



Republic of the Philippines  
**Department of Education**

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

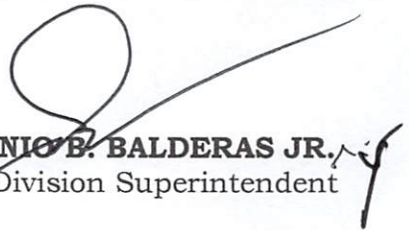
12 August 2025

DIVISION MEMORANDUM  
No. 545 s. 2025

**LABORATORY COOPERATIVE YOUTH CAMP 2025**

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

1. This Office informs the field that the Tayabas City Cooperative Development Office will conduct **Laboratory Cooperative Youth Camp 2025** on **August 23-24, 2025** at **Ilasan Integrated School**.
2. The participants in this activity are the select members of the lab cooperative from **Luis Palad Integrated HS** and **Ilasan IS**. Participants are advised to wear P.E. uniform on the 1st day of the activity, and white shirts and pants on the 2nd day of activity. Likewise, participants are advised to bring their own bedding, hygiene kits and personal medicines.
3. Meals are provided by the Tayabas City Coop, however it is requested that participants bring cooking tools/set for them to use during preparation of their breakfast (2nd day).
4. Teaching personnel who will render service on weekends shall be provided with service credits, while non-teaching personnel will be provided with Compensatory Time-Off (CTO).
5. Attached are Enclosure 1 - list of participants, Enclosure 2 - Parent Consent, and Enclosure 3 - draft program matrix.

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

Encl.: As stated

Reference: As per Meeting with City Coop on July 28, 2025

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

**LABORATORY COOPERATIVE YOUTH CAMP 2025**

SGOD- laboratory cooperative youth camp 2025  
735N5-000030/August 08, 2025



Address: Brgy. Potol, Tayabas City  
Telephone No.: (042) 785-9615  
Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: <https://www.sdotayabascity.ph>

Enclosure 1 – List of Participants

SCHOOL	NO.	NAME	SEX	GRADE LEVEL/ POSITION
LPIHS (Learners)	1	Christel P. Cabilis	Female	Grade 9 - Secretary
	2	Lady Dessire Diaz	Female	Grade 9 - Board of Directors
	3	Angelina Grace G. Aragona	Female	Grade 10 - Board of Directors
	4	Remuel Rain S. Merana	Male	Grade 9 -Board of Directors
	5	Jaydee Diaz	Female	Grade 9 -Board of Directors
	6	Micaelah Angelique P. Carandang	Female	Grade 9 - Board of Directors
	7	Gian Jayver Hadap	Male	Grade 10 - Board of Directors
	8	Juan Francisco Baylon	Male	Grade 10 - Gender and Development Committee
	9	Jaztine Kate Q. Cubao	Female	Grade 9 - Board of Directors
	10	Beatrice Bianca L. Diala	Female	Grade 9 - Ethics Committee
	11	Jane Merry M. Queaño	Female	Grade 9 - Ethics Committee
	12	Queenzelle R. Dacer	Female	Grade 9 - Audit Committee
LPIHS (Chaperone)	1	Margie G, Salvanera	Female	Grade 9 - Adviser
	2	Alyette Leyda E. Moya	Female	Grade 9 - Adviser
	3	Tyrone R. Jader	Male	Grade 9 - Adviser
Ilasan IS (Learners)	1	Ayannah Kloey A. LAvado	Female	Board of Director, Chairperson
	2	Zanjoe Miguel P. Masinag	Male	Board of Director, Vice-Chairperson
	3	Breannah Mae P. Rato	Female	Board of Director, Member
	4	Kate Yassey Jalbuena	Female	Board of Director, Member
	5	Franchisezka Ysabelle C. Reyes	Female	Board of Director, Member
	6	Kian Lexxus T. Jabola	Male	Treasurer
	7	Katherine Rose D. Palmado	Female	Election Committee, Vice-Chairperson
	8	Kathleen P. Masinag	Female	Election Committee, Secretary
	9	Rannilyn B. Felismino	Female	Audit Committee, Vice-Chairperson
	10	Ana Shantara C. America	Female	Audit Committee, Secretary
	11	Angelica R. Sales	Female	Ethics Committee, Chairperson



	12	Jennah Mae Armando	Female	MedCon Committee, Chairpelrson
	13	Aizel O. Calusin	Female	MedCon Committee, Secretary
Ilasan IS (Chaperone)	1	Jorice B. Hari	Female	Grade 8 - Adviser
	2	Desiree V. Ramiro	Female	Junior High School Teacher
Ilasan TWG	1	Maria Rosele Javin	Female	Master Teacher II
	2	Jovelynda Dimayuga	Female	Teacher II
	3	Romana Jabola	Female	Teacher II
	4	Mariz Rozol	Female	Teacher I
	5	Evanie Cabriga	Female	Teacher I

Enclosure 2 – Parent Consent and Waiver Form

### **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 **LABORATORY COOPERATIVE YOUTH CAMP 2025** that will be held on **August 23-24, 2025** at **Ilasan Integrated School**.

