



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**No. 639, s.2025**LEADERSHIP TRAINING FOR REGIONAL FEDERATED LEARNER  
GOVERNMENT OFFICERS, TEACHER-ADVISERS AND PDOs**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD & CID)  
School Head- ISNHS, VNHSE and VNHSW  
All Others Concerned

1. In reference to Regional Memorandum No. 1149, s. 2025, the Education Support Services Division in collaboration with Human Resource Development Division will conduct Leadership Training for Regional Federated Learner Government Officers, Teacher-Advisers and PDOs. The training will take place at J&V Hotel and Resort, Sevilla Center, City of San Fernando, La Union from September 15-18, 2025.
2. The training aims to:
  - a) Capacitate the student-leaders, teacher-adviser and PDOs on leadership.
  - b) Further develop the leadership skills of learner leaders and teacher advisers; and
  - c) Equip participants with essential skills for the effective implementation and management of projects, programs, and activities within their organizations.
3. Participants to the training are teacher-advisers and Division Federated Supreme Secondary Learner Government (SSLG) Officers. Please refer to enclosure No. 1 for the list of participants.
4. Participants are expected to arrive at the venue on September 15, 2025, check-in time shall be at 2:00 PM and dinner shall be the first meal to be served. Check-out is on September 18, 2025 at 5:00 PM in the afternoon with the final meal is PM snacks.
5. Duly accomplished parental consent and waiver form is required for participating learners and must be submitted during the registration. To ensure physical fitness, participants must undergo medical assessment.
6. The Election and oath-taking for SY 2025-2026 officers and teacher-advisers of the regional federated organizations will take place during the event while election for Supreme Elementary Learner Government will be held online.
7. Travel and other incidental expenses of participants including learners related to this training shall be charged against to ROI-25-1497/AC-25-6038-LSP-003 subject to the usual accounting and auditing rules and regulations.





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8. Enclosed is the Regional Memorandum No. 1149, s. 2025 for reference.
9. Immediate dissemination of this memorandum is desired.

*Vilma D. EDA*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Encls.: As stated

Reference: Regional Memorandum No. 1149, s. 2025

To be indicated in the Perpetual Index

Under the following subjects:

YOUTH FORMATION  
SGOD/YFD/SDF

TRAINING

ELECTION







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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2025

**LIST OF TRAINING PARTICIPANTS**

NO.	NAME	POSITION	SCHOOL
1.	Niña Paulette F. Agsaullo	DFSSLG Teacher Adviser President	Vigan National High School East
2.	Renan Y. Soriano	DFSSLG Teacher Adviser	Ilocos Sur National High School
3.	Ericson P. Alambat	DFSSLG President	Vigan National High School East
4.	Xyrelle Darwin A. Rutab	DFSSLG Vice President	Vigan National High School West
5.	Cristel D. Alcantara	DFSSLG Treasurer	Vigan National High School East
6.	Maylene A. Latag	DFSSLG Auditor	Vigan National High School West
7.	Cassandra P. Ordonio	DFSSLG Public Information Officer	Ilocos Sur National High School
8.	Kiella Brizel A. Frando	DFSSLG Board of Director	Ilocos Sur National High School
9.	Sariah Claire M. Siriban	DFSSLG Board of Director	Ilocos Sur National High School





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**REGIONAL MEMORANDUM**

No. 1149 s. 2025

**LEADERSHIP TRAINING FOR REGIONAL FEDERATED LEARNER  
GOVERNMENT OFFICERS, TEACHER-ADVISERS AND PDOs.**

To: Schools Division Superintendents

1. The Education Support Services Division, in collaboration with the Human Resource Development Division, will conduct a **Leadership Training for Regional Federated Learner Government Officers, Teacher-Advisers and PDOs**. This training will take place at **J&V Hotel and Resort, Sevilla Center, City of San Fernando, La Union from September 15-18, 2025**.
2. The objectives of this training are to:
  - a. Capacitate the student-leaders, teacher-adviser and PDOs on leadership.
  - b. Further develop the leadership skills of learner leaders and teacher advisers: and
  - c. Equip participants with essential skills for the effective implementation and management of projects, programs, and activities within their organizations.
3. Participants to this training are the following:
  - a. All Division Federated Supreme Secondary Learner Government Officers.
  - b. One (1) Division Federated Supreme Secondary Learner Government Teacher-Adviser (President), and
  - c. One (1) Project Development Officer I (Division Learner Formation Coordinator – Learner Government Program focal person)
4. The Election and oath-taking for SY 2025-2026 officers and teacher-advisers of the regional federated organizations will take place during the event.
5. Parental consent is required for participating learners and must be submitted at the registration (copy attached).
6. Election for Supreme Elementary Learner Government will be held online.





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7. Participants are expected to arrive at the venue on September 15, 2025, check-in time shall be at 2 o'clock in the afternoon and dinner shall be the first meal to be served. Check-out is on September 18, 2025 at 5 o'clock in the afternoon with the final meal being PM snacks.
8. Travel and other incidental expenses of participants including learners related to this training shall be charged against any available local or school funds subject to the usual accounting and auditing rules and regulations.
9. Participants with comorbidities are discouraged to participate in the training.
10. Proper documentation and reporting are required.
11. Immediate and wide dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
Director IV

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

CONFERENCES  
MEETINGS  
ORIENTATION  
OFFICIALS  
SEMINARS  
TRAINING PROGRAMS

ESSD/dcn/dsp/RM\_Leadership-Training\_2025-2026  
September 1, 2025



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Document 5

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Enclosure No. 1 to RM No. \_\_\_\_\_, s. 2025 (Parental Consent)

**PARENTAL CONSENT AND WAIVER FORM**

I hereby freely and voluntarily give my consent to my child/ren's participation in the **LEADERSHIP TRAINING FOR REGIONAL FEDERATED LEARNER GOVERNMENT OFFICERS, TEACHER-ADVISERS AND PDOs** at J&V Hotel and Resort, Sevilla Center, Diversion, City of San Fernando, La Union. I also attest that I had sought the views of my child/ren and he/she has expressed willingness to participate in the activity.

I have considered the benefits that my child/ren will derive from participating in this activity provided that due care and precautions will be observed and ensure the comfort and safety of my child/ren.

To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights against the school and its personnel as well as officials and personnel of the Department of Education relative to the conduct of the activity.

**CONTACT DETAILS FOR QUESTIONS OR PROBLEMS**

For any concerns or clarifications, you may contact the Education Support Services Division via landline at 072-682-2324 local 119 or via email at [essd.region1@deped.gov.ph](mailto:essd.region1@deped.gov.ph).

\_\_\_\_\_  
Signature of Parent/Guardian over Printed Name

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Name of Learner

\_\_\_\_\_  
Date