



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

03 SEP 2026

DIVISION MEMORANDUM

No. **408** s. 2026

**WORKSHOP ON THE CRAFTING OF THE LOCALIZED LEADERSHIP TRAINING
SESSION GUIDE FOR SELG, SSLG, YES-O AND BKD**

To: Assistant Schools Division Superintendent
OIC - Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. The School Governance and Operations Division through the Learner Formation Section will be conducting a **Workshop on the Crafting of Localized Leadership Training Session Guide for SELG, SSLG, YES-O and BKD** on **September 19-20, 2026**. The venue to be announced.
2. This activity is to develop a contextualized and unified training session guide that will equip student leaders of **SELG, SSLG, YES-O, and BKD** with the core, strategic, and values-based competencies needed to execute their specific DepEd mandates effectively. It aims to:
 - Integrate current Department of Education guidelines, child protection policies, and youth formation mandates into a single, cohesive training framework;
 - incorporate the standardized protocols for drafting official resolutions, minutes of meetings, project proposals, and fund liquidation processes; and
 - provide standard operating procedures for a systematic transition and turnover of responsibilities from outgoing to incoming student officers.
3. The identified participants, activity matrix and the technical working group are attached as Enclosure Numbers 1, 2 & 3 of this memorandum.
4. Travel and other related expenses of the participants are chargeable against School MOOE both subject to the usual accounting and auditing rules and regulations.
5. Participants, trainers/facilitators and SDO personnel are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.



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6. For questions or clarifications, please contact **Ms. Yzarda Claudette D. Ballera** or **Ms. Jhean Mae Grace Lingco**, Project Development Officer 1, through 09817252244/09388228447.
7. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO 
Schools Division Superintendent

Encl.: As stated

Reference:

To be indicated in the Perpetual Index

under the following subjects:

LEADERSHIP

LEARNER GOVERNMENT



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Enclosure No. 1 to SDM 408, s. 2026

LIST OF PARTICIPANTS

NO.	NAME	DESIGNATION	POSITION	SCHOOL/DISTRICT
1	Redel V. Delfin	Teacher V	SSLG Adviser	Estefania Montemayor NHS
2	Dara A. Apolinario	Teacher II	SSLG Adviser	Pontevedra NHS
3	Airra Joy B. Laysa	Teacher I	SSLG Adviser	Mambusao NHS
4	Romela A. Muyco	Teacher VI	SSLG Adviser	Capiz NHS
5	Ma. Teresa Matillano	Teacher II	SSLG Adviser	Vicente Andaya Sr. NHS
6	Meryl P. Araque	Teacher III	SSLG Adviser	Maayon NHS
7	Dial Lyn Flamiano	Teacher III	SSLG Adviser	Panitan NHS
8	Oliver B. Cabuslay	Teacher V	SSLG Adviser	Dao NHS
9	Efren A. Condino Jr.	Teacher III	SSLG Adviser	Antonio Belo Memorial IS
10	Ryan S. Raymundo	Teacher V	SSLG Adviser	Jose Diva Avelino Jr. NHS
11	Clint Rovie D. Dequina	Teacher VI	YES-O Moderator	Panitan NHS
12	Cleanton V. Valderas	Teacher VI	YES-O Moderator	Ivisan NHS
13	Jona D. Concepcion	MT II	YES-O Moderator	Maayon NHS
14	Benjie L. Florentino	MT I	YES-O Moderator	Maindang NHS
15	Sarah Joan B. Hilasgue	Teacher VI	YES-O Moderator	Bungsuan NHS
16	Janice D. Rivas	MT III	YES-O Moderator	Mambusao NHS
17	Renato Baylon	Teacher III	YES-O Moderator	Malonoy NHS
18	Christopher Obispado	MT I	BKD Coordinator	Sapian NHS
19	Leony Aguilar	MT I	BKD Coordinator	Capiz NHS
20	Elna Grace Aducal	Teacher I	BKD Coordinator	Commissioner Luis Asis NHS



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NO.	NAME	DESIGNATION	POSITION	SCHOOL/DISTRICT
21	April Mae Bacanto	Teacher III	BKD Coordinator	Ishmael B. Orillos Farm School
22	Winifredo Villaruz Jr.	Teacher V	BKD Coordinator	Mianay NHS
23	Rogelyn Joyce V. Navia	Teacher IV	BKD Coordinator	Jamindan NHS
24	Maricel D. Macatangay	Principal I	SELG District Coordinator	Pontevedra District
25	Arnel A. Dumalag	Head Teacher I	SELG District Coordinator	Panitan District
26	Josie P. Ponce	Principal	SELG District Coordinator	Mambusao East District
27	Analyn V. Depaloma	Teacher-In-Charge	SELG District Coordinator	Dumarao District
28	Choly Villanueva	Principal IV	SELG District Coordinator	Sigma District
29	Peter John A. Obidos	Teacher III	SELG District Coordinator	Sapian District
30	Rosela Capulso	Head Teacher I	SELG District Coordinator	Cuartero District
31	A. Zelpresianki P. Benliro	Principal I	SELG District Coordinator	Pilar District
32	Jorge Jimenez	Teacher VI	SELG District Coordinator	Dumalag District
33	Mary Ann M. Roxas	Principal III	SELG District Coordinator	Panay District
34	Maricel S. Demateo	Teacher VI	SELG District Coordinator	Dao District
35	Leony Veedor	Head Teacher III	SELG District Coordinator	Ivisan District
36	Aiza Jaen B. Deseo	Teacher III	SELG District Coordinator	Maayon District
37	Apolio J. Luz	Principal II	SELG District Coordinator	Mambusao West District
38	Leo P. Fabrigar	Head Teacher II	SELG District Coordinator	Tapaz East District
39	Jay Loberiza	Head Teacher III	SELG District Coordinator	Tapaz West District
40	Eden L. Castro	Teacher III/ TIC	SELG District Coordinator	Jamindan District