I understand that the Tayabas City Cooperative Office and 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 people 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 Tayabas City Cooperative Development Office



and DepEd Tayabas City to release this material to DepEd official platforms and other social media websites.

### **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 August 23 to 24, 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 DepEd Tayabas City through the email address [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

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

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

**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 **Laboratory Cooperative Youth Camp 2025 on August 23-24, 2025 at Ilasan Integrated School.**

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



Enclosure 3 – DRAFT PROGRAM MATRIX

**LABORATORY COOPERATIVE YOUTH CAMP 2025**

**AUGUST 23 – 24, 2025**

**ILASAN INTEGRATED SCHOOL, TAYABAS CITY**

**DAY 1**

<b>TIME</b>	<b>ACTIVITIES</b>	<b>DEFINITION</b>	<b>RESOURCES NEEDED</b>	<b>NOMINATED FACILITATOR</b>
7:30 – 8:30 AM	<b>ARRIVAL AND REGISTRATION</b>	Attendance of the participants/guests/facilitators	<ul style="list-style-type: none"> <li>- Registration Sheet</li> <li>- Ballpen</li> <li>- Table</li> </ul>	LADYLYN O. JALBUENA
	<b>ROOM ASSIGNMENT</b>	To ensure all participants/guests are accommodated according to their preferences.	<ul style="list-style-type: none"> <li>- List of names of the participants</li> </ul>	TCDO Staff
8:31 – 8:59 AM	<b>OPENING PRAYER</b>	Audio Visual Presentation	<ul style="list-style-type: none"> <li>- Laptop</li> <li>- Microphone</li> <li>- Speaker</li> <li>- List of attendees per school and guests</li> <li>- PowerPoint Presentation</li> </ul>	RUTH S. RONDILLA
	<b>NATIONAL ANTHEM</b>			RUTH S. RONDILLA
	<b>COOP PLEDGE</b>	PowerPoint Presentation of Coop Pledge		RUTH S. RONDILLA
	<b>WELCOME REMARKS</b>  MR. MICHAEL M. SAFRED			RUTH S. RONDILLA
	<b>INSPIRATIONAL MESSAGES</b>  MR. JAHMEL N. MORA Chairperson TCCDC  MR. CELEDONIO BALDERAS JR. SDS			RUTH S. RONDILLA

	HON. ANTHONY LIM City Mayor			
9:00 – 9:15 AM	<b>CAMP ORIENTATION AND HOUSE RULES</b>  MR. GENER B. ABORDO	To orient the participants about the camp and ensure a safe, respectful, and comfortable living environment for all participants and guests. Also, the house rules help maintain order, protect property, and promote a positive community experience	<ul style="list-style-type: none"> <li>- Laptop</li> <li>- Microphone</li> <li>- Speaker</li> <li>- PowerPoint Presentation</li> </ul>	RUTH S. RONDILLA
9:16 – 9:59 AM	<b>GETTING TO KNOW EACH OTHER/ GROUPINGS</b>	<p>These activities help participants feel more comfortable, encourage communication, and lay the foundation for teamwork and collaboration.</p> <p>Each of the participants will introduce themselves to become familiar with one another.</p> <p>Introductions:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Age</li> <li>- Grade Level</li> <li>- School</li> <li>- Position (Lab Coop)</li> <li>- Kung Pagkain ka ano ka at bakit?</li> </ul>	<ul style="list-style-type: none"> <li>- Laptop</li> <li>- Microphone</li> <li>- Speaker</li> <li>- PowerPoint Presentation</li> </ul>	RUTH S. RONDILLA



10:00 – 12:00 PM	<b>FINANCIAL LITERACY</b>	Financial literacy can help support various life goals, such as saving for education or retirement, using debt responsibly, and running a business. Key aspects of financial literacy include knowing how to create a budget, plan for retirement, manage debt, and track personal spending	<ul style="list-style-type: none"> <li>- Laptop</li> <li>- Microphone</li> <li>- Speaker</li> <li>- PowerPoint Presentation</li> </ul>	MS. MAYLIN O. VILLA CDS II
12:00 – 1:00 PM	<b>LUNCH BREAK and PRACTICE OF CHEERING</b>			
1:01 – 1:30 PM	<b>PRESENTATION OF CHEERING</b>	<ul style="list-style-type: none"> <li>- To support a team, individual, or group during a performance or competition and it plays a key role in boosting morale, motivating participants, and creating a vibrant, energetic atmosphere</li> <li>- Presentation of Cheering per group</li> </ul>	<ul style="list-style-type: none"> <li>- Microphone</li> <li>- Speaker</li> <li>- Score sheet</li> <li>- Pencil</li> </ul>	RUTH S. RONDILLA
1:31 –	<b>ENTREPRENEURIAL MIND SETTING</b>	An entrepreneurial mind setting for	<ul style="list-style-type: none"> <li>- Laptop</li> <li>- Microphone</li> </ul>	DTI

