



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools
Division Superintendent

DIVISION MEMORANDUM

September 12, 2023

No. **399**, s. 2023

**UNIFIED LEADERSHIP TRAINING FOR SUPREME LEARNER GOVERNMENT
SY 2023-2024**

To: All Public Elementary and Secondary School Heads
All SELG and SSLG Teacher-Advisers
All Others Concerned

1. This Office through the Youth Formation Division announces the conduct of the **Unified Leadership Training for Supreme Learner Government SY 2023-2024** with the theme: *"iRipple: Creating Ripples of Change in Communities"* on September 20-21, 2023 at JJ's Seafood Village, K of C Drive Gallares Street, Tagbilaran City, 8:00 A.M. to 5:00 P.M.

2. Participants to this training are the following:

Position	Number of Participants
Supreme Elementary Learner Government (SELG)/ Supreme Secondary Learner Government (SSLG) President	One (1) from each school
Any Supreme Elementary Learner Government (SELG)/ Supreme Secondary Learner Government (SSLG) Officer	One (1) from each school
Supreme Elementary Learner Government (SELG)/ Supreme Secondary Learner Government (SSLG) Teacher-Adviser	One (1) from each school
Division Personnel	Fifteen (15)

3. Registration fee of **One Thousand Eight Hundred Pesos (Php 1, 800.00)** will be collected from the participants to cover meal, snacks, trainers' fee/honorarium, training materials and other incidental expenses relative to the conduct of the activity and shall be charged against Division Office Funds/ MOOE (for SDO Participants) and School Funds / MOOE (for participants from the schools). Expenses relative to the conduct of the training are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and cheque to the DepEd Division of Tagbilaran City. Participants from the schools are encouraged to pay the registration fee before the conduct of the training.



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph



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4. Attach to this memorandum are the list of participants and the **Registration Forms (Form M-2 and Form L-2)** to be submitted on or before September 15, 2023 to the Division Youth Formation Coordinator, Mrs. Joermelyne Pasilbas through this email address: joermelyne.pasilbas@deped.gov.ph .

There will be a **virtual orientation** to be attended by all the participants on **September 13, 2023**, at **1:30 p.m.** via Zoom, kindly use the Zoom link to join:

<https://rafi-ph.zoom.us/j/3416794568?pwd=SnRsR0tnU2ZmOVh6VGpCa2x2UFUxQT09>

5. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 



RAFI - CENTER FOR LEADERS

Securities and Exchange Commission Registered Name: Kool Adventure Camp Inc.
Organizational Member: Association for Experiential Education (AEE), USA www.aee.org
Business To Client (B2C) Member: Association for Challenge Course Technology (ACCT), USA www.acctinfo.org



COURSE REGISTRATION FORM

**To help CENTER FOR LEADERS ensure your safety, fill out the form with full disclosure.
Use only ballpoint pens.**

COURSE DETAILS

Course Title: _____ Course Location: _____

Course Dates: _____ School/Organization/Company: _____

Family Name		MI
Given Name		

Date of Birth	Age	Gender	Contact No.	Email address
m m d d y y			0 9	

Put a check mark (✓) to indicate NO or YES for each item. Make sure to answer all the items. If an item applies, put (✓) in the small boxes and put another (✓) under YES column, and provide some details.

