



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 714, s. 2025

28 OCT 2025

DIVISION LEARNERS' CONVERGENCE 2025

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

1. The Schools Division of the City of Batac (SDCB), in collaboration with the City Government of Batac, will conduct the Division Learners' Convergence 2025 (DLC) 2025 dubbed as ALAB: Aspiring Leaders Achieving Breakthroughs on November 11-12, 2025, at the SDCB Conference Hall.

2. The DLC 2025 aims to:

- a. Enhance essential leadership skills such as communication, teamwork, and problem-solving, contributing to the personal and professional growth of aspiring learner-leaders;
- b. Inspire learners to connect and collaborate with fellow youth leaders across schools; and
- c. Encourage the creation of innovative solutions to common challenges faced in their respective school communities.

3. The participants in this two-day activity include teacher-advisers, current and aspiring learner-leaders from public and private secondary schools within the Schools Division of the City of Batac. School heads are requested to identify participants and accomplish the registration form through this link: <https://tinyurl.com/SDOBatacDLC2025> on or before October 30, 2025. Details on the number of participants and selection guidelines are indicated in the said form.

4. No registration fees shall be collected from any delegate. Expenses relative to the conduct of the activity shall be charged against the 2025 Special Education Fund – Learning Support Services Programs: Leadership Training for Youth Leaders of the City Government of Batac, subject to the usual accounting and auditing rules and regulations.

5. The designated chaperones who shall render meritorious service on weekends or holidays during the conduct of the activity shall be granted service credits for teaching personnel and compensatory time-off (CTO) pursuant to DepEd Order 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credit for Teachers.

6. This memorandum serves as the Authority to Travel for all participants, contingent upon securing appropriate parental consent for learners (see attached template). Learners without a signed parental consent and waiver form shall not be allowed to participate.

7. Attached are the following enclosures for reference:
Enclosure 1: Training Matrix
Enclosure 2: Parental Consent and Waiver Form

8. For information and guidance.



SDCB RECORDS UNIT

2517413



DepEd Batac City

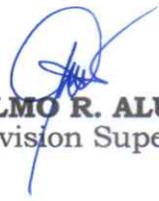


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Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: as stated
Reference: none
To be included in the Perpetual Index
Under the following subject:
CONFERENCES MEETINGS
SEMINARS TRAINING

SGOD/amb/ DLC 2025
0014/ October 24, 2025



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Enclosure 1: Training Matrix

TRAINING MATRIX/ DESIGN

DAY 1 (November 11, 2024)	
Time	Activities
7:30 a.m. – 8:00 a.m.	Registration of Participants
8:01 a.m. – 9:00 a.m.	<p><u>Opening Program</u></p> <ul style="list-style-type: none"> * Philippine National Anthem (AVP) * Prayer (AVP) * Welcome Remarks and Presentation of Participants: NEMALYN M. ULEP The Chief Education Supervisor, SGOD * Message ANSELMO R. ALUDINO Schools Division Superintendent * Message HON. MARK CHRISTIAN “MARKEE” R. CHUA City Mayor * House Rules ANGELO M. BANGCUD Project Development Officer I /Youth Formation Coordinator
9:01 a.m. – 10:00 a.m.	Getting to Know You
10:01 a.m. – 10:15 a.m.	Health Break
10:16 a.m. – 11:45 a.m.	Topic 1: <i>Lead Up: Empowering Learners to Take the Lead</i>
11:46 a.m. - 12:00 p.m	Open Forum
12:01 p.m. – 1:00 p.m.	Lunch
1:01 p.m - 1:30 p.m.	Management of Learning
1:31 p.m. – 3:00 p.m.	Topic 2: <i>Rise Up: Inspiring Courage and Resilience in Leadership</i>
3:01 p.m. – 3:15 p.m.	Health Break
3:16 p.m. – 4:45 p.m.	Continuation of Topic 2
4:46 p.m. – 5:00 p.m.	Announcements
DAY 2 (March 1, 2024)	
Time	Activities
8:00 a.m. – 8:30 a.m.	Management of Learning/ Preliminaries
8:31 a.m. – 10:00 a.m.	Topic 3: <i>Build Up: Strengthening Skills for Lasting Impact</i>

