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

Division Advisory No. 049, s. 2026
14 SEP 2026

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*)

Attached is the letter from the **CHILDInitiative** regarding the **LAK-BAY (Lakat Para sa Baybay): The Walk for the Waves** on **September 19, 2026** at **Sitio Kabulakan, Barangay Cogon, Roxas City.**

Participation to this activity is voluntary with **parent's permit** on the part of learners, and subject to compliance with DepEd Order No. 009, s. 2026 titled **Guidelines on the Implementation of the Three-Term School Calendar in Basic Education**, DepEd Order No. 66, s. 2017 titled **Implementing Guidelines on the Conduct of Off-Campus Activities**, DepEd Memorandum No. 41, s. 2 024 titled **Reiteration of the No Collection Policy in Schools** and DepEd Order No. 008, s. 2023 titled **Participation of Teachers in Volunteer Work and Extra Curricular Activities**. The details and overview of this program are attached for reference.

For more information, please contact:

KEANU IVAN D. AGANA
President
Katin-aran Youth Association
Mobile No: 09705047850
Email: aganakanuivan@gmail.com

CHILDInitiative
(Community's Hope and Initiative for Lasting Development, Inc)
formerly known as CHILD, Inc.
Address: Rm. 203 AJL Bldg, corner Gen. Luna and Ibarra Sts., Aurora Subd., Brgy. Villa Anita, Iloilo City, Philippines, 5000
DSWD License: DSWD-FOVI-RL-00032-2019 |SEC Registration: CN201027829
DSWD Accreditation: DSWD-SB-A-0134-2019 | DSWD-SB-A-0135-2019 | DSWD-SB-A-0151-2019

Office of the Katin-aran Youth Association (KaYA)

Sitio Nasagud, Brgy. Lanot, Roxas City, Capiz

Department of Education
SCHOOLS DIVISION OF CAPIZ
Banica Roxas City, Capiz
RECORDS SECTION
Date: 07 SEP 2026
Control no.

September 7, 2026

ROEL F. BERMEJO
Schools Division Superintendent
Office of the Schools Division Superintendent
Division of Capiz
Brgy. Banica, Roxas City

Subject: **INVITATION TO PARTICIPATE IN LAK-BAY: THE WALK FOR THE WAVES FOR SSLG, SELG, YES-O, AND BKD OF SCHOOLS UNDER THE SCHOOLS DIVISION OFFICE OF CAPIZ**

Sir:

Isang makabatang pagbati!

The **Katin-aran Youth Association,** the youth arm of the **CHILDInitiative** in Roxas City, respectfully seeks the permission and endorsement of your good office to **invite the Supreme Secondary Learners Government (SSLG), Supreme Elementary Learners Government (SELG), Youth for Environment in Schools–Organization (YES-O), and Barkada Kontra Droga (BKD) organizations of schools under the Schools Division of Capiz to participate in LAK-BAY (Lakat Para sa Baybay): The Walk for the Waves.**

LAK-BAY is a youth-led environmental initiative under the AKSYON component of Project ALIMA, organized in observance of **International Coastal Cleanup Day 2026** on **September 19, 2026.** The activity will commence at **Sitio Kabulakan, Barangay Cogon, Roxas City**, and proceed along designated coastal routes, with stations established at designated kilometer points to facilitate participant coordination and activity monitoring. The walk-and-clean initiative will engage young people in collecting visible and non-hazardous waste along the route, culminating in a **post-cleanup program at People's Park, Barangay Baybay**.

In this regard, we respectfully request the **permission and endorsement of the Schools Division Office of Capiz** to circulate our official invitation to the concerned school heads and youth organizations, encouraging their participation in this meaningful environmental and youth-led initiative.

Schools and youth organizations intending to participate in LAK-BAY are required to register through the official registration link provided below to facilitate proper coordination, participant monitoring, and logistical preparations for the activity.

Registration Link: https://forms.gle/yXKVvkCSLHGRX2F86

Attached to this letter is the Administrative Note for Partners, which contains *the relevant guidelines, responsibilities, coordination procedures, safety protocols, and other important information for participating schools and youth organizations.*

We believe that the involvement of learners and school-based youth organizations will help strengthen youth participation, environmental stewardship, and collective action toward the protection of Roxas City's coastal communities.

