



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Division Advisory No. 021, s. 2024  
February 21, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd SDO Capiz officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.depedcapiz.ph](http://www.depedcapiz.ph))

Attached is the letter of invitation from **Borres Youth Leadership Institute, Inc.** on the **Transformational Leadership Training (TLT)** on **March 18, 2024** at **Capiz State University Gymnasium, Bailan, Pontevedra, Capiz for the 1<sup>st</sup> District** and **Angeles Lema Cultural Center, Mambusao, Capiz for the 2<sup>nd</sup> District**. Participation to the activity is voluntary and must adhere with DepEd Order No. 66, s. 2017 titled “*Implementing Guidelines on the Conduct of Off-Campus Activities*”, DepEd Order No. 008, S. 2023 titled “*Participation of Teachers in Volunteer Work and Extra Curricular Activities*” and DepEd Order No. 22. S. 2023 titled “*Implementing Guidelines on the School Calendars and Activities for the School Year 2023-2024*”.

For more information, please contact:

**BORRES YOUTH LEADERSHIP INSTITUTE, INC.**

Unit 1,2/, EAS Building 2,  
Magallanes St., Roxas City, Capiz  
Mobile No: 09491948248/ 09164805399  
Email: [byli.philippines@gmail.com](mailto:byli.philippines@gmail.com)



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)



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## BORRES YOUTH LEADERSHIP INSTITUTE, Inc.

*A decade of forming and empowering young leaders para sa Kabataan, Diyos at Bayan.*

12 February 2024

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### AWARDS AND RECOGNITIONS

NATIONAL AWARDEE, 4<sup>th</sup> Villar SIPAG YOUTH  
POVERTY REDUCTION CHALLENGE  
(July 2021)

2017 OUTSTANDING VOLUNTEER AWARD  
WESTERN VISAYAS (Organization Category)  
(NEDA Region VI and Philippine National Volunteer  
Service Coordinating Agency, September 8, 2017,  
Kalibo, Aklan)

FINALIST, SAN MIGUEL CORPORATION GRANT  
COMPETITION  
(Angat Buhay Youth Summit,  
August 14, 2017, Quezon City)

JCI PRESIDENTIAL AWARD  
(JCI Roxas – Makawiwili, February 24, 2017,  
Roxas City)

MARAMING SALAMAT PO AWARD  
(DSWD Regional Office VI, April 26, 2010, Bago City,  
Negros Occidental)

### DR. MIGUEL MAC D. APOSIN

Schools Division Superintendent  
Division of Capiz  
Banica, Roxas City, Capiz

### SUBJECT: INVITATION FOR THE TRANSFORMATIONAL LEADERSHIP TRAINING (TLT)

#### Dear Superintendent Aposin:

The Borres Youth Leadership Institute, Inc. or BYLI, a non-stock, non-profit, non-political community of volunteer, dynamic, passionate and visionary youth, students and professionals and the leading training institute for youth development and empowerment in the Province of Capiz, is pleased to invite the Presidents and Vice Presidents (*or their representatives*) of the different public secondary and integrated schools' Supreme Secondary Learner Governments (SSLGs) in the Division of Capiz together with their respective advisers to attend the simultaneous **Transformational Leadership Training (TLT)** on **18 March 2024**, Monday (Holiday, Liberation of Panay) at Capiz State University Gymnasium, Bailan, Pontevedra, Capiz for the 1<sup>st</sup> District and at Angeles Lema Cultural Center, Mambusao, Capiz for the 2<sup>nd</sup> District. Attached is the Administrative Notes which contain the details of the TLT.

This project is part of the Memorandum of Agreement executed between the BYLI, the Capiz State University through the Future Leaders (FLP) of the Philippines and the Department of Education – Division of Capiz on 07 January 2024.

BYLI believes that this partnership project will serve as our contribution in making this country a great nation again by raising new breed of young leaders who are conscious of their values and character as a person.

Should you have questions and clarifications you may contact 0921-6420-391 or email at [byli.philippines@gmail.com](mailto:byli.philippines@gmail.com).

Thank you.

