



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 March 2026

DIVISION MEMORANDUM
No. 193 s. 2026

**DIVISION LEARNERS' CONVERGENCE: EMPOWERING LEARNERS
THROUGH COLLABORATION AND ENGAGEMENT**

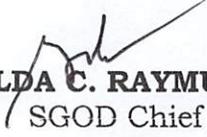
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Secondary Schools
Heads, Unit/Section
All Others Concerned

1. The Schools Division Office of the City of Tayabas through the SGOD Youth Formation Development Section will conduct **Division Learners' Convergence: Empowering Learners through Collaboration and Engagement** for SSLG officers on **March 26-27, 2026** at **M.I. Sevilla Resort, Brgy. Domoit, Lucena City**.
2. This activity will be conducted in preparation for their term in S.Y. 2026-2027 and aims to equip them with the necessary leadership skills, knowledge, and attitude for effective service. The following are the objectives of the said activity:
 - a. Strengthen learner leadership and engagement through collaborative activities and knowledge-sharing sessions.
 - b. Promote unity and camaraderie among secondary learners across the division.
 - c. Provide opportunities for learners to voice concerns and propose solutions.
 - d. Showcase talents and innovations that reflect learner empowerment.
3. Participants in this activity are **Supreme Secondary Learner Government Officers for S.Y. 2026-2027 together with their Advisers**. Advisers shall secure the parent consent of all learners concerned.
4. Meal expenses of participants shall be charged to Program Support Funds while the travel and other expenses shall be charged to school local funds or other available funds subject to usual accounting and auditing rules and regulations.
5. Attached are Enclosure 1 – list of participants, Enclosure 2 – Program Matrix, Enclosure 3 – parent consent and Enclosure 4 – Technical Working Committee for information of all concerned.
6. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


IMELDA C. RAYMUNDO
SGOD Chief
Officer-in-Charge

Encl.: As stated

Reference: DO 47, s. 2014

To be indicated in the Perpetual Index
under the following subjects:

LEARNERS

SGOD- division learners' convergence: empowering learners through collaboration and engagement
438B5-000089/March 17, 2026

Enclosure 1 - **LIST OF PARTICIPANTS**

NO.	NAME	DESIGNATION	SCHOOL
1	Niña Angela P. Tarray	President	BANHS
2	Kyshia Andrea A. Nevera	Vice President	BANHS
3	Cristel Balsomo	Secretary	BANHS
4	Moises Q. Geneblazo	Treasurer	BANHS
5	Fiona Cyrene O. Jalla	Auditor	BANHS
6	Victoria Bettina Pelobello	P.I.O.	BANHS
7	Airiesh Criezela D. Postrado	Protocol Officer	BANHS
8	Janeth Ella	Adviser	BANHS
9	Joyce Ann Naynes	President	LPIHS
10	Andrew Joseph T. Sevileno	Vice President	LPIHS
11	Maria Antoinette R. Calabano	Secretary	LPIHS
12	Mary Nicole C. Cuadra	Treasurer	LPIHS
13	Forrest A. Ligdao	Auditor	LPIHS
14	Remuel Rain Merana	G11-Representative	LPIHS
15	Gwyneth Lado	G12-Representative	LPIHS
16	Mikko John E. Rodillas	Adviser	LPIHS
17	Jhoyheart J. Panugan	President	Dapdap IS
18	Jessa Mae J. Sosria	Vice President	Dapdap IS
19	Sheraine Anne D. Villalon	Secretary	Dapdap IS
20	Marla S. Catapang	Treasurer	Dapdap IS
21	Samantha E. Permalino	Auditor	Dapdap IS
22	Mary Elaine M. Cabarrubias	P.I.O.	Dapdap IS
23	Ira Shaznaye C. Enriquez	Protocol Officer	Dapdap IS
24	Rousean D. Villalon	Adviser	Dapdap IS
25	Abby Manguerra	President	RQINHS
26	Angel M. Rioflorido	Vice President	RQINHS
27	Angelica M. Zulueta	Secretary	RQINHS
28	Gleschel Joy I. Tolentino	Treasurer	RQINHS
29	Joana Marie C. Esmao	Auditor	RQINHS
30	Kate Roma Louriz F. Natividad	P.I.O.	RQINHS
31	Jane Reyes	Protocol Officer	RQINHS
32	Jeanne Pauline O. Julo	Adviser	RQINHS
33	Jade Mark T. Masongsong	President	WPNHS
34	Izzy R. Caguicla	Vice President	WPNHS
35	Aron Vince S. Cabuyao	Secretary	WPNHS
36	Shimarah C. Caagbay	Treasurer	WPNHS
37	Zyrene Kim Caagbay	Auditor	WPNHS

