



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

**Office of the Schools Division
Superintendent**

July 14, 2025

DIVISION MEMORANDUM
SGOD-2025- 157

To: **JOERMELYNE P. PASILBAS**- Project Development Officer I
JUSTINO M. CANDA- Principal, Cogon National High School
JENELOU JOHN F. ISRAEL- Principal, Manga National High School
CORAZON H. SAMUYA- Principal, Dr. Cecilio Putong National High School-JHS
LEGARDO PALACA, JR.- Principal, Dr. Cecilio Putong National High School-SHS

ATTN: **JON DEMETRI TALDO** – Learner, Cogon National High School
JAJAITH SANTITO- Learner, Manga National High School
KIMJAY NISTAL- Learner, Dr.Cecilio Putong NHS-JHS
ZYBEL ROOSE H. ROMOC- Learner, Dr.Cecilio Putong NHS-SHS

**CONDUCT OF SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND
ADMINISTRATIVE WRITING WORKSHOP**

1. You are hereby directed to attend the conduct of Supreme Secondary Learner Government Legal and Administrative Writing Workshop on **July 18-19, 2025** at **DepEd EcoTech Center, Sudlon, Lahug, Cebu City**.
2. Learner participants shall be excused from class and all academic responsibilities during this period. If necessary, arrangements can be made for any missed coursework upon her return.
3. Travel, incidental, and other expenses of the participants shall be charged against Division MOOE/Youth Formation Program PSF, subject to the usual accounting and auditing rules and regulations.
4. For details, kindly read the attached Regional Memorandum No. 0705, s. 2025 dated July 11, 2025 or contact the Division Youth Formation Coordinator, Joermelyne P. Pasilbas at this cellphone number 0920-255-0697.
5. For your guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAL/SGOD/MCC/jpp



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

11 JUL 2025

REGIONAL MEMORANDUM

No. 0705 s. 2025

**CONDUCT OF SUPREME SECONDARY LEARNER GOVERNMENT
LEGAL AND ADMINISTRATIVE WRITING WORKSHOP**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

- To strengthen the capacity of Supreme Secondary Learner Government (SSLG) Officers to efficiently manage the SSLG affairs, the Office hereby announces the conduct of **SSLG Legal and Administrative Writing Workshop** on **July 18-19, 2025**, at the **DepEd EcoTech Center, Lahug, Cebu City**.
- This activity aims to enhance the accuracy, professionalism, and compliance of SSLG outputs with DepEd standards by addressing the following problems:
 - Limited document-writing skills;
 - Inconsistent use of formats and protocols;
 - Knowledge gaps in legal and administrative frameworks;
 - Weak accountability and transparency; and
 - Insufficient collaboration among SSLG units.
- In line with this, the following participants from all 12 Schools Division Offices (SDOs) are requested to attend:
 - Division Youth Formation Coordinators (1 per SDO) to serve as chaperones
 - Division Federated Supreme Student Learner Government Officers:
 - President
 - Vice-President
 - Secretary
 - Treasurer
- Meals and accommodation shall be provided to the participants chargeable against the Regional YFD Funds. Traveling and other incidental expenses related to the conduct of the activity shall be charged against the Division/School MOOE/Local Funds or Division YFD Funds, subject to the usual accounting and auditing rules and regulations.
- All learner participants are required to submit the **Notice of Confirmation on July 14, 2025 (Monday)** together with the **signed Parental Consent and Waiver Form & Learner Consent**. Please refer to the attached templates.
- Additionally, see the attached Activity Matrix for guidance.
- For any questions or clarifications, please coordinate with the Regional Youth Formation Coordinator, Ms. Johnnyline Jagdon, through essd.seven@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/ESSD/STP/jp

NOTICE OF CONFIRMATION

Supreme Secondary Learner Government Legal and Administrative Writing Workshop
 DepEd Ecotech Center, Sualon, Labug, Cebu City
 July 18-19, 2025

Division: VII
Region: VII

Person Involved	Name	Gender	Birthdate (mm/dd/yyyy)	Age	Grade Level	Complete name of school/division	Email Address	Contact Number	Religion	Food Restrictions/s	Pre Existing Health Condition (specify, otherwise, NONE)	In Case of Emergency		Travel Details		
												Name	Relationship/Contact Number	Arrival Date and Time	Departure Date and Time	
SSLG President																
SSLG Vice President																
SSLG Secretary																
SSLG Treasurer																
Youth Formation Coordinator																

Submitted by:

Approved by

YOUTH FORMATION COORDINATOR

SCHOOLS DIVISION SUPERINTENDENT

PARENTAL CONSENT AND WAIVER FORM

I, _____, as the parent or legal guardian of _____, hereby acknowledges that I have been informed of the details of the conduct of the **SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP** on **July 18-19, 2025** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**.