Very truly yours,

  
**ATTY. MARK D. BORRES**  
Founder

*"Commit your activities to the Lord, and your plans will be achieved." (Proverbs 16:3)*

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Roxas City Office: Unit 1, 2/F, EAS Bldg. 2, Magallanes St, Roxas City, Capiz

✉ [byli.philippines@gmail.com](mailto:byli.philippines@gmail.com)

f /bylioofficial

☎ +63-949-194-8248

☎ +63-916-480-5399





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### **ADMINISTRATIVE NOTES**

**TITLE OF THE ACTIVITY:** Transformational Leadership Training (TLT)

**ORGANIZER:** Borres Youth Leadership Institute, Inc.

**PARTNERS:** Department of Education – Division of Capiz  
Capiz State University through the different Chapters of Future Leaders of the Philippines (FLP)

### **INTRODUCTION**

*"So here's what I want you to do, God helping you: Take your everyday, ordinary life — your sleeping, eating, going-to-work, and walking-around life—and place it before God as an offering. Embracing what God does for you is the best thing you can do for him. Don't become so well-adjusted to your culture that you fit into it without even thinking. Instead, fix your attention on God. You'll be changed from the inside out. Readily recognize what he wants from you, and quickly respond to it. Unlike the culture around you, always dragging you down to its level of immaturity, God brings the best out of you, develops well-formed maturity in you." – **Romans 12:1-2***  
**Message**

The students and youth leaders of today face difficult challenges brought about by the volatile, uncertain, complex and ambiguous (VUCA) world. As the world continues to evolve, the society also becomes more complex. Technology makes life so fast. Many people especially the young ones have been addicted to gadgets and online games. Mobile applications have changed not only the methods of learning but the mode of socialization as well. The society that becomes more modern and complex now dictates the culture of the world that influence the heart and mind of our young people. The values and character of students and youth leaders continue to decline and have created disorder and confusion in society. This makes the situation of the students and youth leaders in the society so alarming considering that they are the country's future leaders.

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To address this major concern, the inner values and character of students and youth leaders must be transformed through the gospel so that they can focus on their life's purpose and mission, connect and interact with their fellow young leaders and eventually transform their communities. Hence, it is necessary to introduce to them the character and values of a Christian transformational leader who seeks to influence or transform other leaders and the communities through vision and values.

It is for this reason that the Borres Youth Leadership Institute, Inc. in partnership with the Department of Education – Division of Capiz and the Capiz State University through the different Chapters of the Future Leaders of the Philippines initiated the conduct of the Transformational Leadership Training (TLT).

### **OBJECTIVES OF THE TLT**

At the end of the Transformational Leadership Training, the students and youth leaders will be able to:

1. Determine the identity and purpose of a leader;
2. Develop values-oriented problem-solving skills;
3. Identify the values of a transformational leader;
4. Build an effective team; and
5. Create a community of young leaders.

**DATE:** 18 March 2024, Monday (Holiday, Liberation of Panay)

**TIME:** 8:00 A.M. to 5:00 P.M.

### **VENUE**

**1<sup>st</sup> District:** Capiz State University Pontevedra Gymnasium  
Bailan, Pontevedra, Capiz

**2<sup>nd</sup> District:** Angeles Lema Cultural Center  
Poblacion, Mambusao, Capiz

### **PARTICIPANTS**

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📘 /byliofficial

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### **a. Department of Education – Division of Capiz**

- i. Youth Formation Coordinators
  1. Ms. Yzarda Claudette Ballera
  2. Ms. Jhean Mae Grace Lingco
- ii. Supreme Secondary Learner Government (SSLG) Presidents and Vice Presidents or their representatives (2 per school)
- iii. Supreme Secondary Learner Government Advisers (1 per school)

### **b. Capiz State University**

- i. Future Leaders of the Philippines Officers (5 FLP officers from each Chapter/Campus who attended the Training of Trainers on 02 February 2024)
- ii. Future Leaders of the Philippines Adviser (1 FLP adviser from each Chapter/Campus who attended the Training of Trainers on 02 February 2024)
- iii. Future Leaders of the Philippines Members (10 FLP members from each Chapter/Campus)

## **REGISTRATION**

All participants are hereby advised to coordinate closely with your Youth Formation Coordinators (YFC) at the Division of Capiz. A pre-registration link will be provided to determine the initial list of participants. Hence, all participating public secondary and integrated schools are required to register through the link.

NO registration fee shall be collected from each participants from the different public secondary and integrated schools.

## **MEALS AND SNACKS**

Basic lunch and snacks will be provided by the organizing team. However, participants may bring extra or additional snacks of their own choices.

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### **TRANSPORTATION SERVICE**

Transportation from point of origin to the venue of the training (*vice versa*) shall be the responsibility of each participant.

### **THINGS TO BRING**

- Accomplished and signed Parent's Consent Form (c/o respective schools)
- Handkerchief (to be used as blindfold)
- Water bottle/tumbler (with water)
- Face Mask (optional)
- Alcohol or hand sanitizers
- Personal medicine (for those who are taking medications)
- Extra clothes, if necessary

**ATTIRE:** PLAIN WHITE shirt, polo or blouse.

### **TRAINING HIGHLIGHTS**

- Welcome ceremony
- Leadership sessions
- Plenary sessions
- Break-out sessions
- Group sharing
- Group presentations
- Unfreezing activities
- Networking opportunities
- Eco-leadership challenges (BYLImpics)
- Closing ceremony

### **CALL TIME**

All participants are hereby advised to come at the venue before 8:00 A.M. for registration procedures.

