



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

January 8, 2024

**SCHOOLS DIVISION MEMORANDUM**

No. 012<sub>A</sub>-, s. 2024

**LEADERSHIP CAMP FOR LEARNER FORMATION OF STUDENT LEADERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Public Elementary and Secondary Schoolheads  
Student Leaders  
All Others Concerned

1. The Schools Division Office (SDO) of Science City of Munoz, through the School Governance and Operations Division – Learner Formation Unit (SGOD-LFU), will conduct the *Leadership Camp for Learner Formation of Student Leaders* on January 13, 2024, 8:00 AM to 5:00 PM, at Muñoz National High School Main-Junior High School.
2. This activity aims to:
  - a. build student leaders' character, confidence, and resilience to enable them to be empowered, inspiring, and responsible leaders; and,
  - b. provide opportunity to develop leadership and communication skills, goal setting, and time management techniques, and team building abilities.
3. Participants to this activity are the presidents of Supreme Elementary Learner Government (SELG), Supreme Secondary Learner Government (SSLG), Barkada Kontra Droga (BKD), and Youth for Environment in Schools Organization (Yes-O) (Secondary Level).
4. Participants are required to submit duly accomplished and signed Parental Consent to the TWG member, in-charge of the Registration. Participants without parental consent will not be registered nor allowed to participate in the leadership camp.
5. Enclosures to this Memorandum are the following:

Enclosure No. 1 – Parental Consent  
Enclosure No. 2 – Program Matrix; and,



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Enclosure No. 3 – Program Management Team and Technical Working Group.

6. Relative to this activity, a pre-planning meeting will be conducted on January 9, 2024, 3:00 PM at the SGOD Office. Participants are the members of the Technical Working Group (TWG).
7. Service Credits for teaching personnel and Compensatory Overtime Credit (COC) for non-teaching personnel shall be granted in accordance with DepED Order No. 3, s. 2003 entitled: “Updated Guidlens on the Grant of Vacation Service Credits to Teachers,” and CSC-DBM Joint Circular No 2, s. 2015, entitled: “Policy Guidelines on Overtime Services and Overtime Pay for Government Employees.” Only those who completed the leadership camp shall be granted this privilege.
8. For questions and clarifications, please contact Ms. Erina Rose V. Ladignon, PDO I, through the email address [erina.ladignon@deped.gov.ph](mailto:erina.ladignon@deped.gov.ph).
9. Immediate and wide dissemination of this Memorandum is desired.

  
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Encl: as stated

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

LEARNER FORMATION DIVISION  
LEADERSHIP CAMP

*PDO I/LFD/leadershipcamp*  
*01/January 8, 2024*



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Enclosure No. 1 to SDM No. \_\_\_\_\_, s.2024

**PARENTAL CONSENT**

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_, as a parent/guardian willfully and voluntarily give consent on the participation of my son/daughter, \_\_\_\_\_, to attend the training camp entitled “Leadership Camp for Learners Formation of Student Leaders” at Munoz National High School Main – Junior High School, on January 13, 2024.

I have considered the benefits that my child will obtain from this participation provided that due care and precautions will be observed to ensure the comfort and safety of my child.

\_\_\_\_\_  
Parent’s/Guardian’s Signature Over Printed Name

\_\_\_\_\_  
Date



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Enclosure No. 2 to SDM No. \_\_\_\_\_, s.2024

**PROGRAM MATRIX**

January 13, 2024

8:00 AM – 5:00 PM

<b>Time</b>	<b>Activity</b>	<b>In-Charge</b>
08:00 - 08:15	National Anthem / Invocation / DepEd Muñoz Hymn	Audio Visual Presentation
08:16 - 08:30	Checking of Attendance	<b>PRINCESS MEA P. MADAYAG</b> Project Development Officer I
08:31 - 08:35	Welcome Remarks	<b>DR. BERNARDO A. GARGABITE</b> <i>Chief ES - SGOD</i>
08:36 - 08:50	Messages	<b>DR. ERLEO T. VILLAROS</b> <i>Asst. Schools Division Superintendent</i> <b>DR. JOHANNA N. GERVACIO, CESO V</b> <i>Schools Division Superintendent</i>
08:51 - 09:00	Statement of Purpose	<b>MS. ERINA ROSE LADIGNON</b> <i>Project Development Officer I</i>
09:01 - 12:00	TALK 1: "Leadership Starts Here"	<b>R.M. James Fulgencio</b> CLSU USSC Vice Chairperson (2019-2021)
12:00 - 13:00	Lunch	-
13:01 - 16:00	TALK 2: "Empower360: Leading with Purpose"	<b>Reniel Jetrhey Florentino</b> CLSU CBAA Governor (2019-2021)
16:01 - 16:25	Open Forum and Awarding of Certificates	-
16:26 - 16:30	Closing Remarks	<b>WINNIE W. POLI</b> Education Program Supervisor



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# Department of Education

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Enclosure No. 3 to SDM No. \_\_\_\_\_, s.2024

## PROGRAM MANAGEMENT TEAM

### CONSULTANTS:

**JOHANNA N. GERVACIO, PhD, CESO V**

Schools Division Superintendent

**ERLEO T. VILLAROS, PhD**

Assistant Schools Division Superintendent

### CHAIR:

**BERNARDO A. GARGABITE**

Chief Education Supervisor – SGOD

### CO-CHAIR:

**WINNIE W. POLI**

Education Program Supervisor

## TECHNICAL WORKING GROUP

<b>CHAIR</b>	<b>ERINA ROSE V. LADIGNON</b> Project Development Officer I
<b>CO-CHAIR</b>	<b>ALLEN JHAY C. LUQUIAS</b> Project Development Officer I
<b>Members</b>	<b>PRINCESS MEA P. MADAYAG</b> Project Development Officer I <b>RIZA A. MANINANG</b> Administrative Assistant III <b>ROSHEYA Q. MALACA</b> Teacher II
<b>M &amp; E</b>	<b>JOEL DIZON</b> Education Program Specialist II
<b>Medical Team Member</b>	<b>DR. MARIANNE C. CORONEL</b> Medical Officer III



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