



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

18 August 2025

DIVISION MEMORANDUM

No. 419, s. 2025

**ENHANCING LEARNER FORMATION DIVISION THROUGH LEARNER LEADERS
(LEARNER EMPOWERMENT AND DEVELOPMENT THROUGH EFFECTIVE
REPRESENTATION AND SERVICES) IN THE IMPLEMENTATION OF
LEARNER GOVERNMENT (LG) PROGRAM,
PROJECTS AND ACTIVITIES**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads
All Others Concerned

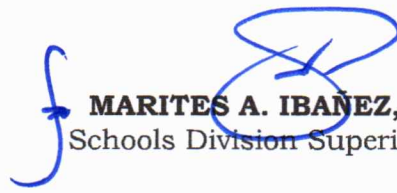
1. Pursuant to DepEd Order No. 52 series 2015, the Learner Formation Division formerly the Center for Student and Co – Curricular Activities (CSCA) and Youth Formation, mandates to develop, recommend and oversee the implementation of policies, and guidelines that enable DepEd units to effectively deliver Learner Formation programs, project and activities across the country.
2. Relative to this the School Governance and Operations Division (SGOD) – Learner Formation Division shall conduct Enhancing Learner Formation Division through Learner **LEADERS** (Learner **E**mpowerment **A**nd **D**evelopment through **E**ffective **R**epresentation and **S**ervices) in the implementation of Learner Government (**LG**) Program, Projects and Activities on August 26, 2025 at Rosario Resort and Hotel, Rosario, Batangas.
3. This activity aims to be equipped with the necessary skills, knowledge, and values to effectively perform their duties and contribute meaningfully to the overall mission of the Department of Education by:
4.
 - a. Understanding roles, functions and significance of Learner Formation Division of the Department of Education as foundation for an effective implementation of LG PPA in schools in alignment with DepEd's Puso-Galing-Talino Framework;
 - b. Update Assistance – Implementation – Management (AIM) Learner Formation Strategic Plan for Learner Government PPAs in alignment with DepEd CALABARZON's Batang Bayani Program.
 - c. Improve leadership roles, serve as Learner Representatives in the Child Protection Committee (DepEd Order No. 40 series 2012),



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Members of the Student-Led School Watching Team (DepEd Order No. 23 series 2015 and Peer Navigators in support to Responsible Parenthood and Reproductive Health Act (RA 0354)

5. Participants in this activity are the Sub-office Federated Supreme Secondary Presidents and their Teacher Adviser (**Annex A**). Learner Participants are required to secure Parental Consent and Waiver Form (**Annex B**) and submit during the registration.
6. Division Learner Formation Coordinators are expected to arrive at the venue on Day Zero for the necessary preparations and coordination prior to the official commencement of the activity. Since Day 0 of the activity falls on a Monday (National Heroes Day), a Compensatory Time Off (CTO) shall be granted to eligible personnel in accordance with existing Civil Service Commission (CSC) rules and DepEd policies.
7. This memorandum also serves as the authority to travel of the learner, teacher adviser and SDO personnel participants.
8. Attached herein are the program management team and matrix.
9. Travel Expenses of school personnel shall be charged to respective School MOOE / local funds while the SDO personnel shall be charged to Division MOOE subject to usual accounting and auditing procedures.
10. Immediate dissemination of and compliance with this Memorandum are expected.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: Annex A, Annex B, Annex C, Annex D
Reference: DepEd Order No. 52 series 2015

To be indicated in the Perpetual Index under the following subject:
Issuances: Division Memorandum

RJG/Enhancing Learner Formation Division through Learner LEADERS (Learner Empowerment And Development through Effective Representation and Services) in the implementation of Learner Government (LG) Program, Projects and Activities/S2-111024/8-15-2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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ANNEX A

