



Republic of the Philippines
Department of Education

REGION IX, ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. KL, s. 2023

TO : **ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID & SGOD**
JR. SIMED JOSEPH SAGUIN, P2, Dapitan City NHS
JEZEBEL BOQUIDA, P1, Kauswagan Integrated School
WENEY AMORES, P1, Sulangon NHS
LEAH ACOYMO, P3, Barcelona NHS
REY JATICO, P1, Potungan NHS
Schools Division of Dapitan City

FROM : **DANNY B. CORDOVA, EdD, CESO VI**
Schools Division Superintendent
Schools Division of Dapitan City

SUBJECT : **PROJECT CITIZEN TRAINING OF TRAINERS FOR VISAYAS &
MINDANAO LEG**

DATE : 09 August 2023

1. In view of the letter sent by Ms. Natalie Christine V. Jorge, Chief of Party, Youth Leadership for Democracy of The Asia Foundation, this office expresses its support to the activity to be conducted for **Project Citizen Training of Trainers for Visayas & Mindanao Leg** on September 2-7, 2023 to be conducted in Metro Manila (venue to be confirmed).
2. The identified participants to this training are the following:
 - a. **Florence S. Gallemit, EPS – I (AP), SDO-CID, DepEd Dapitan**
 - b. **Lydia I. Kilapkilap, HT – I (AP), Dapitan City NHS**
 - c. **Marirose E. Breto, MT – I (AP), Sulangon NHS**
 - d. **Mariejane G. Revii, T3, Potungan NHS**
 - e. **Philip D. Caermare, T3, Kauswagan IS**
 - f. **Airene G. Elcamel, T2, Barcelona NHS**
3. Attached are copies of the communication sent by YouthLed for your reference.
4. Expenses incurred in the conduct of the activity such as transportation, meals, snacks, and accommodation of the participants shall be charged to The Asia Foundation.



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitancity.net

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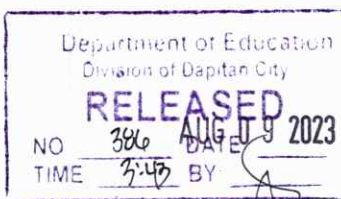




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5. Teaching and non-teaching participants will earn service credit/s and compensatory time-off (CTO) respectively in case the event falls on special/local holiday/weekend.
6. For inquiries, please contact EPS Florence S. Gallemit, thru her mobile no. at 0907-2157451 or email at florence.gallemit01@deped.gov.ph.
7. For appropriate action and compliance.



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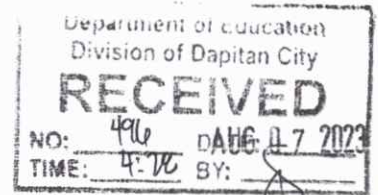




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7 August 2023

DR. DANNY B. CORDOVA, EdD, CESO VI

Schools Division Superintendent

Schools Division Office of Dapitan City - Department of Education (DepEd)

Dear **Dr. Cordova**:

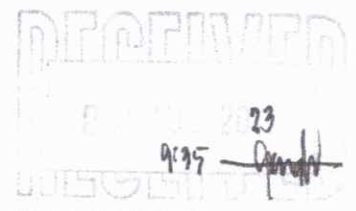
Greetings of peace and good health!

The Asia Foundation is a nonprofit international development organization committed to improving lives across a dynamic and developing Asia-Pacific. It is implementing a youth and education-focused program called the Youth Leadership for Democracy (YouthLed) in partnership with the United States Agency for International Development (USAID). YouthLed aims to increase civic engagement leading to strengthened participation in Democratic Governance of the Filipino youth through leadership development, coalition-building, and civic education and engagement activities.

Under its Civic Education component, YouthLed is implementing Project Citizen (PC), a civic education program that seeks to impart the critical skills students need to seek public policy interventions to solve community problems. Our goal is to have an increased knowledge, skills, disposition on civic rights, duties, and responsibilities among the Filipino youth. PC has already been implemented as early as 2007 under the Philippine Center for Civic Education and Democracy (PCCED). Under YouthLed, we aim to enhance and update the framework and design of PC to keep up with the times especially in the age of digital revolution.

Since 2022, we have developed an enhanced framework as well as resource materials such as lesson exemplars, teachers' guide, and video lessons that underwent a series of reviews, validation, and pilot implementation in select schools in Muntinlupa City, Tagbilaran City, and Dapitan City. This 2023, we are going to roll out our series of Project Citizen Teacher Training through our 12 Sibika Hubs nationwide. To facilitate the success of these Teacher Training, we will conduct first a Project Citizen Training of Trainers (PC TOT) for select teachers who are already familiar with Project Citizen. Last June 9-12, 2023, PC TOT for Luzon Leg has been initially conducted with seven (7) expert trainers as participants from Muntinlupa City and Las Piñas City.

As part of the succeeding activities for the project, YouthLed will now be conducting **PC TOT for Visayas and Mindanao Leg**. In this regard, we would like to **request permission from your good office to allow the following personnel to participate in the said PC TOT on September 2-7, 2023 (Saturday - Thursday) in Metro Manila (venue for confirmation)**:





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	NAME	OFFICE/SCHOOL	POSITION
1	FLORENCE S. GALLEMIT	SDO - CID, DepEd Dapitan City	Education Program Supervisor - I
2	LYDIA I. KILAPKILAP	Dapitan City National High School (Dapitan City Division)	Head Teacher I
3	MARIROSE E. BRETO	Sulangon National High School (Dapitan City Division)	Master Teacher I
4	MARIEJANE G. REVIL	Potungan National High School (Dapitan City Division)	Teacher III
5	PHILIP D. CAERMARE	Kauswagan Integrated School (Dapitan City Division)	Teacher III
6	AIRENE G. ELCAMEL	Barcelona National High School (Dapitan City Division)	Teacher II

Should you grant our request, we would like to **ask for a certification/memorandum or any documentation allowing them to be engaged by The Asia Foundation.**

For confirmation, please feel free to contact **Jenica Mendez, Assistant Program Officer** at jenicaczarina.mendez@asiafoundation.org or **+63 906 624 2110 (SMS/Viber).**

We look forward to your favorable response. Thank you very much!

