



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 177, s. 2025

25 NOV 2025

LEAD WITH SMILE 2025

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

1. The Schools Division of the City of Batac (SDCB), will conduct the Leadership Enhancement, Advancement, and Development with Stress Management in Learning Environments 2025 (LEAD with SMILE) with the theme "Lead with Heart, Smile with Strength: Building Resilient Learners for a Brighter Tomorrow" on December 2-4, 2025 at JLP Paoay Lake Hotel and Resort.
2. The LEAD with SMILE 2025 aims to:
 - improve interpersonal and communication skills of learner-leaders;
 - strengthen relationships among learner-leaders to encourage collaboration and create a supportive space for sharing ideas and practices
 - facilitate the Up for Learners' Insights, Feedback, and Thoughts (UpLIFT) session with the learner-leaders; and
 - distribute IEC and advocacy materials under the Barkada Kontra Bisyo program.
3. The participants for this three-day activity include teacher-advisers and the identified Supreme Secondary Learner Government (SSLG) officers for SY 2025-2026. The Division Federated Officers, along with the Program Management Team, are expected to arrive on Day 1 (December 2, 2025), while the remaining participants will join on Days 2 and 3 (December 3-4, 2025). Please refer to the attached list for details. Any replacement of participants must be of the same gender to accommodate room assignments and must be communicated to the Division Office at least one day prior to the activity.
4. No registration fees shall be collected from any participant. Expenses related to the conduct of the activity shall be charged to the Learner Support Program Fund (Sub-ARO ROI-25-1485), while travel expenses may be charged against local funds, subject to existing 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.



SDCB RECORDS UNIT

2519138



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



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

7. Attached are the following enclosures for reference:
Enclosure 1: Training Matrix
Enclosure 2: List of Participants
Enclosure 3: Parental Consent and Waiver Form
8. 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
SEMINARS TRAINING

SGOD/amb/ LEAD with SMILE 2025
0017/ November 24, 2025

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent



Republic of the Philippines
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 REGION I
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Enclosure 1:

TRAINING MATRIX

DAY 1 (December 2, 2025) – 19 Participants	
Time	Activities
1:30 p.m. – 2:00 p.m.	Arrival and Registration of Participants
2:01 p.m. – 3:00 p.m.	Opening & Orientation (Overview of preparatory objectives)
3:01 p.m. – 3:15 p.m.	PM Snacks
3:16 p.m. – 5:00 p.m.	FGD: Planning series of activities, finalizing facilitation assignments
5:01 p.m. – 6:30 p.m.	Program Materials & Roles Finalization: Preparation of materials, logistics check, and role assignments
6:31 p.m. – 7:30 p.m.	Dinner
7:31 p.m. – 9:00 p.m.	Rehearsal & Coordination: Dry-run of opening ceremonies, sessions, contingencies, and wrap-up
DAY 2 (December 3, 2025) – additional 49 Participants	
Time	Activities
6:00 a.m. – 7:30 am	Breakfast (19 pax)
7:30 a.m. – 8:00 a.m.	Arrival and Registration of Participants (49 pax)
8:01 a.m. – 8:30 a.m.	Opening Program * Philippine National Anthem (AVP) * Prayer (AVP) * Welcome Remarks and Presentation of Participants by The Chief Education Supervisor, SGOD * Message of the Schools Division Superintendent * House Rules by the Youth Formation Coordinator/Project Development Officer I
8:31 a.m. – 9:00 a.m.	Getting to Know You
9:01 a.m. – 10:00 a.m.	Session 1: The Healthy Leader: Balancing School, Leadership Roles, and Personal Well-Being
10:01 a.m.-10:15 a.m.	Break
10:16 a.m. – 11:45 a.m.	Session 2: Calm in the Chaos: Practical Stress Management for Youth Leaders
11:46 a.m.- 12:00 p.m.	Open Forum
12:01 p.m. – 1:00 p.m.	Lunch
1:01 p.m. – 2:00 p.m.	Session 3: The Leadership Reality Check: Discoveries about Myself, My Team, and Service
2:01 p.m. – 3:00 p.m.	Team Building Activities: Lead, Laugh, Link: A Team-Building Experience
3:01 p.m. – 3:15 p.m.	Break
3:16 p.m. – 6:30 p.m.	Continuation of the Team Building Activities
6:30 p.m. – 7:30 p.m.	Dinner
DAY 3 (December 4, 2025)	
Time	Activities
6:00 a.m. – 8:00 am	Breakfast
8:00 a.m. – 8:30 a.m.	Assembly/ Management of Learning/ Preliminaries
8:31 a.m. – 9:00 a.m.	Session 4: CHOICE – Choosing Healthy Options Instead of Challenging Enticements
9:01 a.m. – 10:00 a.m.	Barkada Kontra Bisyo Video Advocacy Production
10:01 a.m.-10:15 a.m.	Break

10:16 a.m. – 11:45 a.m.	Continuation of Production and Presentation of Outputs
11:46 a.m.- 12:00 p.m	Open Forum
12:01 p.m. – 1:00 p.m.	Lunch
1:01 p.m - 3:00 p.m.	Focus Group Discussion: UpLIFT (Up for Learners' Insights, Feedback, and Thoughts): Voice of the Learners
3:01 p.m. – 3:15 p.m	Break
3:16 p.m – 4:00 p.m	Commitment Pledges
4:01 p.m. – 5:00 p.m.	Closing Program * Makabayan Song * Impressions * Distribution of Certificates * Challenge and Closing Remarks



