



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

November 14, 2025

DIVISION MEMORANDUM

No. 769, s. 2025

CONDUCT OF DAPITAN CITY DIVISION LEARNERS' CONVERGENCE 2025

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Public Secondary School Heads
Division Federation of Supreme Secondary Learner Governments (SSLG)
Supreme Secondary Learner Government (SSLG) Teacher-Advisers
All Others Concerned

1. In alignment with the mandates outlined in DepEd Order 47, s. 2014 and DepEd Memorandum no. 55, s. 2021, the Youth Formation Division of the Schools Division of Dapitan City through the Division Federation of Supreme Secondary Learner Government (DFSSLG) will conduct the **Dapitan City Division Learners' Convergence 2025** on **November 27-29, 2025**, at Bajamunde Farms Pension House, Sunset Boulevard, Dawo Dapitan City
2. The convergence emerges as a strategic initiative designed to cultivate leadership excellence among the student body. It will highlight sessions on Mental Health Awareness and Management Programs, and the Student Government Papers to equip student leaders with the tools to educate their peers, reaching a wider audience. thus, building a safer and more inclusive environment for youth learners.
3. School heads are advised to send the SSLG Adviser, SSLG President, SSLG Vice President, SSLG Secretary, SSLG Treasurer, SSLG P.I.O., and BKD President to participate in the activity.
4. Participants shall report to the activity venue in the afternoon of **Thursday, November 27, 2025**, the same day of the submission of the hard copy of the Parental Consent and Waiver Form along with the photocopy of the school ID of each student participant.
5. Furthermore, schools shall adhere to DepEd Order No. 66, s. 2017 "Implementing Guidelines on the Conduct of Off-Campus Activities" for safe and secured travel and participation of the event. In line with the Department's commitment to prioritizing the best interest of learners in all decisions and actions involving them, and to protecting them against any form of abuse, violence, exploitation, discrimination, and bullying, full adherence to DO 40, s. 2012 titled DepEd Child Protection Policy, and DO 031, . 2022 titled Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education must be observed.
6. For case of reference, contained in this Memorandum are the pre-registration form, parental consent and waiver form, in the following enclosures:



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Enclosure 1: Pre-registration Form

Enclosure 2: Parental Consent and Waiver Form

7. Division Committees are hereby created (see **ANNEX A**) for the successful and effective conduct of the activity.

8. The teacher-adviser shall upload the scanned pdf file of necessary forms of all school participants in the **Dapitan City Division Learners' Convergence 2025** online registration form: <https://forms.gle/ScDnL2gNDVtNWjMi9>.

9. Teachers involved as staff/working committee members shall receive Service Credits subject to the provision stipulated under DepEd Order No, 53, s. 2003. Likewise, School Heads and non-teaching personnel shall be provided with Compensatory Time Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004.

10. No registration fee shall be collected and charged to all delegates for participating in the event. Expenses for the board and lodging of selected participants and advisers from the schools assigned by the School Heads shall be charged to the Program Support Funds for the Conduct of Division YFD-related, and Program Support Funds for the School Mental Health Program. Travel expenses and other incidental expenses of selected participants shall be charged to Maintenance and Other Operating Expenses (MOOE), SPTA Funds, SSLG/BKD Funds, Local Funds, and other fund source/s, subject to the usual accounting and auditing rules and regulations.