#	Put a check mark (✓) in the boxes that necessarily apply.	NO (✓)	YES (✓)	Write the details of the specific condition (e.g., date occurred, severity, prescribed medication; dosage and intake schedule.)
1	<input type="checkbox"/> Seizures <input type="checkbox"/> Epilepsy <input type="checkbox"/> Fainting <input type="checkbox"/> Migraine <input type="checkbox"/> Headache			
2	<input type="checkbox"/> Dizziness <input type="checkbox"/> Chest Pain <input type="checkbox"/> Unusual Shortness of Breath while walking or exercising			
3	<input type="checkbox"/> Heart Disease <input type="checkbox"/> Heart Attack <input type="checkbox"/> Heart Murmur <input type="checkbox"/> Palpitations			
4	<input type="checkbox"/> High Blood Pressure (Hypertension) <input type="checkbox"/> Stroke <input type="checkbox"/> Diabetes (Insulin Dependent/ Non-Insulin Dependent)			
5	<input type="checkbox"/> Bronchial Asthma <input type="checkbox"/> Exercise-induced Asthma <input type="checkbox"/> Bronchitis <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Other lung problem (specify in the last column)			
6	Are you fully vaccinated for CoViD-19?			CoViD-19 Vaccine Name: _____ 1 st Dose Date : _____ 2 nd Dose Date : _____ 1 st Booster Shot Date : _____ 2 nd Booster Shot Date : _____
7	Are you currently experiencing these flu-like symptoms? <input type="checkbox"/> Cough <input type="checkbox"/> Colds <input type="checkbox"/> Sore Throat <input type="checkbox"/> Body Malaise/ Fatigue <input type="checkbox"/> Fever			
8	Is there any current medical condition that CFL needs to be aware of?			

DATA PRIVACY NOTICE AND CONSENT FORM

To ensure that your rights as Data Subjects are secured under RA 10173 (Data Privacy Act of 2012), RAFI – CENTER FOR LEADERS (CFL), registered as RAFI – KOOL ADVENTURE CAMP INC. (KAC) with the Securities and Exchange Commission, has implemented reasonable and appropriate organizational, physical, and technical measures intended to protect your personal and/or sensitive information against any unauthorized, accidental, and/or unlawful processing under the following terms and conditions:

I. PERSONAL INFORMATION AND SENSITIVE INFORMATION TO BE PROCESSED

The type of personal information or sensitive personal information which CFL may collect either directly or indirectly in relation to your participation in a course shall include, among others, the following personal and sensitive personal information:

- | | |
|------------------------|-----------------------------------|
| 1. Complete Name | 4. Contact Number & Email Address |
| 2. Date of Birth / Age | 5. Personal Medical Declaration |
| 3. Gender | 6. Photo/Media |

RAFI - CENTER FOR LEADERS collects the above information thru the hard copy of CFL Course Registration Form (CRF) and the CRF Online Application. Upon collection, as a Data Subject, you have the right to be informed that your personal data will be, are being, or were collected and processed.

II. PURPOSE OF THE PROCESSING OF INFORMATION

Any and all processing of personal data related to your course participation shall be made for a legal purpose and/or pursuant to a legal obligation under applicable laws taking into consideration appropriate security measures to ensure the confidentiality and/or integrity of the personal data involved.

Any and all personal information related to you which may come into CFL's possession and/or control during the processing of your Course Registration Form shall be used for the following purposes:

- a. Processing your course participation shall be based on the information you provide to CFL. This shall be used to determine your level of participation or eligibility for the course which you are participating for, hence you should ensure the accuracy and authenticity of all your given personal information.
- b. Related inquiry to determine your participation. In line with this, CFL may verify the following personal information to you and/or your medical professional, to wit: (a) Name of participant; (b) Medical History of the participant; (c) Medical Fitness Assessment of the participant.
- c. CFL is to use, reproduce, assign, and/or distribute photographs, films, videotapes, and sound recording of you for use in materials we may create.

The types of information to be verified with the above-enumerated entities involve personal information and/or sensitive personal information. You have the right to object to the processing of your personal data. Should you do so, CFL will no longer be able to process your course participation hindering you to participate in the course. For other legitimate and/or business-related purpose, CFL reserves the right to process your personal data in order, among others: (1) to comply with applicable laws and legal obligations; (2) to comply with valid legal processes issued by competent government authorities; (3) to protect the rights, privacy, safety or property of CFL, employees or the general public; (4) to permit CFL to pursue available remedies or limit the damages that CFL may sustain; (5) to respond to an emergency; and/or (6) to monitor and comply with applicable laws, regulations, policies and procedures. The accuracy and relevancy of the personal information is of vital importance. You are therefore required to inform CFL at the earliest possible time should the personal information in our possession become inaccurate or false.

