  
Signature of Parent/Guardian over Printed Name

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Name of Learner

\_\_\_\_\_  
Date