11. For questions and clarifications, all concerned may contact through email at dfsslgsdodapitan@gmail.com.

12. Immediate dissemination of this Memorandum is desired.


JAY S. MONTEALTO, EdD, JD, CESO VI
Schools Division Superintendent 



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ANNEX A

Overall Chairperson:
DANILO M. SANTIAGO
 Youth Formation Coordinator

| Committees | Roles and Responsibilities |
|---|--|
| <p>Planning</p> <p style="text-align: center;">Mr. Danilo M. Santiago <i>YFD Coordinator</i></p> <p style="text-align: center;">Suri Brianda Felia O. Duran <i>DFSSLG President</i></p> <p style="text-align: center;">Ms. Jaireh P. Cabilin <i>Adviser</i></p> <p style="text-align: center;">DFSSLG Officers and SSLG Advisers</p> | <p>Leads the overall planning and manages the activity</p> |
| <p>Food and Procurement</p> <p style="text-align: center;">Chairperson: Mr. Danilo M. Santiago <i>PDO- I/ YFD Coordinator</i></p> <p style="text-align: center;">Members: Jaireh P. Cabilin <i>Adviser</i></p> <p style="text-align: center;">Suri Brianda Felia O. Duran <i>DFSSLG President</i></p> | <p>Prepares the procurement of materials and snacks</p> |
| <p>Finance</p> <p style="text-align: center;">Chairperson: Danilo M. Santiago (YFD Coordinator) Members: Geordelyn C. Dagpin (DFSSLG Treasurer) Charlene Q. Toliao (DFSSLG Auditor)</p> | <p>Obligates the funding and processes the documents/requirements for payment of obligation</p> |
| <p>Program Monitoring</p> <p>Day 1 - Suri Brianda Felia O. Duran (DFSSLG President) - Rafael A. Dagpin (DFSSLG Secretary) - Kristina Angela Quinlog (DFSSLG BOD)</p> <p>Day 2 - Mary Lorraine G. Borgonia (DFSSLG Vice-President) - Jessica Flor G. Quibin (DFSSLG P.I.O.) - Eirffiel Agalot (DFSSLG BOD)</p> <p>Day 3 - Geordelyn C. Dagpin (DFSSLG Treasurer) - Charlene Q. Toliao (DFSSLG Auditor) - Alleahja Faye F. Galanido (DFSSLG BOD)</p> | <p>Monitors the smooth conduct of the program of activities, making sure everything is set and the schedule is followed, and prepares the program.</p> |
| <p>Attendance, Registration, and Communication</p> <p style="text-align: center;">Chairperson: Mary Lyndie G. Borgonia (Adviser) Co-Chairperson: Rafael A. Dagpin (DFSSLG Secretary) Members: Charlene Q. Toliao (DFSSLG Auditor) Diana Kyra B. Caste (DFSSLG P.O.) Mitch Dane B. Jumalon (DFSSLG BOD)</p> | <p>Takes care of the registration, attendance, and communication of participants, speakers, and the program management team.</p> |
| <p>Sound and Physical Facility</p> <p style="text-align: center;">Chairperson: Melvin R. Cabasag (Adviser) Co-Chairperson: Geordelyn C. Dagpin (DFSSLG Treasurer) Members: Charlene Q. Toliao (DFSSLG Auditor) Jellian M. Bocar (DFSSLG BOD)</p> | <p>Secures the sound system and physical facilities of the venue.</p> |



