



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

24 March 2025


DIVISION MEMORANDUM  
No. **210** s. 2025

**STUDENT LEADERSHIP TRAINING FOR SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME SECONDARY LEARNER GOVERNMENT (SSLG) OFFICERS OF SY 2025-2026**

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

1. In reference to **DM-OUOPS-2025-11-00442** RE: Learner Government Elections for School Year 2025-2026 and **DO 47, s. 2014** RE: Constitution and By-Laws of Learner Government, this Office announces the conduct of **Student Leadership Training for Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers of SY 2025-2026** on **March 26, 2025** at **M.I. Sevilla's Resort and Hotel, Lucena City**.
2. The objectives of the activity are the following:
  - a. Make learners gain knowledge on the Learner Government Program,
  - b. Develop their leadership skills and build relationships among student leaders, and
  - c. Apply their leadership knowledge and skills through implementation of PPAs in their respective school.
3. Participants in this activity are newly elected **SELG Presidents, SSLG Presidents and Vice-Presidents**. All schools should secure the parents' consent of participants and should ensure that the participants are dropped off and picked up at the venue. Likewise, participants are expected to wear organization shirt/ white shirt and pants including name tag during the activity.
4. Meal expenses of participants shall be charged against Program Support Funds while travel and other expenses shall be charged against school local funds or other available funds subject to the usual accounting and auditing rules and regulations.
5. Attached are Enclosure 1 – List of Participants, Enclosure 2 – Program Matrix, Enclosure 3 – Parent's Consent, and Enclosure 4 – Technical Working Committee.

6. Immediate dissemination of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: DM OUOPS-2025-11-00442 and DO 47, s. 2014

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

SUPREME ELEMENTARY LEARNER GOVERNMENT  
SUPREME SECONDARY LEARNER GOVERNMENT  
LEADERSHIP TRAINING

sgod- student leadership training for supreme elementary learner government (selg) and supreme secondary learner government (sslg) officers of sy 2025-2026  
SGO74RME-002639/March 24, 2025



Enclosure 1 – List of Participants

**Supreme Elementary Learner Government**

NO.	NAME	DESIGNATION	SCHOOL
1	Princess Alaizza B. Oabel	SELG President	Alsam IS
2	Princess Aira M. Datos	SELG President	Busal IS
3	Kaori Chloe D. Mochizuki	SELG President	CJQES
4	Kielsy Jayn R. Contreras	SELG President	Dapdap IS
5	Hannah Grace G. Landicho	SELG President	Domoit ES
6	France T. Gabarda	SELG President	EPES
7	Edzel R. Ransuyo	SELG President	EFIS
8	Zerah Elijah M. Damian	SELG President	FELES
9	Jimmeah L. Villalas	SELG President	Gibanga ES
10	Lalaine Grace V. Fulo	SELG President	Ilasan IS
11	Empress Sombrero	SELG President	Ipilan-Alitao ES
12	Angel Claire G. De Chavez	SELG President	Kalumpang ES
13	Jasmine P. Enero	SELG President	Katigan-Alupay ES
14	Paul Edward P. Madia	SELG President	Lakawan ES
15	Gwen Ysabel M. Dequito	SELG President	Lalo ES
16	Vhejay Abesamis	SELG President	Lawigue ES
17	Crista Marie E. De Mesa	SELG President	Malaoa-Calantas ES
18	Ryzza Joy T. Cabuyao	SELG President	Masin ES
19	Shane Allyson Q. Abadilla	SELG President	Mate IS
20	Shane Anica R. Abella	SELG President	Mayuwi Community IS
21	Alleya Jamaica C. Cabilao	SELG President	NPES
22	Jhon Clarenz G. Javal	SELG President	Pandakake IS
23	Zarian Vien B. Bautista	SELG President	Potol ES
24	Eurika Jane B. Cabile	SELG President	SPES
25	Reilley Mikkell S. Egamino	SELG President	TECS
26	Adrianna J. Buot	SELG President	TWCS I



27	Princess Nicole G. Amorillo	SELG President	TWCS II
28	Aquisha Rodriguez	SELG President	TWCS III
29	Sarah Contijino	SELG President	TWCS IV
30	Angel Rose P. Bandoquillo	SELG President	Valencia ES
31	Whenly P. Cabunyag	SELG President	WPES