38	Christian Jay Cabuyao	P.I.O.	WPNHS
39	Jillian Cielo Edora	Protocol Officer	WPNHS
40	Reymart P. Villapeña	Adviser	WPNHS
41	Reynabeth L. Subieto	President	Alsam IS
42	Kate Jenica G. Lavadia	Vice President	Alsam IS
43	Aramires Claire P. Lacorte	Secretary	Alsam IS
44	Camille P. Devela	Adviser	Alsam IS
45	Curt Jacent R. Almira	President	Busal IS
46	Lady Dianne A. Remolona	Vice President	Busal IS
47	Richard M. Miraflores	Adviser	Busal IS
48	Chezha Faye L. Tomarong	President	Calumpang IS
49	Ma. Anngela Bernadette A. Ropeta	Vice President	Calumpang IS
50	Mayzel P. Alcantara	Adviser	Calumpang IS
51	Sharmaine P. Ransuyo	President	EFIS
52	Lyka S. Razalan	Vice President	EFIS
53	Patricia Louise P. Tarray	Adviser	EFIS
54	Francheska Ysabelle C. Reyes	President	Ilasan IS
55	Zanjoe Miguel P. Masinag	Vice President	Ilasan IS
56	Rica Ann D. Gaanan	Secretary	Ilasan IS
57	John Reiven C.Oabel	Treasurer	Ilasan IS
58	Aizel O. Calusin	Auditor	Ilasan IS
59	Katherine Rose D. Palmado	P.I.O.	Ilasan IS
60	Kate Yassey Y. Jalbuena	Protocol Officer	Ilasan IS
61	Evanie C. Cabriga	Adviser	Ilasan IS
62	Martin S. Reyes	President	Mate IS
63	Neljhon S. Pagaduan	Vice President	Mate IS
64	Janel M. Maaliw	Secretary	Mate IS
65	Ara Angela O. Gaytano	Adviser	Mate IS
66	Princess Janine Rama	President	Mayuwi IS
67	Jhilliane Bautista	Vice President	Mayuwi IS
68	Kyla Eclavea	Secretary	Mayuwi IS
69	Maria Paula C. Talavera	Adviser	Mayuwi IS
70	Aira Nicole A. Aranilla	President	Pandakake IS
71	Jenrick Iyas	Vice President	Pandakake IS
72	Alrich F. Raquel	Secretary	Pandakake IS
73	Francheska Javal	Treasurer	Pandakake IS

74	Marielle H. Paderes	Adviser	Pandakake IS
75	Jaiceryl E. Caballes	President	TCNHS
76	Anna Ruiz Catamora	Auditor	TCNHS
77	Analeth R. Mayuga	Secretary	TCNHS
78	Anela E. Caballes	Treasurer	TCNHS
79	Joel M. Bregondo Jr.	Adviser	TCNHS
80	Rhian Glaiza Reyes Aloner	President	Talolong IS
81	Ariane Joyce Moral Reniva	Vice President	Talolong IS
82	Arvie A. Año	Adviser	Talolong IS

Enclosure 2 – Program Matrix

Day 1

TIME	ACTIVITY	FACILITATOR
8:00-9:15a.m.	Opening Program	AVP
	Nationalistic Song	
	Prayer	
	CALABARZON March	
	Tayabas Hymn	
	DepEd Quality Policy Statement	
	Roll Call of Participants	Nicole May L. Lumanglas PDO I
	Welcome Message	Herbert D. Perez Assist. Schools Division Superintendent
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
	Rationale and Objectives	Imelda C. Raymundo SGOD Chief
	Presentation of Program Matrix, House Rules and Leveling of Expectation	Nicole May L. Lumanglas PDO I
9:15-9:30a.m.	Getting to know you Activity/ Groupings	
9:30-9:45a.m.	Health Break	
9:45-10:45a.m.	Team Building Activity	
10:45-11:45a.m.	Psychological First Aid & Mental Health Discussion & interactive activity	Alelie A. Padillo Nurse II
11:45a.m.-12:45p.m.	Lunch Break	
12:45-1:00p.m.	Energizer	
1:00-2:00p.m.	Adolescent Reproductive Health discussion and interactive activity	Lailani T. Omlas Nurse II
2:00-3:00p.m.	Dental health discussion and interactive activity	Dra. Jayne Paula T. Tulio Dentist II
3:00-3:15p.m.	Health Break	
3:15-4:15p.m.	Gender and Development discussion and interactive activity	La Trisha R. Dalit EPS II
4:15-5:00p.m.	Discussion of General Plan of Action template and required forms	Nicole May L. Lumanglas PDO I
6:00-7:00p.m.	Dinner	
8:00p.m.	Lights out	

