



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

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17 January 2025

**SCHOOLS DIVISION MEMORANDUM**

No. 023,

s. 2025

**Leadership Camp for Learner Formation Student-Leaders**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Secondary Schoolheads  
All Others Concerned

1. The Schools Division Office (SDO) of Science City of Muñoz, through the School Governance and Operations Division – Learner Formation Unit, will conduct a Leadership Camp for Learner Formation Student-Leaders on January 31, 2024, 8:00 a.m. to 5:00 p.m., at the SDO Teachers Hall.
2. This activity aims to:
  - 2.1 Enhance participants' understanding of fundamental leadership theories and principles that will equip them with the knowledge to effectively communicate, problem-solve, and make sound decisions; and
  - 2.2 Cultivate a growth mindset, encouraging participants to embrace challenges as opportunities for learning and growth and to foster a strong sense of responsibility, integrity, and empathy, inspiring them to act with honesty and compassion.
3. Participants to this activity are the Presidents and Secretaries of Supreme Secondary Learner Government (SSLG), Barkada Kontra Droga (BKD) and Youth for Environment in Schools Organization (YES-O) (Secondary Level) and one Teacher-Adviser per school. In addition, each school shall bring one laptop, and extension cord to be used in the workshop.
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. In addition, participants are requested to pre-register through this link: <https://tinyurl.com/LeadershipCamp2025> on or before January 24, 2025.
5. Enclosure to this Memorandum are the following:  
Enclosure No. 1 – Parental Consent  
Enclosure No. 2 – Program Matrix; and  
Enclosure No. 3 – Program Management Team and Technical Working Group.
6. Relative to this activity, a virtual pre-planning meeting will be conducted on January 22, 2025, 3:00 p.m., participants are the members of the Technical Working Group (TWG).



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7. This issuance shall serve as the official **Authority to Travel** of the participants.
8. For questions and clarifications, please communicate with Mr. Allen Jhay C. Luquias, PDO I, through his email address [allen.luquias@deped.gov.ph](mailto:allen.luquias@deped.gov.ph).
9. Immediate and widest dissemination of this Memorandum is desired.



**RONILO E. HILARIO**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

*Encl: as stated  
Reference: none  
To be indicated in the Perpetua Index  
Under the following subjects:*

**LEADERSHIP CAMP  
STUDENT LEADERS**

*PDO I/LFD/Leadership Camp for Learner Formation Student Leaders  
002/January 167 2025*



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Enclosure No. 1 to Schools Division Memorandum No. 023, s. 2025

**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 **Leadership Camp for Learner Formation Student-Leaders** and hereby state/declare that:

1. I give Full Consent for our child/ward \_\_\_\_\_ to participate in the **Leadership Camp for Learner Formation Student-Leaders** to be conducted by the Youth Formation Unit, Schools Division Office of Science City of Muñoz of the Department of Education (DepEd) on **January 6, 2025**, at **SDO Teachers Hall**;
2. I acknowledge that I have been informed of the details of the conduct of the **Leadership Camp for Learner Formation Student-Leaders**;
3. I understand that my child/ward'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 of transmission of any communicable disease, notwithstanding the precautions undertaken by the implementing team to avoid such transmission;
4. I acknowledge that our child's participation in this activity is voluntary, and he/she may decline to participate at any time for any reason. While there remains the risk of possible transmission of any communicable diseases to my child/ward, and to the members of my household, I freely assume the said risk and I permit my child/ward to attend this activity;
5. To the best of my knowledge, my child/ward is in good physical condition, and I confirm that he/she does not have any symptoms for communicable disease;
6. I will not allow our child/ward to participate in **Leadership Camp for Learner Formation Student-Leaders** if he/she 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/ward to attend the **Leadership Camp for Learner Formation Student-Leaders**, if he/she or any members of my household test positive for any communicable disease;
7. I give full permission in any recording or picture taken of my child/ward during the conduct of the **Leadership Camp for Learner Formation Student-Leaders** and to use for purposes of documentation my child's/ward's images, contribution, or performance in any publication created by or for the DepEd Tayo Youth Formation and to release this material to DepEd official platforms in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;