The organization assures your office that all necessary safety measures, supervision, and coordination will be observed throughout the duration of the activity. We are also open to comply with any requirements or guidelines that your office may set for the organizers and participants.

CHILDInitiative
(Community's Hope and Initiative for Lasting Development, Inc)
formerly known as CHILD, Inc.
Address: Rm. 203 AJL Bldg, corner Gen. Luna and Ibarra Sts., Aurora Subd., Brgy. Villa Anita, Iloilo City, Philippines, 5000
DSWD License: DSWD-FOVI-RL-00032-2019 |SEC Registration: CN201027829
DSWD Accreditation: DSWD-SB-A-0134-2019 | DSWD-SB-A-0135-2019 | DSWD-SB-A-0151-2019

For other concerns, you can reach me on my phone number; (+63) 970 5047 850 or my email aganakanuivan@gmail.com. You can also contact our staff, Mr. Rhil Rowel G. Lauriano, on his mobile number; (+63) 991 4888 306 or his official email rlaureano@childinitiative.org.

Hoping for a positive response and a much stronger partnership!

In the service,

Keanu Ivan D. Agana
President
Katin-aran Youth Association

Noted,

Rhil Rowell G. Lauriano, RSW
Program and Sponsorship Coordinator
CHILDInitiative

CHILDInitiative
(Community's Hope and Initiative for Lasting Development, Inc)
formerly known as CHILD, Inc.
Address: Rm. 203 AJL Bldg, corner Gen. Luna and Ibarra Sts., Aurora Subd., Brgy. Villa Anita, Iloilo City, Philippines, 5000
DSWD License: DSWD-FOVI-RL-00032-2019 |SEC Registration: CN201027829
DSWD Accreditation: DSWD-SB-A-0134-2019 | DSWD-SB-A-0135-2019 | DSWD-SB-A-0151-2019

Office of the Katin-aran Youth Association (KaYA)

Sitio Nasagud, Brgy. Lanot, Roxas City, Capiz

ADMINISTRATIVE NOTE
INTERNATIONAL COASTAL CLEANUP DAY 2026



LAK-BAY

(Lakat Para sa Baybay)
The Walk for the Waves

An initiative under AKSYON of Project ALIMA

I. PURPOSE OF THIS NOTE

This Administrative Note is issued to provide participating and partner organizations with the essential information, arrangements, responsibilities, and coordination guidelines for **LAK-BAY: Lakat Para sa Baybay – The Walk for the Waves**, an initiative under the **AKSYON component of Project ALIMA** of the Katin-aran Youth Association (KaYA).

LAK-BAY reimagines the traditional coastal cleanup by transforming it into a **moving walk-and-clean environmental action**, where participants walk along designated coastal routes while collecting visible and non-hazardous waste along the shoreline. For every kilometer, designated collection stations will provide points where collected waste can be deposited, consolidated, and documented.

The activity brings together children, youth, schools, organizations, communities, government agencies, civil society, private institutions, and other stakeholders in a collective effort to promote responsible waste management and protect the coastal environment of Roxas City.

II. ACTIVITY OVERVIEW

Activity: **LAK-BAY: Lakat Para sa Baybay – The Walk for the Waves**
Occasion: **International Coastal Cleanup Day 2026**

Date: **September 19, 2026**

Location: **Roxas City, Capiz**

Implementing Organization: **Katin-aran Youth Association (KaYA)**

Project Component: **AKSYON of Project ALIMA**

LAK-BAY will utilize two designated routes that will converge at People's Park, creating one collective environmental action involving participating children, youth, organizations, schools, communities, and partners.

III. ROUTES AND PARTICIPATION

A. 4K LAK-BAY – The Walk for the Waves

Route: **Sitio Kabulakan, Barangay Cogon → People's Park**

Distance: **Approximately 4 kilometers**

Assembly Time: **5:00 AM**

Route Start: **5:30 AM**

The 4K route is open to youth organizations, student organizations, secondary schools, colleges and universities, community and barangay organizations, youth councils, government agencies, civil society organizations, private institutions, environmental groups, volunteers, and other participating stakeholders.

