



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

December 15, 2025

**REGIONAL MEMORANDUM**

No. **1685** s. 2025

**LEARNER LEADERSHIP SKILLS DEVELOPMENT CAPACITY BUILDING  
ACTIVITY FOR SCHOOL YEAR (S.Y.) 2025-2026**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum DM-OUOPS-2025-10-07238 from the Office of the Undersecretary for Governance and Operations dated November 10, 2025 relative to the conduct of the **Learner Leadership Skills Development Capacity Building Activity for School Year (S.Y.) 2025-2026** from **December 15 to 17, 2025** in **South Cotabato**.

2. The official participants from this Region to this activity are as follows:

No	Name	Designation	Station
1	Gerlec C. Caandoy	TA-1, Youth Formation	Regional Office
2	Neri Margaret Fabillo	PDO-1	Leyte Division
3	Clarence G. Reloban	BKD Officer	Cabacungan National High School, Leyte Division

3. The Activity Matrix and other administrative details in the conduct of the activity are in the attached communication.

4. All travel expenses of the participants in attendance to this activity shall be charged to their respective MOOE/Local Fund/Special Education Fund/Program Support Fund/ other fund sources, whichever is available, subject to the usual government rules on accounting and auditing procedures.

5. Immediate dissemination of and compliance with this Memorandum are desired.

**RONEL AL K. FIRMO, CESO IV**

Assistant Regional Director  
Officer In-Charge  
Office of the Regional Director

Enclosures: as stated

References: Memorandum DM-OUOPS-2025-10-07238

To be indicated in the Perpetual Index under the following subjects:  
CAPACITY BUILDING YOUTH FORMATION  
SPPS-EAD



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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2025-10-07138**

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary

FROM : **MALCOLM S. GARMA**  
Undersecretary for Governance and Operations

SUBJECT : **REQUEST FOR CLEARANCE ON THE ISSUANCE OF MEMORANDUM  
TO CONDUCT THE LEARNER LEADERSHIP SKILLS DEVELOPMENT  
CAPACITY BUILDING ACTIVITY**

DATE : **November 10, 2025**

This is in reference to the request of the Bureau of Learner Support Services – Youth Formation - Division (BLSS-YFD) to issue a memorandum relative to the above-captioned matter.

This memorandum is to be endorsed to DepEd Region XII – Schools Division Office of South Cotabato, as the host region and division for the conduct of the **Learner Leadership Skills Development Capacity Building Activity** scheduled for **December 15-17, 2025**.

After a thorough review of the request, this Office respectfully seeks the Office of the Secretary's clearance and approval for the issuance of the said memorandum.

Should you find it favorable, we humbly request that you indicate your approval on the space provided at the bottom of this document and affix your signature on the space above your name on the first page.

For questions and/or concerns, your staff may contact OUOPS through email at [ouops@deped.gov.ph](mailto:ouops@deped.gov.ph).

- ☐ Approved  
☐ Disapproved  
☐ Further Comments/Remarks



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2025** *10-07138*

FOR : **Regional Directors**  
**Minister, Basic, Higher and Technical Education, BARMM**  
**Regional Youth Formation Coordinators**  
**School Division Superintendents**  
**Division Youth Formation Coordinators**  
**All Others Concerned**

FROM : **MALCOLM S. GARMA**  
*Undersecretary for Governance and Operations*

SUBJECT : **LEARNER LEADERSHIP SKILLS DEVELOPMENT CAPACITY  
BUILDING ACTIVITY FOR SCHOOL YEAR (S.Y.) 2025-2026**

DATE : November 10, 2025

In line with the Department's commitment to fostering holistic learner development and strengthening learner participation in governance and ensuring learners' physical and mental well-being are protected, the Bureau of Learner Support Services (BLSS), through the Youth Formation Division (YFD), will conduct the **Learner Leadership Skills Development Capacity Building Activity for School Year (S.Y.) 2025-2026** from **December 15 to 17, 2025** in **South Cotabato**.

