



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

**Office of the Schools Division
Superintendent**

December 16, 2025

DIVISION MEMORANDUM
SGOD-2025- 281

To: **JOERMELYNE P. PASILBAS** – Project Development Officer I

**REGIONAL YOUTH FORMATION PROGRAM IMPLEMENTATION REVIEW FOR THE
SECOND SEMESTER 2025**

1. You are hereby directed to attend the Regional Youth Formation Program Implementation Review for the Second Semester 2025 on December 19-21, 2025 (Friday, Saturday and Sunday) at DepEd Ecotech Center, Cebu City.
2. A two-day Compensatory Time-Off (CTO) shall be granted, in recognition of work performed on a weekend (Saturday and Sunday) in accordance with CSC and DBM Joint Circular No. 2, 2004.
3. For your guidance and compliance.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAL/SGOD/MCC/jpp



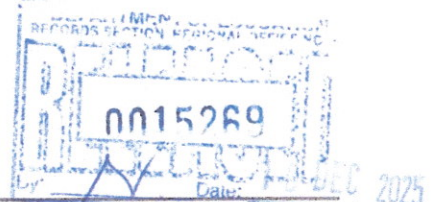
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12-118



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BY DATE: 12/15/25
Office of the Regional Director

received SGOD:
12/15/25 @ 8:00 am
10 DEC 2025

REGIONAL MEMORANDUM

No. 1263 s. 2025

REGIONAL YOUTH FORMATION PROGRAM IMPLEMENTATION REVIEW FOR THE SECOND SEMESTER 2025

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

1. The Basic Education Development Plan (BEDP) 2030, the 5-point Agenda of the Secretary of the Department of Education (DepEd) and the Regional Education Development Plan (REDP) gave emphasis on the holistic development of the learner through the different Learner Formation Programs, Projects, and Activities (PPAs).
2. The Department of Education (DepEd) Operations Strand, through the Bureau of Learner Support Services - Youth Formation Division (BLSS-YFD), has downloaded a Program Support Fund that will allow the Region and the Schools Division Offices to implement the different initiatives of DepEd.
3. In this regard, to assess and evaluate the implementation of the youth formation programs, the Regional Office through the Education Support Services Division will conduct a **Regional Youth Formation Program Implementation Review** for the Second Semester 2025 on **December 19-21, 2025 at Deped Ecotech Center, Cebu City.**
4. The activity will be participated by:
 - a. Division-based Project Development Officer I assigned/designated as Division Youth Formation Coordinator (DYFCs)
 - b. Learner-leaders elected as Officers of the Regional Federation of Supreme Secondary Learner Government (RFSSLG)
5. In view thereof, the Division-based Project Development Officer I assigned/designated as Division Youth Formation Coordinator (DYFC) are requested to attend in the said activity. Likewise, they are requested to submit the following reports duly signed by their Schools Division Superintendent (SDS):
 - Program Implementation Report 2025
 - Program Support Fund (PSF) Utilization Report 2025, including the utilization of the downloaded funds for the conduct of School-Based Training of Career Advocates (SBTCA)
 - Program Implementation Plan and M&E Plan for 2026
6. Participants are encouraged to pre-register for the activity through this link: <https://tinyurl.com/YFDPIR2ndSem2025>.



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DepEd Tayo Region VII



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7. Moreover, all learner participants are required to submit the signed Parental Waiver and Consent and Learner's Consent on or before December 15, 2025.

8. The first meal to be served to all participants will be lunch on December 19, 2025, while the last meal to be served will be lunch on December 21, 2025. Any participant who wishes to leave earlier than the planned closing program is requested to submit a justification letter signed by their SDS.

9. The travel and other incidental expenses of the participants shall be charged to the Local Funds, YFD Program Support Fund, Maintenance and Other Operating Expenses (MOOE) or other fund source/s subject to the usual accounting and auditing rules and regulations.

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

11. 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

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



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

STJ/FYA/ESSD/TTP/tp



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NOTICE OF CONFIRMATION
 Regional Youth Formation Program Implementation Review for the 2nd Semester, 2025
 DepEd Division Office - South, Laguna, Cebu City
 December 19, 21, 2025

Division: VII
 Region:

Person Involved	Name	Gender	Birthdate (mm/dd/yyyy)	Age (year)	Grade Level	Complete name of school/division	Email Address	Contact Number	Religion	Event Name/Activity	Pre-existing Health Condition, Injury, Allergies, or AOE	In Case of Emergency		Travel Details	
												Name	Relationship		Arrival Date and Time
DESAIG															
DAFC															
DEVA															

Submitted by:

Approved by:

YOUTH FORMATION COORDINATOR

SCHOOL SUPERVISOR

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 **Regional Youth Formation Program Implementation Review for the 2nd Semester 2025** on **December 19-21, 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 participate 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.