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Enclosure No. 2

LIST OF PARTICIPANTS

NO.	NAME	DESIGNATION	School/Office
1	Keith Nicole Agno*	SSLG President	City of Batac National High School Payao
2	Miecaella Kyla A. Gutlay	SSLG Vice-President	
3	Mjhay T. Guetteng	SSLG Auditor	
4	Jan Andreigh Morales	SSLG PIO	
5	Angel Zia A. Putulan	SSLG Protocol Officer	
6	Jian Gabriel C. Bartolome	SSLG Protocol Officer	
7	Charice Calderon	SSLG Protocol Officer	
8	Jared I. Manzanias	SSLG Teacher-Adviser	
9	Angel D. Calica*	SSLG President	City of Batac National High School Rayuray
10	Sarah Elisha I. Manganteng	SSLG Vice-President	
11	Athen Greece B. Gaoat	SSLG Secretary	
12	Frinzes Vanesa O. Bulong	SSLG Treasurer	
13	Almica Mae L. Galapon	SSLG Auditor	
14	Mark Zaijan G. Agudo	SSLG PIO	
15	Jerald Renz Baga	SSLG Protocol Officer	
16	Mariele Mae T. Ambrocio	SSLG Teacher-Adviser	Batac National High School
17	Rafael Ivan T. Quilit*	SSLG President	
18	Denise Alexa Mangabat	SSLG Vice-President	
19	Trixelle Mae B. Bumatay	SSLG Secretary	
20	Asia Shayne Putia	SSLG Treasurer	
21	Maricris Jandey G. Aguinaldo	SSLG Auditor	
22	Jewel S. Corpuz	SSLG PIO	
23	Franz Nelu R. Pasugnod	SSLG Protocol Officer	City of Batac National High School Poblacion
24	Kenneth Alexander Irving Diric	SSLG Teacher-Adviser	
25	Adrian Jake B. Bucalig*	SSLG President	
26	Aldredz Clarenz P. Yate	Grade 8 Representative	
27	Angela C. Marciano	SSLG Secretary	
28	Rheine Angelee F. Batulayan	SSLG Treasurer	
29	Rogine Keith S. Cabudol	SSLG Auditor	
30	Carl John S. Macadangdang	Grade 7 Representative	Crispina Marcos-Valdez National High School
31	Trishia Mae P. Bayangos	Grade 7 Representative	
32	Norman R. Battulayan	SSLG Teacher-Adviser	
33	Syezia Joyce M. Sapden*	SSLG President	
34	Ma. Venice Jeline A. Gabbac	SSLG Vice-President	
35	Joyreign O. Rocutan	SSLG Secretary	
36	Melody B. Agtunong	Grade 10 Representative	
37	Janz Reiver A. Gabbac	SSLG Auditor	Ferdinand E. Marcos Senior High School
38	Dwaynah Jade A. Cacas	SSLG PIO	
39	Jhenina S. Bulong	SSLG Protocol Officer	
40	John Frederick G. Batucal	SSLG Teacher-Adviser	
41	Dranreb Nyl Aron B. Barroga*	SSLG President	
42	Dan Rheyman B. Birginias	SSLG Vice-President	
43	Athena Zeireen G. Manalo	SSLG Secretary	
44	Kimmy Keileen M. Domingo	SSLG Treasurer	

45	Alice Anne A. Obien	SSLG Auditor	
46	Janice A. Barroga	SSLG PIO	
47	Nuwitzki Lance C. Esmenda	SSLG Protocol Officer	
48	Mark Janree L. Valencia	SSLG Teacher-Adviser	
49	Rick Xyvender C. Purisima*	SSLG President	General Artemio Ricarte Senior High School
50	Jethro R. Bañez	SSLG Vice-President	
51	Joellie May R. Gabuten	SSLG Secretary	
52	Christzha Leigh B. Sanguir	SSLG Treasurer	
53	Lyra Selene C. Calimag	SSLG Auditor	
54	Faiza Pascual	SSLG PIO	
55	Mixha Kylie D. Esteban	SSLG Protocol Officer	
56	Joe Jayson Caletena	SSLG Teacher-Adviser	
57	Anselmo R. Aludino*	Schools Division Superintendent	Schools Division Office
58	Arnel S. Bandiola*	Assistant SDS	
59	Nemalyn M. Ulep*	Chief Education Supervisor, SGOD	
60	Angelo M. Bangcud*	Project Development Officer I	
61	Jocelyn L. Aribuabo*	Education Program Supervisor	
62	Adelaida P. Manglal-lan*	Guidance Counselor II	
63	Dolores A. Ubiña*	Senior Education Program Specialist	
64	Dr. Maritess D. Diego*	Medical Officer III	
65	Rhaian A. Gamet*	Project Development Officer II	
66	Chrisse Julianne R. Pugat*	Administrative Assistant III	
67	Jacqueline G. Abiño*	Engineer III	
68	Jedidiah B. Jagto*	Nurse II	

***attendees for day 1 (Dec. 2, 2025), while the rest will join for day 2-3 (Dec. 3-4, 2025)**



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Enclosure No. 3

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 **LEAD with SMILE 2025** that will be held on **December 2-4, 2025** at **JLP Paoay Lake Hotel and Resort**.

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.

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 December 2-4, 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

Signature of Parent/Guardian over Printed Name	Contact Details (Mobile Number)
Name of Child/ren	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 **LEAD with SMILE 2025** that will be held on **December 2-4, 2025** at **JLP Paoay Lake Hotel and Resort**.

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