



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

**Office of the Schools Division
Superintendent**

October 02, 2025

DIVISION MEMORANDUM
SGOD-2025- 215

To: **All Public Secondary School Heads**
SOFILA L. GANTALAO- Principal, UBSH
JOERMELYNE P. PASILBAS- Youth Formation Coordinator

ATTN: **JUDITH MONESIT**- Tagb. City Science HS
CLYDE LESTER SALE- DCPNHS-JHS
GIOVANNA RAE B. DOLOGAN- Tagb. City Science HS
MA. HERA KEISHA HALASAN- City of Tagb. NHS
MYE CEE LUMOTOS- Taloto NHS
MCRICH ANDREE GOMEZ- Mansasa NHS
JAMES PAUL D. IBAÑEZ- Tagb. City Science HS
CARLO ALFARERO- San Isidro NHS
KYLA NICOLE M. GULLE- DCPNHS-SHS
CHARMAE Q. VISTAL- Manga NHS
SHANEEN RYNE MEQUIBAS- San Isidro NHS
RHIAN ANGELIE Y. ESCABARTE- UB VDTALC

CONDUCT OF ILLUMINATE: REGIONAL CONVERGENCE OF EMERGING LEADERS

1. The Youth Formation Coordinator and the above-mentioned teachers and learners are hereby directed to attend the **Conduct of Illuminate: Regional Convergence of Emerging Leaders on October 10-12, 2025** (Friday, Saturday and Sunday) at **Tagbilaran City, Bohol**.
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. A duly signed Parent Consent shall be collected upon arrival at the venue.
3. Teaching and non-teaching personnel shall be granted Service Credits or Compensatory Time-Off (CTO), whichever is applicable for their participation on days rendered on weekends in accordance with CSC and DBM Joint Circular No. 2, 2004.
4. Travel expenses of the participants from schools shall be charged to PTA/SLG funds or other local school funds, while the venue, accommodation, meals, and other expenses related to the conduct of the activity are chargeable against the Regional Program Support Funds for the Implementation of Youth Formation Programs for FY 2025, subject to the usual accounting and auditing rules.



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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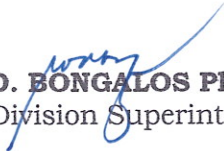
**Office of the Schools Division
Superintendent**

5. The final venue will be communicated directly to the participants through an advisory. Participants may pre-register through this link:

<https://tinyurl.com/R7LearnConPreRegistration>

6. For the program matrix, Parental Consent & Waiver Form and Learner-Participant Consent, Waiver, Indemnity and Release, kindly see attached Regional Memorandum No. 0967, s. 2025.

7. For your guidance and compliance.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAL/SGOD/MCC/jpp

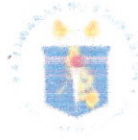


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DATE: 9/30/2025

Office of the Regional Director

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

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25 SEP 2025

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9/30/25 @ 3:42 PM

25 SEP 2025

REGIONAL MEMORANDUM

No. 007 s. 2025

CONDUCT OF ILLUMINATE: REGIONAL CONVERGENCE OF EMERGING LEADERS

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

1. Consistent with DepEd Region VII's commitment to giving learners inclusive, effective, culturally responsive, gender-sensitive, and safe learning environments, the Office hereby announces the conduct of the Regional Learners' Convergence entitled **Illuminate: Regional Convergence of Emerging Leaders** on **October 10-12 2025** at **Bohol**.

2. This activity aims to empower the youth by providing meaningful activities that strengthen their leadership abilities, promote well-being, and nurture a deeper sense of responsibility.

3. In line with this, the following participants from all 12 Schools Division Offices (SDOs) are requested to attend:

- a. Student Leaders from different organizations:
 - i. Four (4) representatives from Division Federated Supreme Secondary Learner Government (DFSSLG);
 - ii. One (1) learner representative from Barkada Kontra Bisyo Organization (BKB+);
 - iii. One (1) learner representative from Youth for Environment in Schools Organization (YES-O);
 - iv. One (1) learner representative from DRRM;
 - v. One (1) learner representative from School Health;
 - vi. One (1) learner representative from Sports; and
 - vii. One (1) learner representative from private schools
- b. Two (2) Teacher-advisers (preferably male and female) to serve as chaperones;
- c. Division Youth Formation Coordinators (DYFCs) to be part of the Technical Working Committee. Please refer to Annex B for the list of Technical Working Committee members.