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8. I conform/agree to the collection and/or processing of any personal information and data from myself and my child/ward, that are necessary to successfully host the **Leadership Camp for Learner Formation Student-Leaders** event, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;
9. I agree and understand the commitment of my child/ward as a participant and will support his/her endeavor to meet the expectations, guidelines, and responsibilities with his/her fellow participants and to DepEd;
10. 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 DepEd relative to the conduct of the activity;
11. With full understanding, I hereby freely and voluntarily give my consent to my child/ward's participation in the activity. I also attest that I had sought the views of my child, and he/she has expressed a willingness to participate in the activity; and
12. By signing below, I acknowledge and represent that I have read this document, took time to understand it, and eventually signed it voluntarily as my own free act and deed.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025 at \_\_\_\_\_, Philippines.

_____ Signature over Printed Name of Parent/Guardian	_____ Contact Details (Mobile Number)
_____ Name of Child/Ward	_____ Birth Date
_____ Address	_____ Home/Mobile Number



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Enclosure No. 2 to Schools Division Memorandum No. 023, s. 2025

**LEADERSHIP CAMP FOR LEARNER FORMATION STUDENT-LEADERS**  
**PROGRAM MATRIX**  
 January 31, 2024  
 8:00 a.m. – 5:00 p.m.

<b>Time</b>	<b>Activity</b>	<b>In-Charge</b>
08:00 – 08:30	Registration	<b>TWG</b>
08:30 – 08:45	National Anthem Invocation DepEd Munoz Hymn	Audio Visual Presentation
08:46 – 08:50	Checking of Attendance	<b>PRINCESS MEA P. MADAYAG</b> Project Development Officer I
08:51 – 08:55	Welcome Remarks	<b>BERNARDO A. GARGABITE, EdD</b> Chief Education Supervisor, SGOD
08:56 – 09:05	Messages	<b>JOHANNA N. GERVACIO PHD, CESO V</b> Schools Division Superintendent  <b>RONILO E. HILARIO, CESO VI</b> Assist. Schools Division Superintendent
09:06 – 09:10	Statement of Purpose	<b>ALLEN JHAY C. LUQUIAS</b> Project Development Officer I
09:11 – 10:10	Talk 1: Cultivating a Growth Mindset for Effective Leadership	<b>ALLEN JHAY C. LUQUIAS</b> Project Development Officer I
10:11 – 10:25	Break	-
10:25 – 12:00	Talk 2: A Guide to Writing Effective Student Council Resolutions	<b>DEVIN CARL P. SAGUN, MPA</b> Executive Assistant III, Designated ICT Officer
12:01 – 13:00	Lunch	-
13:01 – 15:00	Workshop Proper	<b>PARTICIPANTS</b>
15:01 – 16:00	Presentation of Outputs	<b>PARTICIPANTS AND TWG</b>
16:01 -16:15	Open Forum	-
16:16 – 16:25	Awarding of Certificates	-
16:26 – 16:30	Closing Remarks	<b>WINNIE W. POLI</b> Education Program Supervisor



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Enclosure No. 3 to Schools Division Memorandum No. 023, s. 2024

**PROGRAM MANAGEMENT TEAM**

- CONSULTANTS:**                    **JOHANNA N. GERVACIO PHD, CESO V**  
 Schools Division Superintendent
- RONILO E. HILARIO, CESO IV**  
 Assistant Schools Division Superintendent
- CHAIR:**                                **BERNARDO A. GARGABITE, EDD**  
 Chief Education Supervisor, SGOD
- CO-CHAIR:**                         **WINNIE W. POLI**  
 Education Program Supervisor
- MEMBERS:**                         **MARIANE CORONEL**  
 Medical Officer III
- LAMBERTO P. CORPUZ**  
 SEPS – SMME

**TECHNICAL WORKING GROUP**

<b>Chair</b>	<b>ALLEN JHAY C. LUQUIAS</b> Project Development Office I
<b>Co-Chair</b>	<b>PRINCESS MEA P. MADAYAG</b> Project Development Officer I <b>APRIL CRISTEL E. CALIXTRO</b>
<b>Members</b>	<b>RONNEL ALVIN ISIP</b> Project Development Officer I  <b>SHYLEA JADE MERCADO</b> Administrative Assistant II



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