2:30 PM		lab coop aims to cultivate a way of thinking that encourages innovation, opportunity recognition, and risk-taking, preparing them for success in various fields, not just starting businesses. These seminars focus on developing key attributes like creativity, problem-solving, and resilience, empowering students to become proactive and adaptable in a dynamic world.	<ul style="list-style-type: none"> <li>- Speaker</li> <li>- PowerPoint Presentation</li> <li>- Film Showing</li> </ul>	
2:31 – 3:30 PM	<b>BUDGET IMPLEMENTATION WORKSHOP</b>	<ul style="list-style-type: none"> <li>- Putting your budgeting knowledge into action by managing actual income and expenses.</li> <li>- The budget implementation will be by group</li> </ul>	<ul style="list-style-type: none"> <li>- Money from IMPC and TCMC</li> <li>- Budget Plan</li> </ul>	RUTH S. RONDILLA/MAYLIN O. VILLA
3:31 – 5:30 PM	<b>PRACTICE FOR THE TALENTS NIGHT</b>			
5:31 – 6:00 PM	<b>PREPARATION AND SETTING OF THE STAGE</b>	<ul style="list-style-type: none"> <li>- Arrangement of Chairs</li> <li>- Setting of the stage for judges</li> </ul>	<ul style="list-style-type: none"> <li>- Chairs</li> <li>- Score/Total Sheet</li> <li>- Pencil</li> </ul>	TCDO



			<ul style="list-style-type: none"> <li>- Microphone</li> <li>- Laptop</li> <li>- Sound System</li> <li>- Program</li> <li>- PowerPoint Presentation</li> </ul>	
6:00 – 7:00 PM	<b>DINNER</b>			
7:00 – 8:30 PM	<b>TALENTS NIGHT</b>	This activity is a celebration of the creativity, innovation, and applied knowledge of our participants as they demonstrate what they've learned about financial literacy and entrepreneurial mindset through interactive presentations such as Theatrical, Musical, Variety Show, and Skit.	<ul style="list-style-type: none"> <li>- Score/ tally sheet</li> <li>- Pencil</li> <li>- Program</li> </ul>	ARRA KARISHA B. TABERNILLA/LADYLYN O. JALBUENA
8:31 – 9:59 PM	<b>FELLOWSHIP</b>	<ul style="list-style-type: none"> <li>- It is the bond formed through such relationships or a structured program offering opportunities for collaboration and enrichment</li> <li>- The participants will</li> </ul>	<ul style="list-style-type: none"> <li>- Cardboard</li> <li>- Rubber band</li> <li>- Paper cups</li> <li>- Cardboard</li> </ul>	RUTH S. RONDILLA/MAYLIN O. VILLA

		<p>participate in the simple group games.</p> <p>Games:</p> <ul style="list-style-type: none"> <li>- Lava Walk</li> <li>- Spider Web Relay</li> <li>- Duck Walk Relay</li> </ul>		
10:00 PM	<b>LIGHTS OFF</b>			

**DAY 2**

TIME	ACTIVITIES	DEFINITION	RESOURCES NEEDED	NOMINATED FACILITATOR
5:30 – 7:00 AM	<b>BREAKFAST PREPARATION and BREAKFAST</b>	The participants will prepare their own breakfast based on the budget implementation workshop output.	<ul style="list-style-type: none"> <li>- Foods (per group)</li> <li>- Utensils needed for the breakfast</li> <li>- Utensils needed for the preparation of breakfast per group</li> </ul>	TCDO
7:01 – 8:00 AM	<b>PERSONAL HYGIENE</b>	To maintain cleanliness and promote good health, the participants will allow enough time for bathing, handwashing, brushing their teeth, grooming their hair, and wearing clean clothes. Good personal hygiene is important for both physical	<ul style="list-style-type: none"> <li>- Bathroom</li> <li>- Personal Hygiene Kit (Individual)</li> </ul>	TCDO