LIST OF PARTICIPANTS

Supreme Secondary Learner Government and Teacher Adviser

Sub-office	School	President	Teacher-Adviser
1. Balayan East	Lucban NHS	Vian Jera Miel M. Toyo	Elmer S. Del Mundo
2. Balayan West	San Piro NHS	Joycerene Nicole Tolentino	Lucky M. Baculo
3. Calaca	Calaca SHS	Rihanna P. Quiroz	Bryan M. Razon
4. Calatagan	Lucsuhin NHS	Arabella Mijara Ligan	Sherryl Z. Maranan
5. Lemery	Gov. Feliciano Leviste MNHS	Ma. Reena M. Moredo	Clarinda G. Villanueva
6. Lian	Lian SHS	Noel John L. Lagui	Alexis L. Alumno
7. Nasugbu East	Banilad NHS	Dianne N. Maningat	Maria Luisa L. Udarbe
8. Nasugbu West	Dr. Crisogono B. Ermita Sr. MNHS	Earl Andrew Soltes	Keith Ian S. Demafelix
9. Taal	Taal SHS	Darlene V. Saldivar	Isle Jean D. Segunial
10. Tuy	Tuy SHS	Rexel Barameda	Brian Paolo R. Cruz
11. Bauan West	Bauan Technical INHS	Dorothy Carmona Mendoza	Almira Delos Reyes
12. Lobo	Lobo SHS	Jelian C. Ramirez	Jay-Ann R. Matira
13. Mabini	Anselmo A. Sandoval MNHS	Maria Anika D. Casaljay	Christopher O. Arellano
14. San Luis	Sta. Monica NHS	Sofia Pelayo	Alvin Mancilla
15. San Pascual	San Pascual SHS II	Marie Loren D. Castor	John Dale E. Evangelio
16. Tingloy	Tingloy SHS	Ejhay Padua	Kloster Jan M. De Claro
17. Agoncillo	Agoncillo SHS	Sophia Cassandra E. Mendoza	Jevemare R. Dalangin



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18. Alitagtag	Alitagtag SHS	Aliyaah Mae L. Rosales	Melody B. Buenaventura
19. Balete	Primitivo Kalaw SHS	Kyle Andrei Malabanan	Willy Abert A. Braza
20. Cuenca	Cuenca SHS	Jolina Z. Salud	Rizel Joy P. Lingao
21. Laurel	Placido T. Amo SHS	Paul Justine M. Palo	Mary Cherill P. Umali
22. Malvar	Malvar SHS	Christian C. Arim	John Christian Sabaulan
23. Mataasnakahoy	Mother Chiara Biagiotti School	Asher Whinslei L. Cabuyao	Ericka M. Buño
24. San Nicolas	San Nicolas IHS	Jonathan A. Pesigan	Anna Marie A. Reyes
25. Sta. Teresita	Sta. Teresita NHS	Chrisel Daryn B. Pasia	Sidney Dominic C. Bonite
26. Talisay	Talisay SHS	Michaela Angela T. Turiaga	Jeremy G. Exconde
27. Ibaan	Dr. Juan A. Pastor MNHS	Jade Cathrise Barte	Kris Elaine L. Lalusin
28. Padre Garcia	Padre Garcia INHS	Marinel Magsino	Ramilyn L. Sabban
29. Rosario East	Baybayin INHS	Alyssa Jane C. Ilagan	Ma. Isabel B. Aclan
30. Rosario West	Itlugan INHS	Earl Zyron R. Zulueta	Vince Oliver A. Libao
31. San Jose	Dr. Bonifacio A. Masilungan INHS	Keon Hansen Regencia	Marlon R. Castillo
32. San Juan East	San Juan SHS	Kleezea Paula E. Macasaquit	Charmaine Kisses S. Cabel
33. San Juan West	Sico 1.0 INHS	Khiane Rojie G. Razon	Leizel A. Mendoza
34. Taysan	Dagatan INHS	Rein T. Quirabu	Maricel B. Adaya



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Annex B

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 **ENHANCING LEARNER FORMATION DIVISION THROUGH LEARNER LEADERS (LEARNER EMPOWERMENT AND DEVELOPMENT THROUGH EFFECTIVE REPRESENTATION AND SERVICES) IN THE IMPLEMENTATION OF LEARNER GOVERNMENT (LG) PROGRAM, PROJECTS AND ACTIVITIES** that will be held on **August 26, 2025** at **Rosario Resort and Hotel, Rosario, Batangas**.

I understand that the Schools Division Office – Batangas Province of the Department of Education (DepEd) 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.