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NO.	NAME	DESIGNATION	POSITION	SCHOOL
41	Arthur B. Escosia	Head Teacher I	SELG District Coordinator	Pres. Roxas District
42	Jereal C. Mayo	Teacher III	SELG Adviser	Bun-od ES
43	Annecie F. Quiachon	Teacher III	SELG Adviser	Agbabadiang ES
44	Cindy Mae Lopez	Teacher III	SELG Adviser	Tapaz Central ES



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Enclosure No. 2 to SDM 408, s. 2026

ACTIVITY MATRIX

Day 1		
Time	Activity	Persons In-Charge
7:30 – 8:00 am	Arrival and Registration	Secretariat
8:00 – 8:20 am	Preliminaries • National Anthem • Prayer • Capiz Hymn • DepEd Quality Policy Statement	AVP
8:20 – 8:30 am	Attendance Check	
8:30 – 8:35 am	Welcome Remarks	Roel F. Bermejo Schools Division Superintendent
8:35 – 9:00 am	Setting the Tone and Presentation of Workshop Objectives	Yzarda Claudette D. Ballera PDO 1 – Learner Formation Coordinator
9:00 – 10:00 am	Session 1: Alignment with DepEd Youth Formation Mandates	
10:00 – 10:15 am	Health Break	
10:15 – 11:00 am	Session 2: Discussion of Related DepEd Order and Memorandum on Learners Rights and Protection	Jhean Mae Grace Lingco PDO 1 – Learner Formation Coordinator & LRP Focal
11:00 – 12:00 nn	Session 3: Anatomy of an Effective Session Guide	Resource Speaker
12:00 – 1:00 pm	Lunch Break	
1:00 – 2:00 pm	Breakout 1: Needs Assessment & Local Context Mapping	Facilitator
2:00 – 3:00 pm	Workshop 1: Drafting Objectives & Core Concepts	Resource Speaker
3:00 – 3:15 pm	Health Break	
3:15 – 4:45 pm	Continuation of Workshop 1: Drafting Objectives & Core Concepts	Facilitator
4:45 – 5:00 pm	End of day 1 Evaluation	



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Day 2		
Time	Activity	Persons In-Charge
7:30 – 8:00 am	Arrival and Registration	
8:00 – 8:15 am	Preliminaries • Nationalistic Song • Prayer • Energizer	AVP/ MoL in-charge
8:15 – 9:30 am	Breakout 2: Session Guide Writing (By Organization)	Facilitator
9:30 – 10:00 am	Workshop 2: Crafting Interactive Worksheets & Materials	Resource Speaker
10:00 – 10:15 am	Health Break	
10:15 – 12:00 am	Continuation of Workshop 2: Crafting Interactive Worksheets & Materials	Resource Speaker
12:00 – 1:00 pm	Lunch Break	
1:00 – 3:00 pm	Presentation of Output	
3:00 – 3:15 pm	Health Break	
3:15 – 3:45 pm	Peer Review & Critiquing	
3:45 – 4:15 pm	Closing Program	
4:15 pm onwards	End of day 2 Evaluation	

Enclosure No. 3 to SDM _____, s. 2026



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Enclosure No. 3 to SDM 408, s. 2026

TECHNICAL WORKING GROUP

NO.	NAME	POSITION/ DESIGNATION	IN-CHARGE
1	Roel F. Bermejo	SDS	Over-all Chairperson
2	Yzarda Claudette D. Ballera	PDO I – YF	Program, Matrix, Resource Person
3	Jhean Mae Grace Lingco	PDO 1 – YF	Program, Matrix, Resource Person
4	Immaculada Amores	SEPS - HRD	Program, Food
5	Aileen May F. Isiderio	SEPS - Research	Quality Assurance
6	Ronald D. Dile	SEPS - SMME	Resource Person & QAME
7	Mary Grace Atinon	EPS II – SMME	QAME
8	Danessa Mae Dator	PDO I	Certificates and Registration
9	Emie Mateo	PDO I	Attendance and Service Credits
10	Christal Fe Dollete	PDO I	Documentation & Minutes
11	Jason Portada	PDO I	Presentation and Preliminaries and Logistics
12	Christian Noel Anisco	PDO I	Consolidation of Outputs and Accomplishment Report
13		Nurse II	Welfare Officer
14		SGOD	TWG