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| | |
|--|--|
| John Kennete Peñas (DFSSLG BOD) | |
| Documentation and Publication | |
| Chairperson: Herard B. Mandantes Jr. (Adviser) Co-Chairperson: Jessica Flor G. Quibin (DFSSLG P.I.O.) Members: Mary Lorraine G. Borgonia (DFSSLG Vice-Pres.) Kristina Angela R. Quinlog (DFSSLG BOD) Alleahja Faye F. Galanido (DFSSLG BOD) | Documents the activity and is in charge of the publication materials and public information. |
| Printing and Production (Certificates) | |
| Chairperson: Eljean S. Laclac (Adviser) Co-Chairperson: Mary Lorraine G. Borgonia (DFSSLG VP) Members: Eirffiel Agalot (DFSSLG BOD) Rafael A. Dagpin (DFSSLG Secretary) Diana Kyra B. Caste (DFSSLG P.O.) | Oversees the printing and production of all materials related to the event. Edits and finalizes the certificates of the participants, speakers, and the program management team. |
| Technical Assistance and ICT | |
| Chairperson: Eirffiel Agalot (DFSSLG BOD) Members: Alleahja Faye F. Galanido (DFSSLG BOD) Charlene Q. Toliao (DFSSLG Auditor) Jessica Flor G. Quibin (DFSSLG P.I.O.) | Takes charge of the technical and technological aspects of the activity. |
| Venue Preparation /Decoration | |
| Chairperson: Mercedita R. Pableo (Adviser) Co-Chairperson: Eljean S. Laclac (Adviser) Alleahja Faye F. Galanido (DFSSLG BOD) Members: Kristina Angela R. Quinlog (DFSSLG BOD) Geordelyn C. Dagpin (DFSSLG Treasurer) Suri Brianda Felia O. Duran (DFSSLG President) | Ensures the preparedness of the venue including the cleanliness |
| Peace and Order | |
| Chairperson: Mauro D. Barnayja Jr. (Adviser) Co-Chairperson: Diana Kyra Caste Members: Shyluck Marie Senit Jellian M. Bocar Mitch Dane B. Jumalon James Ray O. Ondac (Adviser) | Maintains peace, security, and order during the activity |
| Pre-registration and Post-Evaluation | |
| Chairperson: Suri Brianda Felia O. Duran (DFSSLG President) Co-Chairpersons: Mary Lorraine G. Borgonia Rafael A. Dagpin | Creates and distributes the pre-registration link. Assesses the effectiveness and impact of the event and program; reports on the improvement of the program. |
| Billeting | |
| Chairperson: Mary Jane E. Roa (Adviser) Co-Chairperson: Hilda H. Dalman (Adviser) Members: Sunshine B. Sabanal (Adviser) Riezl S. Adasa (Adviser) Dia Dem Labadlabad (Adviser) Mary Joy T. Bulay-og (Adviser) | Assign rooms based on participant profiles, groupings, sex, and special needs |



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| After Care and Sanitation | |
| Chairperson: Mary Joy T. Bulay-og Co-Chairperson: Shyluck Marie Senit Members: All DFSSLG Officers and Advisers | In charge of ensuring the sanitation and cleanliness of the venue before, during, and after the event |
| Accomplishment Report | |
| Chairperson: Suri Brianda Felia O. Duran Co-Chairperson: Jaireh Page Cabilin (Adviser) Member: Jessica Flor G. Quibin | Prepares the accomplishment report and consolidates M&E. |



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Enclosure No. 2 to Memorandum No. _____, s. 2025

PARENTAL CONSENT AND WAIVER FORM

I, _____, as the parent/legal guardian of _____, hereby acknowledge that I have been informed of the details of the conduct of the **Dapitan City Division Learners' Convergence 2025** on **November 27-29, 2025**, at Bajamunde Farms Pension House, Sunset Boulevard, Dawo Dapitan City and do hereby state/declare that:

1. I give full consent for our child/ward, _____ to participate in the **Dapitan City Division Learners' Convergence 2025** on **November 27-29, 2025**, at **Bajamunde Farms Pension House, Sunset Boulevard, Dawo Dapitan City**.
2. I understand that the Schools Division of Dapitan City and the organizers of the event 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.
3. I understand that my child/ward'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;
4. I acknowledge that my child/ward'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/ward and any other risks, and to the members of my household, I freely assume the said risk and I permit my child/ward to attend this activity;
5. To the best of my knowledge, my child/ward is in good physical condition, and I confirm that my child/ward currently has no symptoms of any health problem and is in good health;
6. I will not allow my child/ward to physically go to the event if my child/ward 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.
7. I confirm that I give full permission in any recording or picture taken of my child/ward during the conduct of this event and to use some or all my child/ward's images/contribution/ performance in any publication (including electronic publications such as film or website) created by or for the Division Federation of Supreme Secondary Learner Government (DFSSLG) and SDO and to release this



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material to DepEd and Organizational official platforms **in accordance with the provisions of Republic Act 10173, Data Privacy Act of 2012;**