B. 2K LAK-BAY: – The Children's Walk for the Waves

Route: **Petron, Culasi → People's Park**

Distance: **Approximately 2 kilometers**

Assembly Time: **6:00 AM**

Route Start: **6:30 AM**

The 2K route is **exclusive to children and elementary school participants** and will be conducted with appropriate supervision and safeguarding measures.

IV. THE WALK-AND-CLEAN ACTIVITY

LAK-BAY follows a simple walk-and-clean system:

LAKAT – Walk along the designated coastal route.
PANGITA – Look for visible and appropriate waste.
PULOT – Collect non-hazardous waste encountered along the route.
TIPON – Bring collected waste to designated kilometer stations.
TINGOB – Converge with fellow participants at People's Park.

Participants are expected to practice responsible environmental behavior throughout the entire activity, not only during the waste collection component. Participants shall avoid littering, minimize the use of single-use materials, respect coastal ecosystems and wildlife, and refrain from disturbing vegetation or environmentally sensitive areas along the route.

Participants are likewise expected to respect private property, public facilities, community spaces, and residents in areas traversed by the LAK-BAY routes. The activity is intended not only to remove waste but also to promote responsible environmental behavior and community respect.

Since LAK-BAY involves an actual cleanup along and beside the coastline, **participants should expect to get wet** during the activity. Depending on the route and prevailing coastal conditions, participants may encounter water, wet areas, mud, or other coastal conditions while collecting waste.

Participants are therefore **advised to wear comfortable and appropriate clothing and footwear suitable for both walking and coastal cleanup activities**. They should also bring any necessary personal items to remain comfortable throughout the activity.

Participants must only collect visible and non-hazardous waste. Sharp objects, medical waste, chemicals, unidentified materials, and other potentially hazardous waste must not be handled by participants, especially children. Such materials must be referred to designated personnel.

V. COLLECTION STATION SYSTEM

The **kilometer-based collection station system** is one of the key features of LAK-BAY. Rather than requiring participants to carry collected waste throughout the entire route, designated stations will allow participants to safely deposit collected materials at different points along the way.

Each station will have assigned personnel responsible for receiving collected waste, consolidating materials, recording and categorizing waste where feasible, monitoring participants, coordinating waste transfer, and maintaining the cleanliness and organization of the station.

Kilometer Station Check-In and Route Verification

To ensure proper route monitoring and participant accountability, designated check-in points will be established at the kilometer stations along the 4K LAK-BAY route.
Participants in the 4K route are required to check in at each designated station they pass. The check-in system will serve as a means of verifying that participants have completed the designated route and passed through the required kilometer points.

Station personnel may record or verify participants through check-in forms stamps.

Participants are expected to personally complete the required check-ins. Failure to pass through or complete the designated check-in points may affect the verification of route completion and eligibility for **Certificate of Participation/Completion and other completion-based recognition**, subject to the rules established by the organizing team.

Partner organizations shall likewise assist in ensuring that their participants comply with the designated station check-in procedures.

The check-in system shall apply primarily to the 4K LAK-BAY route. Separate monitoring and accountability procedures may be implemented for the 2K LAK-BAY: KABATAAN route due to its child-focused nature.

FIRST AID TEAM EACH STATIONS

A First Aid Team will also be stationed at every kilometer point to provide immediate basic assistance to participants who may need medical attention or first-aid support during the activity.

Participants who experience discomfort, minor injuries, or other concerns while walking or conducting the cleanup are encouraged to immediately approach the nearest First Aid Team, station personnel, or route marshal for assistance.

Station 2 on both routes will additionally function as a water and rest station, allowing participants to hydrate and briefly rest before continuing the journey.

To support LAK-BAY's commitment to reducing waste, all participants are REQUIRED to bring their own reusable/refillable water bottle. Participants are expected to use their refillable bottles at the designated water stations and are strongly discouraged from relying on single-use plastic water bottles during the activity.

Participant-Provided Cleanup Materials

Participants are responsible for bringing their own cleanup materials and personal necessities for the walk-and-clean activity. These may include, but are not limited to, **sacks or garbage bags, gloves, appropriate collection tools, reusable/refillable water bottles, and other necessary materials** suitable for the activity.