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 **Regional Youth Formation Program Implementation Review for the 2nd Semester 2025** on **December 19-21, 2025** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**.

1. I give Full Consent for our child/ward _____ to participate in the activity titled **Regional Youth Formation Program Implementation Review for the 2nd Semester 2025**, an initiative to be conducted by ESSD-YFD on December 19-21, 2025, at the DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. I acknowledge that I have been informed of the details of the conduct of the activity titled **Regional Youth Formation Program Implementation Review for the 2nd Semester 2025**.
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 in the event.



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ACTIVITY PROPOSAL SHEET (APS)

Proposal Activity Code	
Functional Division <i>Use acronym only</i>	ESSD
Activity No. <i>As may be assigned by the division chief using the progressive numbering system</i>	ESSD-YFD-2025-008

Activity Profile	
Activity Title	Galam Kalikupan: Empowering Youth for Climate Change Adaptation and Mitigation
PMIS Activity Code	AC-24-5703-LSP-S4-003
Objective <i>Kindly utilize Bloom's Taxonomy of Objectives and arranged according to suggested hierarchy. First Objective as lowest and Last Objective as highest.</i>	<ol style="list-style-type: none"> 1. Identify key concepts related to climate change, adaptation, and mitigation. 2. Describe the role of youth in promoting climate action and environmental stewardship. 3. Differentiate between adaptation and mitigation approaches and their specific outcomes. 4. Demonstrate practical skills in climate adaptation and mitigation techniques such as waste segregation and recycling. 5. Design youth-led climate adaptation or mitigation projects or activities that address specific community needs.

Benefits <i>Kindly state the problem/s that this activity is sought to address</i>	<p>Issues and gaps to address:</p> <ul style="list-style-type: none"> • Low Climate Change Awareness and Practical Adaptation and Mitigation Skills Many young people still have limited understanding of climate science, the local impacts of climate change, and the importance of adaptation and mitigation in their daily lives. Additionally, many young people still lack hands-on, practical skills that would allow them to participate in real adaptation and mitigation efforts. Skills such as sustainable agriculture, waste management, biodiversity protection, and disaster preparedness are rarely taught in schools or community settings.
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	<ul style="list-style-type: none"> ● Limited Youth Engagement in Community Climate Action Despite their potential, youth often remain on the sidelines of community-based climate and environmental programs due to the absence of structured platforms for engagement. Their ideas and energy are underutilized, and they seldom get opportunities to contribute to local adaptation or environmental protection activities. ● Low Climate Change Awareness and Practical Adaptation and Mitigation Skills Many young people still have limited understanding of climate science, the local impacts of climate change, and the importance of adaptation and mitigation in their daily lives. <p>Through this activity, participants can have access to youth-friendly and context-based climate education that empowers learners with the knowledge they need to act on climate issues in their communities. By creating spaces for youth participation and encouraging youth-led community projects, learners can come up with practical, locally relevant climate solutions that they can implement in their schools and communities immediately.</p>
	<p>Benefits/Beneficiaries:</p> <ul style="list-style-type: none"> ● Learners Learners are able to increase their climate literacy and awareness of environmental issues in the context of the region, develop practical skills in climate adaptation and mitigation, and have a platform to showcase innovations and ideas for climate solutions. ● Schools and Communities Schools are able to have learner-leaders who have climate literacy and have innovative ideas for climate solutions that can directly improve their school environment or their community. <p>This activity is a joint initiative of the Youth Formation Division and Disaster Risk Reduction and Management.</p>

Risk Management	Identified Risk	Risk Treatment
<p><i>Kindly state the possible risk that this activity may encounter and what would be the mitigation strategy in case the identified risk will happen.</i></p>	<p>1. Health and Safety Concerns</p>	<p>Ensure the availability of medical personnel with first aid kit and experience in basic safety procedures. Have participants secure a medical certificate prior to participation in the activity.</p>

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	2. Technical Issues	Inspect all equipment before the event. Create printed materials as backups and reserve an alternative venue or power source in case of issues
	3. Low participation or attendance	Coordinate with SDOs early to secure commitment. Send an issuance in advance.
	4. Safety and security of the participants	Pre-departure briefing by SDO and onsite briefing of participants shall be conducted. Inform venue security personnel on the safety and security procedure. No learner participant shall be allowed to travel or leave premises without permission from parents/guardian and is not accompanied by a chaperone.
	5. External Risks	Monitor weather and public health advisories and prepare contingency plans accordingly.

Legal Basis <i>Kindly state the pertinent DepEd Orders or other legal bases that support the implementation of the activity</i>	1. Republic Act No. 8044 - Youth in Nation-Building Act This encourages youth involvement in character-building and development activity for civic efficiency, stewardship of natural resources, agricultural and industrial productivity, and an understanding of world economic commitments on tariffs and trade and participation in structures for policy-making and program implementation to reduce the incidence of poverty and accelerate socioeconomic development. This act also encourages youth-serving organizations, like DepEd, to guide and mentor young people in leadership, culture, and civic participation.
	2. RA 10533 - Enhanced Basic Education Act of 2013 This provides that the State, through DepEd, shall create a functional basic education system that will develop productive and responsible citizens equipped with the essential competencies, skills and values for both life-long learning and employment.