III. RETENTION OF INFORMATION

RAFI – CENTER FOR LEADERS shall only retain your information from your Course Registration Forms for a period of five (5) years from the last day of your course. After then, your data will be anonymized. The rationale of this 5 year retention period is to establish, exercise or defend legal claims for legitimate business purposes, or when provided by law, which must be in accordance with standards followed by the applicable industry or approved by appropriate government agency and/or until the declared, specific and legitimate purpose has been achieved or the processing relevant to the purpose has been terminated. RAFI – CENTER FOR LEADERS also captures photography and video that will be used as material to provide information about CFL and promote CFL courses and other activities through social media channels. All these media sources will be retained in the CFL repository.


IV. SECURITY OF INFORMATION

Your personal data will be secured in a variety of paper and electronic formats, including databases, once it is with us. Access to your personal data is only authorized by CFL staff who have a legitimate interest in them for the purpose of carrying out their duties. Rest assured that our use of your personal data will not be excessive. We have put in place the appropriate technical, organizational, and physical protection measures to protect your personal data. You have the right to suspend, withdraw or order blocking, removal, or destruction of your personal data.

V. ACCESS TO INFORMATION AND CORRECTION

Under the law, please be informed that as a data subject, you have the right to access and correct the information, in case of inaccurate or incomplete data, you have the right to obtain your personal data upon your request in any form appropriately, you have the right to claim compensation for any damage that you may suffer due to the inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of your personal data.

Should you have concerns, questions, or matters for clarification as to the processing of your personal data by CFL, you may reach our Data Protection Officer Warren Tompong through cfl.dataprivacy@rafi.ph.


Feb 6, 2023
Warren Clyde Valeree A. Tompong
Data Protection Officer

Upon affixing my signature signifies that I have read and understood as explained to me through a language I understand, the above policy and expressly give consent to the processing of my personal and/or sensitive personal information in the manner and for the purpose provided in this notice. I understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Protection Act of 2012.

Signature over Printed Name of Applicant

Date

CONFIDENTIAL
FORM M-2 (17 years old and below)

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Signature over Printed Name of Parent/ Legal Guardian

Date

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT
AND PARENT/GUARDIAN**

I, _____ ALLOW MY CHILD
(name) _____ TO ATTEND THE COURSE
CONDUCTED BY RAFI – CENTER FOR LEADERS FROM (date) _____ TO _____.

I am aware that my child's attendance in the course involves a significant element of risk. The risk of serious injury is extremely small, but it is not non-existent. While safety is of the highest priority in every course, I understand that in any adventure activity, there will be some factors beyond control. My child will be briefed before every activity and is expected to follow the safety procedures explained to them and to indicate if they are unsure of what is expected.

I certify that the level of my child's participation is in no way forced by anyone, that the way in which my child participates is always their choice, and I knowingly and voluntarily assume all risks associated with my child's participation in these activities.

I declare that all medical information provided above are true and correct, and that I have not withheld any relevant information. I understand that failure to disclose this information could affect my child's safety and those around my child, and I agree to hold *RAFI – CENTER FOR LEADERS (CFL)* of the *Ramon Aboitiz Foundation Inc. (RAFI)* harmless if full disclosure of pre-existing medical conditions has not been provided.

In the event of an emergency and CFL is unable to contact me, I give permission for any medical treatment deemed necessary to maintain my child's well-being.

My child shall diligently comply with all CFL's safety regulations, training conditions, and instructions which include no smoking and no consumption of alcoholic drinks and illegal drugs. My child shall fully cooperate with the instructors and staff of CFL.

I agree to be responsible for any damage my child may cause to CFL facilities or equipment. CFL is not responsible for loss, theft or damage to my child's personal belongings stored at its facilities.

I shall therefore release the *Ramon Aboitiz Foundation Inc. – CENTER FOR LEADERS*, its staff, and Board of Trustees from all liability for any damages, including but not limited to, property damage, physical injuries, mental, or emotional stress or death from my child's participation in the *RAFI - CENTER FOR LEADERS*.