### **SOLIDARITY GROUPS**

Participants will be assigned a Solidarity Group (SG) by the Secretariat. Each SG will be led by an SG facilitator.

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### **LIABILITY FOR LOSS**

BYLI organizers, partners and staff are not responsible for loss of private property (*such as luggage, money, personal belongings, etc.*) or expenses for personal medical conditions.

### **TRAINING SESSION PROTOCOL**

In the spirit of collegial exchange, all participants agree to respect the scheduled program and participate in all activities. Registering for the TLT means acceptance by all participants of the following:

- That the BYLI hosts and all other sponsoring organizations are not responsible for lost or damaged personal items.
- To permit BYLI the use of any photographs, slides, videotapes, sound recordings, and similar items that might contain your image and/or voice, for use in promotional and or informational activities that are deemed appropriate by the BYLI hosts or any sponsoring organizations.
- To demonstrate, at all times, to respect fellow participants.
- To agree to the Program Session Protocol.
- In case of medical emergency, to give permission to the staff of the BYLI to be medically treated at one's cost.
- Understand and agree that there are unavoidable risks in travelling to and from the training site and hereby waive and release any and all claims against the BYLI hosts, their directors, officers, agents, employees, and affiliated organizations, arising out of or relating to one's participation in the TLT, including, but not limited to, claims for any injury, loss, or damages.
- Agree to defend, indemnify, and hold harmless the BYLI hosts, their directors, officers, agents, employees, students, residents, and their affiliated organizations, from and against any and all liabilities, claims, lawsuits, judgments, losses, damages, and expenses, including attorneys' fees, arising out

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of any financial obligations or liabilities that one may personally incur, or any damage or injury to the person or property of others that one may cause, while participating in the TLT.

- Agree that if there is any dispute concerning one's participation in the TLT or the interpretations of this Agreement, any such disagreement shall be determined in accordance with the laws of the Republic of the Philippines.

### **TRAINING CODE OF CONDUCT**

In order to have a fully functioning TLT, participants are required to fully engage and follow the following code of conduct:

- To conduct responsibly and in a dignified manner in accordance with the vision and mission of BYLI and its partners.
- To abide by all training rules and regulations respectably and support others to do the same, which include following the schedule to the best of one's abilities.
- To value all people involved in the TLT and be not be involved in or encourage any activity that may harm or put other participants' physical, emotional, or spiritual wellbeing at risk, including sexual harassment.
- Be not intoxicated publicly or drink alcohol during the TLT schedule which will give reason for training staff to remove participants from the training immediately and unconditionally.
- Not to smoke in the school campus, classroom, event venues, streets and other public places except in designated smoking areas.
- To obey all local laws imposed in the Municipality as the venue of the TLT.
- Understand that BYLI is not responsible for what may happen after the program hours or activities outside of the program.

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### **IMPORTANT REMINDERS**

- Your safety is our concern at all times. Please keep your body healthy. Observe **SAFETY FIRST** at all times.
- Each participant shall be responsible for his/her own safety and security. No one shall be held liable for any untoward incident that may come beyond control.
- Kindly take photos with all modesty. Respect other attendees' right not to be included in your posts in any social media accounts.
- Travel light please. Trolley bags shall not be allowed.
- To maximize our activity please be mindful of the time always. Remember, time is like a precious element. Once lost, it's lost. Kindly respect each other's time.
- Take also this activity as an opportunity to connect with other volunteers and with the participants. **Get to know each other.**

### **PROGRAM OF ACTIVITIES**

07:30 – 08:30	-	Arrival and Registration
08:31 – 09:30	-	Opening Ceremony
09:31 – 10:45	-	Session 1
10:46 – 11:00	-	Break
11:01 – 12:00	-	Session 2
12:01 – 01:00	-	Lunch Break
01:01 – 02:30	-	Session 3
02:31 – 02:45	-	Break
02:46 – 04:30	-	Session 4
04:31 – 05:00	-	Closing Ceremony

### **BYLI SECRETARIAT**

#### **Roxas Office Address:**

Unit 1, 2/F, EAS Bldg. 2, Magallanes Street, Roxas City, Capiz, Philippines 5800

**Telephone:** (036) 620-5010/

**Mobile:** +63949-1948-284 or +63916-4805-399


**Email:** byli.philippines@gmail.com

***"And we know that all things work together for good to those who love God, to those who are called according to their purpose." - Romans 8:28***

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