Sincerely,

NATALIE CHRISTINE V. JORGE
Chief of Party
Youth Leadership for Democracy
The Asia Foundation



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A. About YouthLed

The Youth Leadership for Democracy (YouthLed) is a five-year program implemented by The Asia Foundation in partnership with the United States Agency for International Development (USAID) that aims to increase civic engagement of the Filipino youth leading to strengthened participation in democratic governance. YouthLed's approach is anchored on the principles of Positive Youth Development, creating an enabling and productive environment for youth development. YouthLed seeks to strengthen youth participation in democratic governance, support youth leaders to develop formidable networks around priority issues, and enhance civic education to drive youth participation in democratic governance. YouthLed believes that developing strong and resilient youth leads to greater contribution to nation-building.

Among the goals of YouthLed, specifically under its Civic Education component, is to institutionalize Civic Education with the goal of increasing the knowledge, skills, disposition, and actions on civic rights, duties, and responsibilities among the Filipino youth. YouthLed believes that civic education is fundamental to building the capacity of the youth for meaningful participation in nation-building and sustaining their engagement to strengthen the country's democracy.

B. Background and Rationale of Project Citizen

Project Citizen is one of the pioneer programs of the Philippine Center for Civic Education and Democracy (PCCED) in the fulfillment of its mission of promoting good citizenship and participatory democracy through education. (PCCED, 2013). Adhering to the Filipino core values and aspirations for every Filipino citizen as defined by the Philippine constitution and supported by the development plans crafted to be responsive to the needs of the citizens, Project Citizen further establishes the value of citizenship towards inculcating active civic engagement among the learners and the youth through enhancing civic education in the country.

In 2022, The Asia Foundation, through its program Youth Leadership for Democracy (YouthLed) led the enhancement of Project Citizen, as part of its efforts to increase civic engagement by strengthening youth participation in democratic governance.

Project Citizen is a civic education program that seeks to impart the critical skills students need to seek public policy interventions to solve community problems. Project Citizen aims to create opportunities for civic engagement, and create platforms for civic education in schools and communities. This includes development of resources materials such as modules, teachers' guide, student workbook, lesson exemplars which have undergone a series of validation activities and pilot implementation to ensure the effectiveness for use of teachers and learners. Hence, contributing to Intermediate Results (IR) 3.1 and 3.2 which are evidence base developed and civic education and



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effective civic education modules institutionalized. The resource materials will then be used for the teacher training taking place prior to the roll out happening in school year 2023-2024.

The activity shall connect the classroom learning of students with activities such as community immersion activities that expose the students to the dynamics of public policy formulation, implementation, and evaluation.

Project Citizen aims to:

1. Introduce the concept and importance of good citizenship through classroom-based learning;
2. Provide opportunities for students to learn the public policy process, from problem identification to solution-making;
3. Improve students' communication and lobbying skills of proposed community-based policies; and
4. Provide network and application opportunities for students to implement their proposed policies to communities in partnership with either their city, provincial, municipal, or barangay leaders.

The enhanced Project Citizen with YouthLed is set to be implemented through the YouthLed Sibika Hubs which are centralized network, resource, and community hubs for Civic Education. These are located in the 12 Regional Clusters of YouthLed, namely, Northern Luzon (includes Ilocos, Cagayan Valley, CAR), Central Luzon, National Capital Region (NCR), South Luzon (includes CALABARZON and MIMAROPA), Bicol, Western Visayas, Central & Eastern Visayas, Northern Mindanao, CARAGA, Davao & SOCCSKSARGEN, Zamboanga Peninsula, and the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM).

C. Objective of the Project Citizen Training of Trainers

The Project Citizen Training of Trainers (PC TOT) aims to provide the necessary knowledge and skills among targeted teachers who will help train teachers how to facilitate Project Citizen in their respective schools. The PC TOT will review important principles of Civic Education, PC processes and participatory facilitation. It gives participants practice with various participatory facilitation methods, with the goal of improving participants' training, facilitation skills and deeply immersed in Civic Education and Project Citizen. This PC TOT will help to prepare trainers to plan, implement, and facilitate teachers' training, as well as other training programs for Civic Education.

Goals:

1. Improve participants' facilitation and training skills; and
2. Improve the quality of training for teachers in civic education and Project Citizen.



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Objectives:

By the end of this training, participants will be able to:

- Describe components of effective training and experiences with effective training;
- Describe the principles of adult education and why they are important for trainers;
- Describe Paulo Freire's pedagogy of adult learning and why it is important for trainers;
- Identify the components of active listening, observation, and good communication skills;
- Describe how to give constructive feedback to fellow trainers and training participants and demonstrate giving constructive feedback;
- Identify challenges faced when planning and facilitating training and possible solutions to the challenges;
- Describe each of the following methodologies, their benefits, and when they are best used, and facilitate trainings using the methodologies:
 - Small group activity
 - Large group activity
 - Small group discussion
 - Large group discussion
 - Brainstorm
 - Role play
 - Case study
 - Reflection journey
 - Demonstration; and
- Facilitate the Project Citizen process.