Alignment to REDP	The implementation of <i>Galam Kalikupan: Empowering Youth for Climate Change Adaptation and Mitigation</i> aligns with the REDP by fostering learner resilience through education on disaster risk reduction and
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How does the implementation of this activity support the overall goals of the REDP?	climate action. It equips learners with the knowledge and skills that are essential to protect themselves and others from death, injury, or harm caused by natural or human-induced hazards, while promoting proactive efforts to mitigate and minimize the risks associated with such events.
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Schedule <i>When do you plan to conduct this activity? Kindly state the inclusive dates</i>	Date Started	Date Finished	Number of Days
	November 26, 2025	November 28, 2025	3 full days

Best Cost of the Activity <i>Kindly fill out the data elements required. Only reflect the best possible cost of the activity without contingency costing.</i>	Item	No. of Pax	Unit Cost / Pax	Sub-Total	Service Fee (5%)	Total Cost
	Food, Venue, & Accommodation <i>Refer to DepEd Order No. 15, s. 2017</i>	150 pax	1,500/pax * 3 days	675,000		737,600
		10 TWC	1,500/pax * 3 days	45,000		
		22 guests	800/pax	17,600		
	Honorarium <i>Refer to DBM Circular No. 2007-1</i>					
	Materials <i>It is best to itemize the materials as to reflect the best cost. Refer to common-supplies</i>	Participant kits - 160 pcs	500/pax	80,000		102,000
Tokens for guests and speakers - 22 pcs		1,000/pax	22,000			
Transportation <i>If so, required by the resource persons. May utilized the prevailing rates of airfare, boat fare and land transportation fare.</i>						
Others						
GRAND TOTAL	840,000 (400,000 + 440,000)					
Source of Funds	YFD PSF (OSEC- 7-24-2593) + DPRP					

Participants	Governance Level	No. of Pax	Remarks
	Regional Office 1. Regional Director 2. Asst. Regional Director	7	<i>Kindly specify the functional division</i>

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	3. ESSD Chief 4. RYFC 5. Regional DRRM Coordinator 6. DRRM-COS 7. RYFC-COS		
	Schools Division Office 1. DYFCs 2. Division DRRM Coordinators 3. Division GPP Coordinators	24 12 12	<i>Kindly specify the functional division and SDO</i> 2 chaperones per SDO of Region VII
	Schools 1. RFSSLG Officers 2. YES-O Student Leaders 3. Division Best CCAM Implementers (School Head and Learners)	12 36 12 School Heads + 36 learners	<i>Kindly specify the school's name</i> RFSSLG shall serve as members of the TWC 3 YES-O representatives per SDO Division Best CCAM Implementers shall be 1 School Head and 3 learner-representatives per SDO
	Guest/s: Resource Speakers		<i>Kindly specify the guest's organization</i>

Performance Target	Name of KPI	Performance Target
Performance Target <i>What Key Performance Indicators are being addressed by the proposed activity based on REDPP?</i> <i>(Please refer your indicator(s) to your objectives)</i> Sample: Objective 1 – Indicator 1 Objective 2 – Indicator 2	Indicator 1: % of participants who can correctly identify key concepts related to climate change, adaptation, and mitigation.	95% of participants can correctly identify key concepts related to climate change, adaptation, and mitigation.
	Indicator 2: % of participants who can describe the role of youth in promoting climate action and environmental stewardship.	85% of participants can describe the role of youth in promoting climate action and environmental stewardship.
	Indicator 3: % of participants who can correctly differentiate between adaptation and	80% of participants correctly differentiate between adaptation and

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	mitigation approaches and their specific outcomes.	mitigation approaches and their specific outcomes.
	Indicator 4: % of participants who can demonstrate practical skills in climate adaptation and mitigation techniques	70% of participants are able to demonstrate practical skills in climate adaptation and mitigation techniques
	Indicator 5: % of participants who can design youth-led climate adaptation or mitigation projects or activities that address specific community needs.	65% of participants are able to design youth-led climate adaptation or mitigation projects or activities that address specific community needs

APPROVAL SHEET

Prepared by:

Reviewed and Certified Correct:

JOHNNYLINE P. JAGDON

TOMAS T. PASTOR

Program/Activity/Project Coordinator

Chief, Functional Division

Certification of Availability of Funds:

Recommending Approval:

SYLVIO H. SABINO

ATTY. FIEL Y. ALMENDRA

Chief, Finance Division

Assistant Regional Director

Approved by:

SALUSTIANO T JIMENEZ JD, EdD, CESO III

Regional Director

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