Partner organizations are encouraged to coordinate among their participants to ensure that adequate cleanup materials are available for their respective groups.
Participants shall ensure that all materials they bring are safe, appropriate, and suitable for coastal cleanup activities. The organizing team may provide additional cleanup materials at designated points, subject to availability.

Partner organizations are requested to remind their participants of this requirement before the activity.

VI. RESPONSIBILITIES OF PARTNER ORGANIZATIONS

As an official partner, participating organizations are requested to:

1. Register as a Partner

Accomplish the official LAK-BAY Partnership/Participation Form:

https://forms.gle/yXKVvkCSLHGRX2E86

2. Mobilize Participants

Encourage and coordinate participation among their members, students, volunteers, staff, or stakeholders.

3. Designate an Authorized Representative

Each participating organization shall designate an authorized representative or focal person who will serve as the organization's primary contact for LAK-BAY-related coordination.

4. Select the Appropriate Route

Organizations should ensure that their participants are registered for the route appropriate to their age group and participation category.

5. Manage Internal Coordination

Partner organizations shall coordinate the attendance, transportation, communication, and supervision of their respective members or participants.

6. Ensure Participant Preparedness

Partners are requested to ensure that participants are aware that the activity involves walking and coastal cleanup and that they may get wet. Participants should come prepared with appropriate clothing, footwear, personal necessities, and a reusable/refillable water bottle.

7. Observe Safety and Environmental Guidelines

Participants must only collect visible and non-hazardous waste and must follow all safety, safeguarding, and route instructions.

8. Support Information Dissemination and Online Promotion

Partner organizations are expected to actively support the dissemination and promotion of LAK-BAY by **sharing official LAK-BAY publication materials (pubmats), announcements, and related posts** through their respective official social media pages, group chats, and other appropriate communication channels.

Partner organizations are likewise expected to **react to and engage with official LAK-BAY posts** whenever applicable to help strengthen information dissemination, public awareness, and online visibility of the activity.

Only official materials and information released by the LAK-BAY organizing team should be shared to ensure accuracy and consistency of public information.

9. Support Documentation

Partners may be requested to assist in participant accounting, documentation, waste reporting, and other reasonable post-activity requirements.

10. Ensure Availability of Cleanup Materials

Partner organizations shall remind their respective participants that they are responsible for bringing their own sacks, gloves, appropriate cleanup materials, reusable/refillable water bottles, and other necessary personal items for the activity.

11. Ensure Compliance with Route and Check-In Procedures

Partner organizations shall ensure that their participants are properly informed of the designated route, kilometer stations, check-in procedures, safety protocols, and other operational instructions issued by the organizing team.

VII. REGISTRATION AND CONFIRMATION

Organizations interested in participating or becoming an official partner of LAK-BAY are requested to accomplish the designated Partnership/Participation Form.

Official Registration Form:
https://forms.gle/FVTDHBbu1FBPvsxp9

The participation process is:

STEP 1 – REGISTER
Accomplish the official Partnership/Participation Form.

STEP 2 – MOBILIZE
Coordinate and encourage your members, students, volunteers, or stakeholders to participate.

STEP 3 – WALK & CLEAN
Participate in the appropriate LAK-BAY route.

STEP 4 – RECOGNITION
Participating organizations will receive a Certificate of Recognition as an official partner of International Coastal Cleanup Day 2026.

VIII. PARTICIPATION FEE AND MERCHANDISE

Participation in LAK-BAY is **free of charge.** No registration or participation fee will be collected from eligible participants.

Official LAK-BAY merchandise, including event shirts and commemorative items, may be offered separately by the organizers. Merchandise is optional and is not a requirement for participation. Availability and corresponding costs will be announced separately.

IX. CERTIFICATE AND RECOGNITION

For Partner Organizations

Registered and participating organizations will receive a:
Certificate of Recognition as an Official Partner of International Coastal Cleanup Day 2026

For Individual Participants

4K LAK-BAY: Certificate of Participation/Completion and medals, subject to funds availability.

2K LAK-BAY: KABATAAN: Certificate of Participation/Completion.

X. TRANSPORTATION ARRANGEMENTS

Participants and participating organizations are responsible for arranging and covering their own transportation to and from their designated assembly point.