With the theme, "*Sandiwa: Pagbuo ng mga Makabagong Pinuno ng Lipunan*," this activity underscores the importance of developing leaders who are not only skilled but also deeply rooted in Filipino values such as integrity, empathy, and service.

Specifically, this activity aims to:

- develop learners' leadership competencies, including communication, critical thinking, collaboration, and decision-making;
- equip learners with the skills and confidence to initiate and lead community-based projects and activities; and
- create a platform for learners to connect, collaborate, and share best practices in leadership.

In this regard, the BLSS-YFD respectfully requests all Regional Offices, through their respective Regional Youth Formation Coordinators (RYFCs), to identify the requested participants listed in **Annex A** to attend and participate in the said activity. For attendance confirmation, kindly send an email to [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) **on or before Friday, November 28, 2025**.



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All travel expenses of all participants shall be charged against their respective office local funds, Program Support Funds, School MOOE, and any other available sources of funds, in accordance with existing accounting and auditing rules and regulations of the Department. The final venue of the said activity will be communicated directly to the participants via email or an advisory. For reference, kindly refer to **Annex B** for the indicative program of activities.

Moreover, Regional Offices must ensure that learner-leaders are accompanied throughout the duration of the activity. It is also essential that their participation does not disrupt their regular classes. To support this, School Heads of participating learners are requested to provide appropriate alternative learning modalities upon the learners' return, enabling them to catch up on any missed lessons or topics.

For questions and/or concerns, your staff may contact the BLSS-YFD via email.

For immediate dissemination and appropriate action.

## Annex A.

### Composition of Participants

All eighteen (18) regional offices are requested to send four (4) learner participants and (2) chaperones to attend the said activity. The composition of participants from each region shall be as follows:

- a. One (1) newly elected Regional Federation of Supreme Secondary Learner Government (RFSSLG) President [**Learner A**];
- b. One (1) learner-leader from the same division of the RFSSLG President [**Learner B**];
- c. One (1) newly elected Regional Federation of Supreme Secondary Learner Government (RFSSLG) Vice-President [**Learner C**];
- d. One (1) learner-leader from the same division of the RFSSLG Vice-President [**Learner D**];
- e. One (1) Regional Youth Formation Coordinator (RYFC) who shall serve as the chaperone of learner A and learner B [**Chaperone 1**]; and
- f. One (1) Division Youth Formation Coordinator (DYFC) who shall serve as the chaperone of learner C and learner D.

It must be noted that Learners C and D shall be active members of either the Youth-for-Environment in Schools Organization (YES-O) or the *Barkada Kontra Bisyo* (BKB), formerly known as *Barkada Kontra Droga* (BKD), interchangeably. Learner C may represent YES-O while Learner D may represent BKB, or vice versa.

All learner participants who will participate in the said activity shall meet the following qualifications:

1. Must possess good moral character;
2. Must be physically fit and capable of effectively participating in all sessions during the activity; and
3. Must submit a duly accomplished Parental Consent and Waiver Form (**Annex C**) prior attending the activity.

All DepEd personnel who shall serve as chaperones during the activity shall meet the following qualifications:

1. Must be physically fit and capable of providing guidance to learner participants throughout the activity;
2. Must actively participate in and assist learners, and serve as facilitators, moderators, or documenters, during the sessions for the activity; and
3. Must facilitate the submission of Regional Notice of Confirmation (**Annex D**) and signed Parental Consent and Waiver Form to be submitted by the learner-participants.