1. I give Full Consent for our child/ward _____ to participate in the **SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP**, a Learner Government Program initiative to be conducted by the Department of Education on July 18 to 19, 2025, in DepEd Ecotech Center.
2. I acknowledge that I have been informed of the details of the conduct of the **SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP**.
3. I recognize that in-person attendance at the event involves potential exposure to teachers, students, school personnel, organizers, and other individuals, which may present a risk of transmission of communicable diseases, including, but not limited to, the common cold, influenza (flu), COVID-19, and other viral or bacterial infections, despite implemented safety precautions.
4. I understand and accept the inherent risks of communicable disease transmission, including the aforementioned diseases, for my child and household members associated with their participation. I grant permission for **[Child's Name]** to attend the event, recognizing that these risks are similar to those encountered in everyday activities and are beyond the direct control of event organizers and management.
5. I confirm that my child's participation in this activity is completely voluntary, and he/she may decline to participate at any time for any reason.
6. To the best of my knowledge, **[Child's Name]** is in good physical health and currently exhibits no symptoms of any communicable disease, including fever, cough, runny nose, sore throat, or other signs of illness.
7. I will not permit **[Child's Name]** to attend the event if they or any member of our household develops symptoms of a communicable disease, including, but not limited to, those associated with the common cold, influenza (flu), or COVID-19, or any other illness. I will immediately notify the school/division and withhold their attendance if they or any household member tests positive for a communicable disease.
8. I give full permission in any recording or picture taken of my child/ward during the conduct of the said activity, and to use for purposes of documentation my child's/ward/s images, contribution, or performance in any publication created by or for the organizers and to release this material to organizer's official platforms in accordance with the provisions of Republic Act No. 10173 otherwise known as Data Privacy Act of 2012.
9. 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 said activity, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012.

10. I agree and understand that 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.
11. 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.
12. 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.

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.

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

** Please submit this form to your Division Youth Formation Coordinator (YFC) prior to the participation on the event.*

LEARNER-PARTICIPANT CONSENT, WAIVER, INDEMNITY and RELEASE

1. I, _____, agreed to participate with the consent of my parents and/or legal guardian in the **SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP** on **July 18-19, 2025** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**.
2. I give permission to the organizers and their representatives to make recordings of my voice and to take photographs and/or videos in which I appear in, to be used for the communications and various public campaigns of the organizations be in print, broadcast, and/or electronic media, at the event and location stated above subject to limitations of applicable and relevant laws, rules, and regulations.
3. I conform/agree to the collection and/or processing of any personal information and data, that are necessary to successfully host the said activity, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012.
4. I have read and understood completely the accompanying information leaflet, therefore know the purpose of the project/activity and my participation.
5. With full understanding, I hereby freely and voluntarily give my consent to my child/ward's participation in the activity.

_____ Signature of Learner-Participant over Printed Name	_____ Name of School
_____ Age	_____ Date
_____ Address	_____ Home/Mobile Number

** Please submit this form to your Division Youth Formation Coordinator (YFC) prior to the participation on the event.*

ACTIVITY MATRIX

SSLG LEGAL AND ADMINISTRATIVE WRITING WORKSHOP

July 18-19, 2025
DepEd Ecotech Center

PROGRAM MATRIX

DAY 1, JULY 18, 2025		
Time	Activity	In-charge
9:00-9:30	Registration & Opening Kit Distribution	Secretariat
9:30-10:00	Opening Prayer	AVP
	Philippine National Anthem	AVP
	Bagong Pilipinas Hymn	AVP
	Opening Message	Mr. Tomas Pastor Chief, ESSD
	Inspirational Messages	Atty. Fiel Y Almendra Assistant Regional Director Dr. Salustiano T. Jimenez Regional Director
10:00-10:30	Getting to Know You	Selected RFSSLG Officers
10:30-11:30	Session 1: Financial Management	
11:30-12:00	Workshop 1: Crafting of financial report	
12:00-1:00	Lunch	
1:00-2:00	Session 2: Activity/Project Proposal Writing	
2:00-3:00	Workshop 2: Crafting of activity/project proposal	
3:00-3:30	Presentation and Critiquing of Workshop Output 1	
3:30-4:00	Introduction of Legal and Administrative documents used by SSLG (Notice of Meeting, Minutes of Meeting,	

	Resolution, Activity/Project Proposal, Financial Report)	
4:00-5:00	Session 3: How to Craft and Notice of Meeting, Minutes of Meeting, and SSLG Resolution	
DAY 2, JULY 19, 2025		
8:00-8:30	Prayer	AVP
	Nationalistic Song	AVP
	Zumba	AVP
	MOL	Selected DFSSLG Officers
8:30-9:30	Workshop 3: Crafting of NoM and SSLG Resolution	
9:30-10:00	Presentation of Workshop 3 Output	
10:00-11:00	Session 4: How to Conduct a Meeting Using Parliamentary Procedure	
11:00-12:00	Workshop 4: Planning for Final Presentation (DFSSLG Session incorporating the NoM, MoM, Resolution using Parliamentary Procedure)	
12:00-1:00	Lunch	
1:00-1:15	Energizer	Selected RFSSLG Officers
1:15-4:00	Presentation per SDO	
4:00-4:15	Closing Program	
	HOMEWARD BOUND	