10:01 a.m. – 10:15 a.m.	Health Break
10:16 a.m. – 11:45 a.m.	Topic 3: <i>Geared Up: Preparing Leaders for Purpose and Action</i>
11:46 a.m.- 12:00 p.m	Open Forum
12:01 p.m. – 1:00 p.m.	Lunch
1:01 p.m - 1:30 p.m.	Management of Learning/ Preliminaries
1:30 p.m. -4:30 p.m.	Team Building Activity: <i>Fostering Unity, Trust, and Collaboration</i>
4:31 p.m. – 5:00 p.m.	Closing Program <ul style="list-style-type: none"> * Makabayan Song * Impressions * Distribution of Certificates * Ways Forward and Words of Challenge: ARNEL S. BANDIOLA Assistant Schools Division Superintendent * Closing Remarks MARILOU B. SALES, EdD Chief Education Supervisor, CID



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Enclosure No. 2

PARENTAL CONSENT AND WAIVER FORM

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details of the conduct of the **DIVISION LEARNERS' CONVERGENCE 2025** that will be held on **November 11-12, 2025** at **SDO Batac Conference Hall**.

I understand that the Schools Division of the City of Batac shall implement the minimum public health standards set by the government to minimize the risk of the spread of any communicable disease, but it cannot guarantee that my child will not become infected.

I understand that my child'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 that may put my child at risk of transmission of any communicable disease, notwithstanding the precautions undertaken by the implementing team.

Voluntary Participation

I acknowledge that my child's participation in this activity is completely voluntary. My child may decline to participate or withdraw from participation at any time for any reason. Declining or withdrawing participation will not result in any penalty or loss of benefits or reduction of any basic right to which my child is entitled. While there remains the risk of possible transmission of any communicable disease to my child/ren, and to the members of my household, I freely assume the said risk and I permit my child/ren to attend this activity.

Exclusion (Limitations/Ineligibility)

I am aware that symptoms of any communicable disease include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and diarrhea.

I confirm that my child currently has none of those symptoms and is in good health. I will not allow my child to physically go to the event if my child or any member of my household develops any of the said symptoms or any other 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 to attend the event if my child or any of my household members test positive for any communicable disease. My child/ren and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and community.



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Documentation

I confirm that I give full permission in any recording or picture taken of my child during the conduct of this event and to use some or all my child's images/ contribution/ performance in any publication (including electronic publications such as film or website) created by or for the SDO-YFD and to release this material to DepEd official platforms.

Confidentiality

I am aware that any information that will be given during the activity will be kept strictly confidential, and personal information will be treated in accordance with the Republic Act 10173, Data Privacy Act of 2012. I am assured that the information about my child will not be shared outside of the implementation team. My child's name will not be used when data from this activity is analyzed.

I hereby confirm that I agree and understand the commitment of my child as a participant. I also understand and will support my child's endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow participants and to DepEd.

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

With full understanding, I – on behalf of myself, my household members, and my child/ren – hereby freely and voluntarily give my consent to my child's participation in the activity from November 11-12, 2025. I also attest that I had sought the views of my child and he/she has expressed a willingness to participate in the activity.

CONTACT DETAILS FOR QUESTIONS OR PROBLEMS

For any concerns or clarification, you may contact SDO Batac through the email address batac.city@deped.gov.ph

<hr/> Signature of Parent/Guardian over Printed Name	<hr/> Contact Details (Mobile Number)
<hr/> Name of Child/ren	<hr/> Date

** Please submit this form to your child's school prior to participation in the event.*

LEARNER CONSENT, WAIVER, INDEMNITY and RELEASE

(To be completed by the Learner)

I, _____, agreed to participate with the consent of my parents and/or legal guardian in the Division Learners' Convergence 2025 at SDO Batac Conference Hall.

I agree to give permission to the **Department of Education (DepEd)** and its representatives to make recordings of my voice and to take photographs and/or videos in which I appear in at the event and location stated above, to be used for the communications and various public campaigns of the Department be it in print, broadcast and/or electronic media.

I have read and understood the accompanying letter and information leaflet. For things I do not understand, I will ask my Parent/Guardian to clarify the objective of the activity for me.

I know the purpose of the project/activity and the part I will be involved in. I know that DepEd and its representative are not allowed to use the information about me in any form that might harm my rights and well-being.

_____ Name and Signature of Learner	_____ Name of School
_____ Age	_____ Date