8. I confirm and agree to the collection of and/or processing of personal information and data from myself and my child/ward that are necessary to successfully host the event in accordance with the provisions of Republic Act 10173, Data Privacy Act of 2012;

9. I hereby confirm that I agree and understand the commitment of my child as a participant. I also understand and will support my child/ward's endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow participants and DepEd. Furthermore, I am aware of the benefits that my child/ward will derive from his/her participation in this activity and that due care and precaution will be observed to ensure the comfort, health, and safety of my child/ward and that DepEd employees and personnel may not be held responsible for any untoward incident that may happen:

10. To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any 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;

11. With full understanding, I – on behalf of my household members, and my child/ward – hereby freely and voluntarily give my consent to my child/ward's participation in the activity on **November 27-29, 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;

12. By signing below I acknowledge and represent that I have read this document and took the time to understand it;

Signed this ____ day of _____ 2025, at _____, Philippines.

| | |
|---|--|
| _____ Signature of Parent/Guardian over Printed Name | _____ Contact Details of Parent/Guardian (Mobile Number) |
| _____ Name of Child | _____ Date |

** Please submit this form to your child's school prior to participation in the event and submit for advance copy on or before October 15, 2025 thru: <https://forms.gle/ScDnL2gNDVtNWjMi9>.*

(Adapted and modified from Enclosure No. 3 of DepEd Memo No. 29, s. 2024



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o Memorandum No. _____, s. 2025

DAPITAN CITY DIVISION LEARNERS' CONVERGENCE 2025





Bayamunde Farms Pension House, Sunset Boulevard, Dawo, Dapitan City
 October 23-25, 2025

SCHOOL PRE-REGISTRATION FORM



District: _____

Total No. of Student Participants: _____

| Last Name of Learner (Last Initial, Middle Initial, Surname) | Sex | Birthdate (mm/dd/yy) | Age | Grade Level | Complete Name of School | Email Address | Contact Number | Food Restriction | Religion | In case of Emergency | | |
|--|-----|----------------------|-----|-------------|-----------------------------------|----------------------------|----------------|----------------------|-----------|-------------------------|--------------|----------------|
| | | | | | | | | | | Name | Relationship | Contact Number |
| RAINE G. DNIA | F | 01/15/2007 | 17 | 12 | Dapitan City National High School | lorraineborgonia@yahoo.com | 0926123456 | Chicken, egg, shrimp | Christian | Mary Lyndie G. Borgonia | Mother | 0935****7161 |
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| No. of DepEd Division Office (DDO) Initial, Middle Initial, Surname | Sex | Birthdate (mm/dd/yy) | Age | Grade Level | Complete Name of School | Email Address | Contact Number | Food Restriction | Religion | In case of Emergency | |
|---|-----|----------------------|-----|-------------|-------------------------|---------------|----------------|------------------|----------|----------------------|--------------|
| | | | | | | | | | | Name | Relationship |
| | | | | | | | | | | | |
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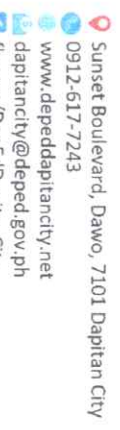


DepEd Memorandum No. 29, s. 2024

Student Participants: _____ Total No. of Male Student Participants: _____ Total: _____
 Male

Approved by: _____

 School Principal
 (Signature over Printed Name)

School Pre-Registration Form, signed Parental Consent and Waiver Form, and identification cards) must be submitted to the respective DESSIG Attendance and Pre-Registration Committee via email on or before **October 15, 2025**, along with the completed documents. The same information of the participants in this Google Forms through this link, <https://docs.google.com/spreadsheets/d/1Ft7oRhgTjPLY82YsDBK47HP-yjsw3sq/edit?usp=sharing> the completed forms (Pre-registration, and Parent's Consent Form) here, <https://forms.gle/ScDnL2gNDVtWYjM49>

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