**Supreme Secondary Learner Government**

NO.	NAME	DESIGNATION	SCHOOL
1	Althea N. Amilen	SSLG President	Alsam IS
2	Ciejorick P. Subieto	SSLG VP	
3	Lady Diane A. Remolona	SSLG President	Busal IS
4	Brian Jasper R. Almira	SSLG VP	
5	Jasmine Geneblazo	SSLG President	BANHS
6	Shyla Saldivia	SSLG VP	
7	Deizyree C. Javin	SSLG President	Dapdap IS
8	Jessa Mae J. Soria	SSLG VP	
9	Lhoy Anne J. Sancho	SSLG President	EFIS
10	Lyka S. Razalan	SSLG VP	
11	Zanjoe Miguel P. Masinag	SSLG President	Ilasan IS
12	Jeniel Kate A. Burgos	SSLG VP	
13	Jean Carla Q. Sabio	SSLG President	LPIHS
14	Chris Harris C. Tabi	SSLG VP	
15	Chris Riana A. Garcillas	SSLG President	Mate IS
16	Reyniel A. Balinsayo	SSLG VP	
17	Janine R. Rama	SSLG President	Mayuwi Community IS
18	Keith Cassandra Valderey	SSLG VP	
19	Angel V. Dael	SSLG President	Pandakake IS
20	Aira Nicole R. Aranilla	SSLG VP	
21	Angelica Zulueta	SSLG President	RQINHS
22	Abby Manguera	SSLG VP	
23	John Willie Bauan	SSLG President	WPNHS
24	Jade Mark Manongsong	SSLG VP	
25	Ariane Joyce M. Reniva	SSLG President	Talolong IS
26	Rhian Glaiza R. Aloner	SSLG VP	
27	Jaiceryl E. Caballes	SSLG President	TCNHS
28	Janziel Elijah Y. Avendano	SSLG VP	

Enclosure 2 – Program Matrix

TIME	ACTIVITY	FACILITATOR
8:00-9:00a.m.	<b>Opening Program</b>	AVP
	Nationalistic Song	
	Prayer	
	CALABARZON March	
	Tayabas Hymn	
	DepEd Quality Policy Statement	
	Roll Call of Participants	<b>Nicole May L. Lumanglas</b> PDO I
	Welcome Message	<b>Herbert D. Perez</b> Assist. Schools Division Superintendent
	Inspirational Message	<b>Celedonio B. Balderas Jr.</b> Schools Division Superintendent
	Rationale and Objectives	<b>Imelda C. Raymundo</b> SGOD Chief
	Presentation of Program Matrix and Leveling of Expectation	<b>Nicole May L. Lumanglas</b> PDO I
9:00- 10:00a.m.	Mandated and Recommended PPAs of SELG & SSLG	<b>Nicole May L. Lumanglas</b> PDO I
10:00- 10:15a.m.	Health Break	
10:15- 11:15a.m.	Menstrual Hygiene Management & Teenage Pregnancy Prevention Advocacy	<b>Lailani T. Omlas</b> Nurse II
11:15- 12:00nn	Discussion on crafting GPOA, resolution, notice of meeting, minutes of the meeting, and accomplishment report	<b>Nicole May L. Lumanglas</b> PDO I
12:00- 1:00p.m.	Lunch Break	
1:00-2:30p.m.	Team Building Activity	
2:30-3:30 p.m.	Workshop: Crafting of project proposal and Division SELG/ SSLG PPAs	
3:30-3:45p.m.	Health Break	
3:45-4:15p.m.	Presentation of output	
4:15-4:30p.m.	Closing Program	



Enclosure 3 – Parent's Consent Form

**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

**STUDENT LEADERSHIP TRAINING FOR SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME SECONDARY LEARNER GOVERNMENT (SSLG) OFFICERS OF SY 2025-2026**

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"> <li>➤ Oversee the implementation of the entire program.</li> <li>➤ Orients the PMT and resource persons on their terms of reference and details of the program design</li> <li>➤ Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards</li> <li>➤ Leads the debriefing sessions with the PMT and resource speakers</li> </ul>
Learning Manager	Nicole May L. Lumanglas	<ul style="list-style-type: none"> <li>➤ Leads the conduct of the program per session room</li> <li>➤ Ensures that the program is carried out based on the detailed design in collaboration with the resource persons</li> <li>➤ Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and normsetting activities and by addressing emerging learning needs</li> <li>➤ Facilitates management of learning activities as scheduled and as needed</li> <li>➤ Facilitates integration session at the end of the intervention, including preparation of Work Application Plan</li> </ul>
Resource Speakers /	Nicole May L. Lumanglas Lailani T. Omlas	<ul style="list-style-type: none"> <li>➤ Applies effective presentation and facilitation techniques in conducting assigned sessions</li> <li>➤ Provides expert content input during learning sessions</li> </ul>
M&E Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> <li>➤ Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT</li> <li>➤ Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist</li> </ul>



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



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