4. The final venue will be communicated directly to the participants through an advisory. Participants may pre-register through this link:
<https://tinyurl.com/R7LearnConPreRegistration>

5. The first meal to be provided to the participants will be AM Snacks on October 10, 2025 and the last meal will be Lunch on October 12, 2025. Meals and accommodation shall be provided to the participants chargeable against the Regional YFD Funds

downloaded to the host division, Bohol. 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.

6. All participants including the Technical Working Committee (TWC) shall be granted service credits or Compensatory Time-Off (CTO) for their participation on days rendered on weekends and holidays in accordance with CSC and DBM Joint Circular No. 2, s.2004.

7. The Schools Division Offices through their Division Youth Formation Coordinators are required to submit the **signed Notice of Confirmation** on or before Friday, October 3, 2025.

8. The Schools Division Offices through their Division Youth Formation Coordinators shall also submit the **signed Parental Consent and Waiver Form & Learner Consent** on or before October 6, 2025.

9. All Division Youth Formation Coordinators are required to conduct a pre-departure orientation and briefing of delegates.

10. All participants, both learners and chaperones, are advised to:

- a. prepare the following attire:
 - i. Organizational/Club uniform (Day 1)
 - ii. Rubber shoes
 - iii. Jogging pants
 - iv. Any comfortable but decent attire

11. Additionally, participants may refer to the QR code attached below for guidance on quick links of templates and other pertinent documents such as the activity matrix.

12. For any questions or clarifications, please coordinate with the Regional Youth Formation Coordinator, Ms. Johnnyline Jagdon or Ms. Ma. Patricia Rose Caballo, through essd.seven@deped.gov.ph



Quick link for templates:
<https://linktr.ee/vfd.depedro7>



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

STJ/FYA/ESSD/TTP/jpp



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: (032) 256-9466/639773295904 local 700

 DepEd Tayo Region VII

 region7.deped.gov.ph



Annex A: Activity Matrix

Illuminate: Regional Convergence of Emerging Leaders

Regional Learners' Convergence 2025

📍 Bohol | October 10 - 12, 2025

Activity Matrix

Time	Day 1 (October 10, 2025)
6:00 AM - 9:00 AM	Arrival and Registration
9:00 AM - 10:00 AM	Opening Program
10:00 AM - 11:00 AM	Keynote Plenary <i>"Empowering Learners, Building Tomorrow"</i> – shared vision of youth leadership and convergence of advocacies
11:00 AM - 11:30 AM	Youth Leaders Roll Call
11:30 AM - 12:00 PM	Briefing for the Thematic Session at Museum
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 1:30 PM	Travel and arrival at Museum
1:30 PM - 3:00 PM	Thematic Breakout Session 1
	Student Leaders: <i>Leadership in Action</i>
	Youth for Environment: <i>Climate Action Now</i>
	Youth Against Vices: <i>Healthy Lifestyles, Bright Futures</i>
	Youth for Mental Health: <i>Well-being Champions</i>
	Youth for DRRM: <i>Preparedness Saves Lives</i>
	Youth for Sports: <i>Teamwork & Discipline in Action</i>
	Private School Youth: <i>Equity & Inclusion in Education</i>
3:00 PM - 4:00 PM	Synthesis Circle – each group shares top 3 takeaways
4:00 PM - 5:00 PM	Travel back to main venue

Annex A: Activity Matrix

6:00 PM - 8:00 PM	Geopark Night
Time	Day 2 (October 11, 2025)
6:00 AM - 7:00 AM	Wellness Activity - Zumba
8:00 AM - 9:00 AM	Management of Learning
9:00 AM - 10:00 AM	Plenary Talk <i>"The Power of Youth Advocacy in Nation-Building"</i>
10:00 AM - 10:30 AM	Open Forum – youth participants raise questions and share perspectives
10:30 AM - 12:00 PM	Thematic Breakout Session 2 (skills-focused workshops)
	Leadership & Policy Advocacy
	Creative Campaigning for Awareness
	Organizing Community-Based Initiatives
	Peer Support & Mental Health First Aid
	Sports for Peace & Development
	Disaster Preparedness Simulation
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 4:00 PM	Interactive Convergence Workshop: "Advocacy Hackathon"
	Mixed teams design mini-projects that combine advocacies <ul style="list-style-type: none"> - LGP - DRRM + School Health - SSD + BKB++ - YES-O + Private School
4:00 PM - 5:00 PM	Present outputs through project pitches or 3-minute presentations
5:00 PM - 6:00 PM	DINNER