For organizations participating in the activity, transportation arrangements for their members, students, volunteers, teachers, guardians, and accompanying adults shall likewise be coordinated by the respective organization.

Participants are encouraged to coordinate transportation arrangements with their respective schools, organizations, parents, guardians, or group leaders.

Detailed assembly points, route instructions, and other logistical information will be provided to confirmed participants and partner organizations prior to the activity.

XI. OFFICIAL PARTNER COMMUNICATION GROUP

For efficient coordination and dissemination of official information, the organizing team will establish an Official LAK-BAY Partner Group Chat (GC).

The GC will be exclusively intended for the authorized representatives or designated focal persons of each registered partner organization.

The official GC will serve as a primary communication channel for:

- Official announcements and updates;
- Activity reminders;
- Route and logistical instructions;
- Participant and organization coordination;
- Submission and confirmation of required information;
- Safety and operational advisories;
- Coordination of concerns before and during the activity; and
- Other official matters concerning LAK-BAY.

Each partner organization is requested to designate one authorized representative/focal person who will be added to the official GC.

The designated representative shall be responsible for receiving official announcements and relaying relevant information to their organization's participants.

To maintain an organized and reliable communication channel, only authorized representatives of registered partner organizations will be included in the official GC.

XII. SAFETY AND CHILD SAFEGUARDING

To provide accessible assistance along the routes, First Aid Teams will be positioned at every kilometer station. Participants should immediately seek assistance if they feel unwell, sustain a minor injury, or encounter any situation requiring first-aid support.

Participants are expected to:

- Follow instructions from organizers, route marshals, and designated personnel;
- Remain within the designated route;
- Collect only visible and non-hazardous waste;
- Never handle sharp objects, medical waste, chemicals, unidentified materials, or other potentially hazardous waste;
- Immediately report safety concerns to designated personnel; and
- Follow all child safeguarding and supervision protocols.

Hazardous materials encountered along the route must be referred to designated personnel and must not be handled by participants.

XIII. POST-ACTIVITY PLENARY

Following the LAK-BAY walk-and-clean activity and the convergence at People's Park, a Plenary Session will be conducted at:

People's Park Pavilion, 2nd Floor
Baybay, Roxas City, Capiz
9:00 AM – 11:30 AM

The plenary will provide an opportunity for participants, partner organizations, and stakeholders to come together after the coastal walk and continue engaging in the succeeding program and advocacy activities.

Participants who wish to stay after completing the LAK-BAY activity are highly encouraged to join the plenary session.

Partner organizations are likewise encouraged to inform their participants about the plenary and encourage them, whenever possible, to remain and participate until the conclusion of the session.

Participants who need to leave after the walk may do so according to their respective organization's arrangements and coordination.

The proposed Post-LAKBAY session shall be conducted subject to the approval of the City Government, confirmation of the venue, and the availability of necessary logistical arrangements.

XIV. KEY SCHEDULE

Time	Activity
5:00 AM	Assembly – 4K LAK-BAY
5:30 AM	Start of 4K LAK-BAY
6:00 AM	Assembly – 2K LAK-BAY
6:30 AM	Start of 2K LAK-BAY
During the Activity	Walk-and-clean, kilometer station check-ins, waste collection, hydration/rest, monitoring and documentation
Upon Arrival	Convergence at People's Park
After Convergence	Final waste consolidation and succeeding program
9:00–11:30 AM	Plenary Session – People's Park Pavilion, 2nd Floor
11:30 AM	End of Plenary Session

Detailed program flow and operational instructions will be provided to confirmed participants and partner organizations through the official communication channel.

XV. PARTICIPANT CODE OF CONDUCT

All participants are expected to conduct themselves in a respectful, responsible, and safe manner throughout the entire LAK-BAY activity.

Participants shall:

- Follow the instructions of organizers, route marshals, station personnel, first aid teams, and other designated personnel;
- Remain within their designated route and assigned activity area;
- Treat fellow participants, organizers, volunteers, community members, and partner organizations with respect;
- Observe proper conduct and avoid behavior that may disrupt the activity or compromise the safety and well-being of others;
- Practice proper waste management and avoid littering during the activity;
- Respect private property, public facilities, coastal ecosystems, wildlife, and surrounding communities;
- Refrain from handling hazardous or unidentified materials;
- Immediately report accidents, safety concerns, or other incidents to designated personnel; and
- Follow all applicable safety, environmental, safeguarding, and operational guidelines issued by the organizing team.