		and mental health and plays a vital role in social interactions and professional settings.		
8:00 – 8:10 AM	<b>REGISTRATION</b>	Attendance of the participants/guests/Facilitators	<ul style="list-style-type: none"> <li>- Registration Sheet</li> <li>- Ballpen</li> <li>- Table</li> </ul>	LADYLYN O. JALBUENA
8:11 – 9:30 AM	<b>PRAYER</b>	Audio Visual Presentation	<ul style="list-style-type: none"> <li>- Laptop</li> <li>- Microphone</li> <li>- Sound System</li> </ul>	RUTH S. RONDILLA
	<b>PHOTO OPS</b>	Per groups	<ul style="list-style-type: none"> <li>- Camera</li> </ul>	LADYLYN O. JALBUENA
	<b>ICE BREAKER – ZUMBA DANCE</b>	Audio Visual Presentation	<ul style="list-style-type: none"> <li>- Laptop</li> <li>- Microphone</li> <li>- Sound System</li> </ul>	RUTH S. RONDILLA
	<b>REPORTING OF BUDGET IMPLEMENTATION WORKSHOP OUTPUT</b>	This activity involves the presentation and documentation of the results, insights, and action plans developed during the budget implementation workshop. (Presentation will be per group)	<ul style="list-style-type: none"> <li>- Laptop</li> <li>- Microphone</li> <li>- Sound System</li> </ul>	RUTH S. RONDILLA
9:30 – 11:30 AM	<b>COOPERATIVE VALUES AND PRINCIPLES</b>	To operate under the globally recognized <b>cooperative values and principles</b> , with a focus on promoting collaborative research, shared	<ul style="list-style-type: none"> <li>- Laptop</li> <li>- Microphone</li> <li>- Speaker</li> <li>- PowerPoint Presentation</li> </ul>	<b>CDA</b>

		ownership, and scientific integrity. These values guide the way members work together, manage resources, and contribute to collective innovation and advancement		
11:30 – 12:00 PM	<b>PACK UP</b>	Organizing and preparing of their camping materials.	<ul style="list-style-type: none"> <li>- Evaluation</li> <li>- Feedback form</li> </ul>	
12:00 – 1:00 PM	<b>LUNCH BREAK</b>			
1:00 – ONWARDS	<b>AWARDING CEREMONY</b>	Certificates will be awarded and distributed to all participants and guests.	<ul style="list-style-type: none"> <li>- Certificate of Appreciation</li> <li>- Certificate of Participation</li> </ul>	RUTH S. RONDILLA
	<b>CLOSING MESSAGE</b>  MS. MARIFE LAGAR Chairperson TUC	To summarize key points, express gratitude, inspire action, or leave a lasting impression.	<ul style="list-style-type: none"> <li>- Microphone</li> <li>- Sound System</li> <li>- Laptop</li> <li>- PowerPoint Presentation</li> </ul>	RUTH S. RONDILLA

**Financial Literacy (10:00Am – 12:00PM)**

**- Lecture on Financial Literacy**

Topics:

**1. Maunawaan ang mga hamon sa kinabukasan**

- Current situation of Financial Aspect
- Data about Financial Capacities of Filipino age 65yrs - above

**2. Malaman ang iba't ibang simpleng konseptong pang pinansyal**

- X-curve concept
- Solid Financial Foundation
- Activity 1. Dream Board (Individual)**  
Presentation of Dream Board
- Summarization
- Video Presentation about Bente bente
- Abundance Formula

**Activity 2. Budgeting 101 (By groups)**

**Activity 3. Budgeting 101 (Individual)**



- Video Presentation about Ganda ni Girlie and A brighter Tomorrow
- Identifying Wants vs Needs

**Activity 4. Wants vs Needs (Meron o Wala)**

**3. Mabigyang halaga ang pag iipon ng maaga**

- Discussion on Saver or Spender
- Video Presentation about Saving and Spending
- Reminders
- Video Presentation about Savings

**TALENT' S NIGHT**

1. Participants will come from each group formed from cheering.
2. The presentation theme should be based on the topic of Financial Literacy and Entrepreneurial Mind Setting.
3. The presentation can be Theatrical, Musical, Variety Show, and Skit
4. The winners will be recognized during the awarding ceremony.
5. Each group is requested to prepare a minimum of 5 minutes and a maximum of 7-minutes presentation. Costumes, props, and practiced choreography is highly encouraged.
6. Criteria for Judging:

Creativity	-	10%
Group Participation	-	30%
Overall Performance	-	20%
Stage Presence and Confidence	-	10%
Theme	-	30%
<b>Total</b>	-	<b>100%</b>

**CHEERING**

1. The competition will be between the groups formed by the event facilitators, and the participants will be mixed.
2. All participants are required to join.
3. The presentation should be at a maximum of three (3) minutes.
4. To ensure safety, we are not allowing professional cheering stunts, such as pull downs and basket tosses.
5. Performing routines of cheer skills incorporating movements and vocals, audience participation, and props are allowed.
6. The criteria for judging:

Creativity	-	10%
Group Participation	-	30%
Overall Performance	-	20%
Stage Presence and Confidence	-	10%
Theme	-	30%
<b>Total</b>	-	<b>100%</b>