Annex A: Activity Matrix

6:00 PM - 8:00 PM	Solidarity Circle - reflection activity (processing of the day activities) with presentations from the different advocacy groups
Time	Day 3 (October 12, 2025)
6:00 AM - 7:00 AM	Wellness Activity - Taekwondo Poomsae
8:00 AM - 8:30 AM	Management of Learning
8:30 AM - 9:30 AM	Plenary Session: <i>"The Future is Now: Sustaining Youth Advocacy"</i> – inspirational talk + tools for sustainability (partnerships, linkages, resource mobilization)
9:00 AM - 10:00 AM	Commitment Ritual: Youth Pledge of Convergence (each group writes down their concrete commitments and unites them in a symbolic act)
10:00 AM - 11:00 AM	Closing Program – synthesis, messages of support, recognition, and send-off
11:00 AM - 12:00 PM	LUNCH
12:00 PM - 3:00 PM	GEOSITE TOUR

Illuminate: Regional Convergence of Emerging Leaders

Regional Learners' Convergence 2025

● Bohol | October 10 - 12, 2025

TECHNICAL WORKING COMMITTEE

COMMITTEE	PERSONS-IN-CHARGE	TERMS OF REFERENCE
Project Management Committee	Chair: RD Salustiano Jimenez Co-Chair: OIC-SDS Fay Luarez Member/s: ARD Atty. Fiel Almendra OIC-ASDS Eduardo Ompad Tomas T. Pastor Wilfreda O. Flor	<ul style="list-style-type: none"> · Oversees the planning and execution of the program · Approves necessary documents to secure budget and other program requirements · Manages the implementation of plans relative to the conduct of the program
Program Committee	Chair: Johnnyline P. Jagdon Co-chair: SDO Bohol Member/s: Ma. Patricia Rose J. Caballo SDO Bohol Angelette A. Remolador Aian B. Dolauta Marina H. Bernasor Lyn S. Bertulfo Carmelita B. Cortes Kent Kirby L. Campugan Rechel F. Buseciak Mark J. Alquizola Niñaly A. Gesim Mithz P. Labao Phineas Jose Y. Zita June Grace S. Cabrillos Joswha P. Sagarino Jamaila O. Labiste Erely D. Trinidad Miriam G. Alejandrino Marilou M. Pabroa Rhoniell B. Villarin Joermelyne P. Pasilbas Lynn M. Larida	<ul style="list-style-type: none"> · Draft program flow for proposal to the management committee · Identify persons (key officials, guests, performers involved in the program) · Supervise the conduct of the program · Serve as program Director

Annex B: List of Technical Working Committee Members

	<p>Marfe J. Caballo Ditas D. Zambrano Jessa Mae A. Mahidlaon</p>	
Technical and Production Committee	<p>Chair: Wilfredo dela Cerna Co-chair: SDO Bohol Member/s: SDO Bohol</p>	<ul style="list-style-type: none"> · Provides technical requirements for onsite and virtual execution of the program · Handles the technical rehearsals, dry run, and the actual conduct of the event
Letters, Invitations, and RSVP Committee	<p>Chair: Ma. Patricia Rose Caballo Co-chair: SDO Bohol Member/s: SDO Bohol</p>	<ul style="list-style-type: none"> · Prepares the invitation and other communications relevant to the conduct of the program · Handles the RSVP/confirmation of all concerned participants
Food Committee	<p>Chair: SDO Bohol Co-chair: SDO Bohol Member/s: SDO Bohol</p>	<ul style="list-style-type: none"> · Efficient and timely food provision during the preparation and actual activity
Media/ Documentation Committee	<p>Chair: Amaryllis Villarmia Co-chair: SDO Bohol Member/s: Lester John Berdida Andrea Medalle SDO Bohol</p>	<ul style="list-style-type: none"> · Identifies media personnel to be invited during the event · Facilitate the media coverage and press conference
Registration Committee	<p>Chair: Jamaica S. Biadnes Co-chair: SDO Bohol Member/s: SDO Bohol</p>	<ul style="list-style-type: none"> · Facilitate the pre-event registration of all participants · Handles the on-site registration of all concerned participants during the event · Distribute Certificate of Appearance to all concerned participants
Physical Set-up Committee	<p>Chair: SDO Bohol Co-chair: SDO Bohol Member/s: Host Venue</p>	<ul style="list-style-type: none"> · Provides venue styling proposals · Handles the dressing up of the venue · Provides seating arrangement for all concerned participants
Protocol & Ushering Committee	<p>Chair: SDO Bohol Member/s: SDO Bohol</p>	<ul style="list-style-type: none"> · Provides assistance to key officials, guests, and concerned participants as necessary
Medical and Wellness Committee	<p>Chair: Dr. Rogelio John Villamor, Jr. Co-chair: SDO Bohol</p>	<ul style="list-style-type: none"> · Provides first aid intervention for medical cases