Bullying, harassment, discrimination, threatening behavior, intentional damage to property, and other conduct that may compromise the safety, dignity, or well-being of other participants shall not be tolerated.

Partner organizations shall be responsible for reminding their respective participants of this Code of Conduct prior to the activity.

XVI. WEATHER / ACTIVITY SUSPENSION PROTOCOL

The safety and welfare of participants shall take precedence over the continuation of the activity.
In the event of unfavorable weather, hazardous coastal conditions, heavy rainfall, strong winds, flooding, lightning, unsafe water conditions, or other circumstances that may pose a risk to participants, the organizing team may **modify, temporarily suspend, postpone, or cancel** the activity or any portion thereof.

Decisions concerning the modification, suspension, postponement, or cancellation of the activity shall be made by the organizing team in consideration of available safety information and guidance from appropriate authorities.

Official announcements shall be communicated through the Official LAK-BAY Partner Group Chat and other official communication channels.

Participants and partner organizations are expected to immediately follow instructions issued by the organizing team, route marshals, safety personnel, and other designated authorities.

In the event that the activity is suspended or discontinued, participants shall proceed according to the instructions of the organizing team and their respective partner organizations.

XVII. PHOTOGRAPHY, DOCUMENTATION, AND PUBLICITY

LAK-BAY may be documented through photographs, videos, interviews, attendance records, and other appropriate documentation for purposes of activity reporting, advocacy, public information, recognition, and promotion of the initiative.

Participants and partner organizations are encouraged to document their participation and may share appropriate photographs, videos, and other materials related to LAK-BAY through their respective communication and social media platforms.

Partner organizations are expected to support the official publicity of KaYA by sharing official publication materials, announcements, campaign materials, and related posts released by the organizing team.

Partner organizations and participants are likewise encouraged to react to and engage with official LAK-BAY posts whenever applicable and to use the official campaign hashtags and tags provided by the organizing team.

Only official information and materials released by the LAK-BAY organizing team should be used when communicating official activity details to the public. Partners shall avoid posting or circulating unverified information that may cause confusion regarding the activity.

Organizations are responsible for observing applicable consent, child safeguarding, and institutional policies when documenting and publicly posting images or materials involving their participants, particularly children and minors.

XVIII. PARTNER COMPLIANCE / NON-COMPLIANCE

By registering as an official partner of LAK-BAY, each organization acknowledges and agrees to comply with the responsibilities, safety protocols, environmental guidelines, communication procedures, participant requirements, route instructions, and other reasonable operational guidelines contained in this Administrative Note and subsequent official advisories issued by the organizing team.
Partner organizations are responsible for ensuring that their designated representatives, members, and participants are properly informed of applicable requirements before and during the activity.

Failure to comply with applicable guidelines or repeated disregard of official instructions may result in appropriate action by the organizing team, which may include a warning, removal of a participant from the activity when necessary for safety or order, non-issuance of completion-based

recognition where applicable, or other reasonable measures depending on the nature and seriousness of the violation.

Any action taken shall be guided by the principles of fairness, participant safety, child safeguarding, environmental responsibility, and the orderly conduct of LAK-BAY.

The organizing team reserves the right to issue additional reasonable operational instructions before or during the activity when necessary to address safety, environmental, logistical, or other activity-related concerns.

XIX. PARTNERSHIP COMMITMENT

LAK-BAY is more than a one-day cleanup activity. It is a collective effort to strengthen environmental responsibility, youth participation, community ownership, and collaboration for the protection of Roxas City's coastal environment.

Through your organization's participation, you become part of a wider network of schools, youth groups, communities, government, civil society, private institutions, and environmental stakeholders working toward meaningful coastal action.

We invite every partner not only to join the walk, but to help mobilize people, promote responsible waste management, support environmental awareness, and contribute to a cleaner and healthier coastline.

Every step matters. Every hand that helps matters. Every partner makes the movement stronger.

LAK-BAY 2026
Lakat Para sa Baybay. The Walk for the Waves.