**Annex B.****Program of Activities****LEARNER LEADERSHIP SKILLS DEVELOPMENT  
CAPACITY BUILDING ACTIVITY**

December 15-17, 2025 | South Cotabato, Region XII

<b>DAY 1: Monday, December 15, 2025</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON IN CHARGE</b>
7:30 a.m. - 10:00 a.m.	Arrival, Check-in and Registration of Participants	
10:01 a.m. - 10:20 a.m.	<b>Opening Program Preliminaries</b> <ul style="list-style-type: none"><li>- National Anthem</li><li>- Opening Prayer</li><li>- Bagong Pilipinas Hymn &amp; Pledge</li><li>- DepEd RO XII Hymn</li><li>- SDO South Cotabato Hymn</li></ul>	BLSS-YFD and Schools Division Office (SDO) South Cotabato
10:21 a.m. - 10:30 a.m.	Opening Salvo	SDO South Cotabato
10:31 a.m. - 10:40 a.m.	Welcome Message	<b>Carlito D. Rocafort</b> <i>Regional Director</i> DepEd - Regional Office XII
10:41 a.m. - 10:50 a.m.	Inspirational Message and Introduction to Keynote Speaker	<b>Georgina H. Yang</b> <i>Assistant Secretary for Operations</i> Department of Education
10:51 a.m. - 11:05 a.m.	Keynote Message	<b>Malcolm S. Garma</b> <i>Undersecretary for Governance and Operations</i>
11:06 a.m. - 11:10 a.m.	Photo Opportunity	BLSS-YFD
11:11 a.m. - 11:20 a.m.	Overview of Activity	<b>Dr. Gina L. Cruz</b> Officer-in-Charge, BLSS-YFD
11:21 a.m. - 11:30 a.m.	Expectation Setting, House Rules and Norms, Hotel Rules	BLSS-YFD and Hotel Representative
12:00 p.m. - 1:00 p.m.	<b>Lunch Break</b>	
1:01 p.m. - 1:30 p.m.	Energizer and Introduction of Team-Building Activity Mechanics	BLSS-YFD
1:31 p.m. - 5:00 p.m.	<b>Team-Building Activity</b>	BLSS-YFD
5:01 p.m. - 5:30 p.m.	Hotel Check-in	
5:31 p.m. - 7:00 p.m.	First Session of the NFSSLG for SY: 2025-2026	
6:00 p.m. - 9:00 p.m.	<b>Dinner</b>	
10:00 p.m. onwards	<b>Lights out</b>	

**DAY 2: Tuesday, December 16, 2025**

TIME	ACTIVITY	PERSON IN CHARGE
6:00 a.m. - 8:00 a.m.	<b>Breakfast</b>	
8:00 a.m. - 8:15 a.m.	Preliminaries	BLSS-YFD
8:30 a.m. - 11:30 a.m.	<b>Simultaneous Consultation Sessions</b> <ul style="list-style-type: none"> <li>Artificial Intelligence   Strategic Management</li> <li>Learners' Handbook   Youth Formation Division</li> <li>Bullying   Learner Rights and Protection Division</li> </ul>	
12:00 p.m. - 1:00 p.m.	<b>Lunch Break</b>	
1:01 p.m. - 1:30 p.m.	Energizer	BLSS-YFD
1:31 p.m. - 4:50 p.m.	<b>Design Thinking:</b> Unified Learner Government Program	<b>Dr. Gina L. Cruz</b> Officer-in-Charge, BLSS-YFD
4:51 p.m. - 5:00 p.m.	Wrap-Up and Reminders	BLSS-YFD
6:00 p.m. - 9:00 p.m.	<b>Dinner</b>	
10:00 p.m. onwards	<b>Lights out</b>	

**DAY 3: Wednesday, December 17, 2025**

TIME	ACTIVITY	PERSON IN CHARGE
6:00 a.m. - 8:00 a.m.	<b>Breakfast</b>	
8:01 a.m. - 8:30 a.m.	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>Nationalistic Song</li> <li>Prayer</li> <li>Recapitulation</li> </ul>	c/o Tech Team
8:31 a.m. - 10:00 a.m.	<b>Closing Program Preliminaries</b> <ul style="list-style-type: none"> <li>Nationalistic Song</li> <li>Prayer</li> </ul> <b>Closing Message</b> <ul style="list-style-type: none"> <li>Awarding of Certificates</li> <li>Ways Forward and Announcements</li> <li>Photo Opportunity</li> </ul>	SDO South Cotabato  <b>Dr. Miguel Angelo S. Mantaring</b> Director IV Bureau of Learner Support Services  BLSS-YFD
10:01 a.m. - 1:00 p.m.	<b>Lunch Break and Preparation for Checkout</b>	
1:00 p.m. onwards	<b>Travel out of TWG and Participants</b>	

## Annex C.

### 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 conduct of the **Learner Leadership Skills Development Capacity Building Activity for School Year (S.Y.) 2025-2026** that will be held on **December 15-17, 2025** in **South Cotabato**.