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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 DepEd-Regional Office CALABARZON 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 to be held on July 1, 2024. I also attest that I had sought the views of my child and he/she has expressed a willingness to participate in the activity.



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CONTACT DETAILS FOR QUESTIONS OR PROBLEMS

For any concerns or clarification, you may contact the Division Youth Formation Coordinator through the email address _____.

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.*



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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 Enhancing Learner Formation Division Through Learner **LEADERS** (Learner Empowerment And Development through Effective Representation and Services) in the implementation of Learner Government (LG) Program, Projects and Activities at Rosario Resort and Hotel, Rosario, Batangas.

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 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 of Learner	_____ Name of School
_____ Age	_____ Date



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Annex C

TRAINING MANAGEMENT STRUCTURE

NAME	POSITION	SEX	SECTION/STATION
Marites A. Ibañez, CESO V	SDS	Female	SDO - OSDS
Jofit P. Dayoc, CESE	ASDS	Male	SDO - OSDS
Rhina O. Ilagan	ASDS	Female	SDO - OSDS
Mario B. Maramot	SGOD – Chief	Male	SDO - SGOD
Frances M. Aguilar	PDOI	Female	SDO - Youth Formation
Maybe M. Bueno	PDOI	Female	SDO - Youth Formation
Rosemarie J. Gonzales	PDOI	Female	SDO - Youth Formation
Julius Espina	Nurse	Male	SDO - Health & Nutrition
Marl Emmanuel Miral	Nurse	Male	SDO - Health & Nutrition
John Lhester L. Gabo	ICT	Male	SDO - ICT
Jessa S. Guerra	EPS II	Female	SDO - SMME
Jay-Ann R. Matira	Teacher-Adviser	Female	Lobo Sub-office
Brian Paolo R. Cruz	Teacher - Adviser	Male	Tuy Sub-office
Rexel R. Barrameda	DFSSLG President	Male	Tuy Sub-office



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Annex D

Program of Activities

DATE/TIME	ACTIVITY	IN-CHARGE
7:00 – 7:45am	Arrival / Registration	Maybe M. Bueno PDO I
7:45-8:00	Preliminaries • Opening Prayer • Nationalistic Song	Video Presentation
8:00-8:15	Attendance Safety Protocol	Frances M. Aguilar PDO I
8:15-8:30	Welcome Remarks	Rhian O. Ilagan, CESE Assistant Schools Division Superintendent
	Opening Remarks	Jofit P. Dayoc, CESE Assistant Schools Division Superintendent
	Inspirational Message	Marites A. Ibañez, CESO V Schools Division Superintendent
8:30-9:30	Learner Formation Framework - Puso-Galing Talino and Batang Bayani Program: Paggabay, Paghubog, Pagsibol	Rosemarie J. Gonzales PDO I
BREAK		
10:00-11:00	Interim Guidelines for Learner Government Program (LGP) - Constitution and By-Laws of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG)	Maybe M. Bueno PDOI
11:00-12:00	Role of LEADERS as Learner Representative in the Child Protection Committee (DepEd Order No. 40 series 2012), Member of the Student - Led School Watching Team (DepEd Order No. 23 series 2015 and Peer Navigator in support to Responsible Parenthood	Rexel Barrameda Division Federated President



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	and Reproductive Health Act (RA 0354)	
12:00 – 1:00	LUNCH	
1:00 – 1:15	Unfreezer	Division Federated Vice President
1:15 - 2:15	Assistance – Implementation – Management (AIM) Learner Formation Strategic Plan for Learner Government PPAs in alignment with DepEd CALABARZON's Batang Bayani Program	Frances M. Aguilar PDOI
	Guidelines on the Streamlining of School Forms and Reports Accomplished by Teachers / RM-2024-262	
2:15 - 2:45	Open Forum	Division Learner Formation Coordinators
2:45 – 3:00	Wrap up	Brian Paolo R. Cruz Division Federated President - Teacher Adviser
	Challenge and Acceptance	Division Federated SSLG Officers
3:00 – 3:15	Closing Remarks	Mario B. Maramot Chief, SGOD
Jay Ann Matira (Lobo Sub-office) Master of Ceremony		