AS THE APPLICANT'S PARENT/GUARDIAN, I VOLUNTARILY SIGN AS PROOF OF MY ACCEPTANCE OF THE ABOVE PROVISIONS AND THAT I HAVE READ AND COMPLETELY UNDERSTOOD ALL ASPECTS OF THIS COURSE REGISTRATION FORM AND AGREE TO ITS TERMS IN ITS ENTIRETY.

Name of Parent/Guardian	Signature	Date
Name of Applicant	Signature	Date

TO BE COMPLETED BY CENTER FOR LEADERS STAFF ONLY

ACCEPTED:	___ YES ___ NO	Participation Level:	MEDICAL:			
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Observer</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Partial</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Full</td> </tr> </table>	Observer	Partial	Full	
Observer	Partial	Full				
ADMISSION OFFICER:		FACILITATOR'S SIGNATURE:				
REMARKS:						

- END -

Signature: WAT
WAT [Feb 6, 2023 22:07 GMT+9]

Email: warren.tompong@rafi.ph

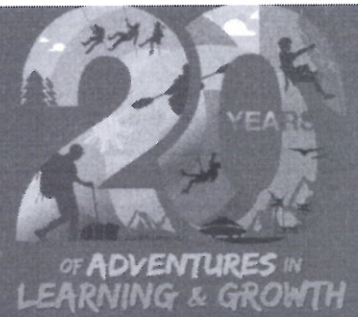
RAFI



KOOL
ADVENTURE
CAMP

RAFI CENTER FOR LEADERS

Kool Adventure Camp



RAFI Center for Leaders Proposal DEPED Division of City Schools – Tagbilaran City



Kool Adventure Camp Inc.
KM 42 Cebu Transcentral Hwy, Balamban, Cebu
Email us at kac@rafi.ph

Your partner in providing learning and development programs that equip leaders and enable communities through world-class, safe, and powerful learning experiences.

01 September 2023

RAFI CENTER FOR LEADERS



Program:	In-School Based Program for DepEd Division of City Schools – Tagbilaran City iRipple Course
Modality:	In-Person Facilitated Interactive Learning Sessions
Participants:	DepEd Division of City Schools – Tagbilaran City Students Minimum Guaranteed – 75 Pax 34 SELG – Elementary Students (3 Groups) 16 SSLG – Secondary Students (1 Group) Accompanying Staff: 17 SELG Advisers (Elementary) 8 SSLG Advisers (Secondary)

PROGRAM RATIONALE

The **Ramon Aboitiz Foundation Inc. (RAFI)** upholds its vision of *“Touching People, Shaping the Future”* by uplifting human dignity and leading community transformation through its different program units. As *Architects of Change*, RAFI serves those with a lack of access to service, a sense of purpose and belongingness, and low self-efficacy among individuals, families, communities, and organizations to achieve higher levels of well-being.

As the flagship program unit of RAFI for leadership and citizenship, the **RAFI Center for Leaders (RAFI-CFL)** enables leaders and communities through powerful learning experiences. With its vision to be a world-class Center enabling Leaders to thrive in the 21st Century, it serves the leaders of today and the future through its courses framed in the competencies under the 3Cs (Character, Competence, and Citizenship) that lead to impacting lives and communities.

TARGET OBJECTIVES

This proposal outlines how RAFI – Center for Leaders intends to partner with the DepEd **Division of City Schools – Tagbilaran City** in conducting powerful learning experiences for their students. The initial discussion with the partnership aims to give students an avenue to learn and be knowledgeable as the newly elected leaders in their respective schools.

iRipple course will equip young leaders with skills in developing and implementing change projects that will contribute to the improvement of community well-being. Participants will get an understanding of the fundamentals of project management, with a focus on the current difficulties and problems in their communities and how to create and implement change projects. As a change project leader, they will recognize their strengths, talents, and abilities required to plan the change project, as well as the skills that enable them to inspire their team to work towards reaching a shared mission and purpose.

PROPOSED FRAMEWORK

The program is designed to deliver the learning outcomes identified and expressed by the organization. It is a 2-day learning session.