Annex B: List of Technical Working Committee Members

	Member/s: Dr. Melissa M. Paradela SDO Bohol	<ul style="list-style-type: none"> · Provides medical care to all participants as needed
Security and Transportation Committee	Chair: Ranilo L. Edar (Security) Co-chair: SDO Bohol (Security & Transpo) Member/s: SDO Bohol	<ul style="list-style-type: none"> · Handles coordination on the logistics, transportation, and parking during the event · Ensures the safety and orderliness before, during, and after the execution of the program
Finance and Procurement Committee	Chair: Sylvio H. Sabino Co-Chair: SDO Bohol Member/s: SDO Bohol	<ul style="list-style-type: none"> · Prepares the budget requirements needed for the execution of the program · Prepares the downloading of funds to the host region/division
Accommodation Committee	Chair: SDO Bohol Member/s: SDO Bohol	<ul style="list-style-type: none"> · Handles the accommodation of all concerned participants from check-in to check-out
External QAME	Chair: Sofronio Paragoso Member/s: SDO Bohol	<ul style="list-style-type: none"> · Validate the fidelity of program implementation against set standards, policies, and guidelines. · Ensure that objectives, outputs, and outcomes align with DepEd's goals and intended learner benefits. · Review instructional materials, processes, and learning resources for quality and compliance.
LRP Help Desk	Chair: Mary Joy Cañete Co-Chair: SDO Bohol Member/s: SDO Bohol RGCs	<ul style="list-style-type: none"> · Ensures that all activities uphold the rights and dignity of learners as provided in DepEd Child Protection Policy (DO 40, s. 2012) · Monitors for incidents of bullying, harassment, or discrimination and responds immediately when necessary · Maintains a safe space for learners to report concerns confidentially · Coordinates with chaperones and the Medical and Wellness and Security Committees for cases needing intervention or support

NOTICE OF CONFIRMATION
 Elizabethton Regional Conference of Emerging Leaders
 Hobbs
 October 19-22, 2025

Division Region	Name	Cintola	Birthdate (mm/dd/yyyy)	Age	Grade Level	Complete name of institute/Division	Email Address	Contact Number	Religious	Head Restrictions	Pre-Existing Health Conditions (Specify otherwise NONE)	In Case of Emergency		Travel Details			
												Name	Relationship	Contact Number	Address	and Phone	Departure Date and Time
VII																	
Person Involved																	
10/19/2025																	
Leaves																	
Participate																	
OFFICIAL																	
Leaves																	
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10/19/2025																	
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Participate																	
Special																	
Leaves																	
Participate																	
Leaves																	
Participate																	
Participate																	
Teacher																	
Change																	

Approved by:

Submitted by: _____

Approved by: _____

SCHOOLS DIVISION SUPERINTENDENT

YOUTH FORMATION COORDINATOR

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 activity titled **Illuminate: Regional Convergence of Emerging Leaders** on **October 10-12, 2025** at **Bohol**.

1. I give Full Consent for our child/ward _____ to participate in the activity titled **Illuminate: Regional Convergence of Emerging Leaders**, a Youth Formation Division initiative to be conducted by the Department of Education on October 10-12, 2025, in Bohol
2. I acknowledge that I have been informed of the details of the conduct of the activity titled **Illuminate: Regional Convergence of Emerging Leaders**.
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.

Annex D: Parental Consent and Waiver Form

- 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 in 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 activity titled **Illuminate: Regional Convergence of Emerging Leaders** on **October 10-12, 2025** at **Bohol**.
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 in the event.*