DAY 2

TIME	ACTIVITY	FACILITATOR
6:00-7:00a.m.	Breakfast	
8:00-8:45a.m.	MOL/ Recap	DFSSLG officers
8:45-9:45a.m.	DRRM discussion and interactive activity	Dr. Ariel C. Cabuyao PDO II
9:45-10:00a.m.	Health Break	

10:00-11:00a.m.	Values Development discussion and interactive activity	Dr. Joseph Jay D. Aureada EPS – Edukasyon sa Pagpapakatao
11:00-12:00nn	Learner Rights & Protection discussion and interactive activity	Nicole May L. Lumanglas PDO I
12:00-1:00p.m.	Lunch Break	
1:00-2:00p.m.	Leadership skills/ Qualities of an effective leader	Invited Resource Speaker
2:00-2:30p.m.	Workshop on crafting GPOA	
2:30-2:45p.m.	Health Break	
2:45-3:15p.m.	Presentation of Output	
3:15-3:30p.m.	Open forum/ Q&A	
3:30- 4:00p.m.	Closing Program	

Note: This is a live-in activity designed to ensure full participation and maximize learning opportunities for all attendees.

Enclosure 3 – Parent Consent

PARENT'S/ GUARDIAN'S CONSENT FORM

(Annex C of DO No. 66, s. 2017 RE: Implementing Guidelines on the Conduct of Off-Campus Activities)

Name of Learner: _____
Date of Birth: _____ Sex: _____
Parent's/Guardian's Name: _____
Relationship to Learner: _____
Home Address: _____
Contact Number/s: _____
Title of the Activity: _____
Venue: _____ Date of Activity: _____

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all of the foregoing. I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

Parent/Guardian's Name and
Signature

Date

Notes (other information you may wish to inform the teacher, such as child's medical condition, etc.):

Enclosure 4 – Technical Working Committee

Overall Chairperson: Celedonio B. Balderas, Jr. — SDS
 Co-Chairperson: Herbert D. Perez — ASDS

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> ➤ Oversee the implementation of the entire program. ➤ Orients the PMT and resource persons on their terms of reference and details of the program design ➤ Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards ➤ Leads the debriefing sessions with the PMT and resource speakers
Learning Manager	N/A	<ul style="list-style-type: none"> ➤ Leads the conduct of the program per session room ➤ Ensures that the program is carried out based on the detailed design in collaboration with the resource persons ➤ Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and normsetting activities and by addressing emerging learning needs ➤ Facilitates management of learning activities as scheduled and as needed ➤ Facilitates integration session at the end of the intervention, including preparation of Work Application Plan
Resource Speakers /	Nicole May L. Lumanglas Alelie A. Padillo Dra. Jayne Paula T. Tulio Lailani T. Omlas Dr. Ariel C. Cabuyao Dr. Joseph Jay D. Aureada La Trisha R. Dalit 1 Resource Speaker from DepEd Quezon	<ul style="list-style-type: none"> ➤ Applies effective presentation and facilitation techniques in conducting assigned sessions ➤ Provides expert content input during learning sessions
M&E Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> ➤ Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT

		<ul style="list-style-type: none"> ➤ Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist ➤ Applies process observation and prescribed tools to monitor and evaluate program delivery ➤ Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing ➤ Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation ➤ Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter	Princess Talavera	<ul style="list-style-type: none"> ➤ Documents the proceedings of the learning sessions using the prescribed documentation template ➤ Take photos of the different parts of the program delivery
Secretariat	Princess Talavera	<ul style="list-style-type: none"> ➤ Attends to registration needs of learners/ participants ➤ Ensures that the learners/ participants fill up attendance sheets every day. ➤ Assists in the distribution of learning materials and supplies ➤ Assists in posting and collection of session outputs ➤ Compiles session documents and learning resource materials
Welfare Officer	Dra. Joan Salcedo/ Dra. Jayne Paula T. Tulio/ Alelie A. Padillo/ Lailani T. Omlas	<ul style="list-style-type: none"> ➤ Ensures that provisions for inclusion, safety, security, health, and wellness of learners/ participants, PMT, and resource persons are adequate and available at all times in the venue ➤ Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.
Logistics Officer	John Cavin Rodil/ La Trisha Dalit	<ul style="list-style-type: none"> ➤ Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the

		<p>successful implementation of the program</p> <ul style="list-style-type: none"> ➤ Leads ocular inspection of venues to ensure adherence to standards and specifications ➤ Checks that session rooms are always ready for use and conducive to learning
<p>Finance Officer/ s</p>	<p>Benjie Millares. Agnes Luzadas</p>	<ul style="list-style-type: none"> ➤ Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation ➤ Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices ➤ Monitors and documents all disbursements against budget to support liquidation ➤ Liquidates all fund disbursement and prepares a financial report