I understand that the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) of the Department of Education (DepEd) shall implement the minimum public health standards set by the government to minimize the risk of the spread of any communicable disease, but it cannot guarantee that my child will not become infected.

I understand that my child'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 at risk of transmission of any communicable disease, notwithstanding the precautions undertaken by the implementing team.

#### Voluntary Participation

I acknowledge that my child's participation in this activity is completely voluntary. My child may decline to participate or withdraw from participation at any time for any reason. Declining or withdrawing participation will not result in any penalty or loss of benefits or reduction of any basic right to which my child is entitled. While there remains the risk of possible transmission of any communicable disease to my child/ren, and to the members of my household, I freely assume the said risk and I permit my child/ren to attend this activity.

#### Exclusion (Limitations/Ineligibility)

I am aware that symptoms of any communicable disease include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and diarrhea.

I confirm that my child currently has none of those symptoms and is in good health. I will not allow my child to physically go to the event if my child 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 to attend the event if my child or any of my household members test positive for any communicable disease. My child/ren and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and community.

## Documentation

I confirm that I give full permission in any recording or picture taken of my child during the conduct of this event and to use some or all my child's images/ contribution/ performance in any publication (including electronic publications such as film or website) created by or for the BLSS-YFD and to release this material to DepEd official platforms.

## Confidentiality

I am aware that any information that will be given during the activity will be kept strictly confidential, and personal information will be treated in accordance with the Republic Act 10173, Data Privacy Act of 2012. I am assured that the information about my child will not be shared outside of the implementation team. My child's name will not be used when data from this activity is analyzed.

I hereby confirm that I agree and understand the commitment of my child as a participant. I also understand and will support my child's endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow participants and to DepEd.

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 the school/division and its personnel as well as officials and personnel of the Department of Education relative to the conduct of the activity.

With full understanding, I – on behalf of myself, my household members, and my child/ren – hereby freely and voluntarily give my consent to my child's participation in the activity from December 15-17, 2025. I also attest that I had sought the views of my child, and he/she has expressed a willingness to participate in the activity.

## CONTACT DETAILS FOR QUESTIONS OR PROBLEMS

For any concerns or clarification, you may contact the BLSS-YFD through the email address [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

<hr/>	<hr/>
Signature of Parent/Guardian over Printed Name	Contact Details (Mobile Number)
<hr/>	<hr/>
Name of Child/ren	Date

*\* Please submit this form to your child's school prior to participation in the activity.*

## LEARNER CONSENT, WAIVER, INDEMNITY and RELEASE

*(To be completed by the Learner)*

I, \_\_\_\_\_, agreed to participate with the consent of my parents and/or legal guardian in the Learner Leadership Skills Development Capacity Building Activity for School Year (S.Y.) 2025-2026 that will be held on December 15-17, 2025 in South Cotabato.

I agree to give permission to the **Department of Education (DepEd)** and its representatives to make recordings of my voice and to take photographs and/or videos in which I appear in at the event and location stated above, to be used for the communications and various public campaigns of the Department be it in print, broadcast and/or electronic media.

I have read and understood the accompanying letter and information leaflet. For things I do not understand, I will ask my Parent/Guardian to clarify the objective of the activity for me.

I know the purpose of the project/activity and the part I will be involved in. I know that DepEd and its representative are not allowed to use the information about me in any form that might harm my rights and well-being.

_____ Name of Learner	_____ Name of School
_____ Age	_____ Date