



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 700, s.2025

SEXUALLY HEALTHY AND PERSONALLY EMPOWERED (SHAPE) TRAINING

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

1. This is in reference to the letter from Provincial Population Office for the conduct of Sexually Healthy and Personally Empowered (SHAPE) Training at West Loch Park Hotel on September 25-26, 2026. The letter requests for 6 guidance Counsellor/ Designates to attend the said training.

2. Below is the breakdown of participants per school:

SCHOOL	NO. OF SLOTS
ISNHS	2
PIS (ELEM)	1
PIS (SEC)	1
VNHSE	1
VNHSW	1

3. Identified public secondary school heads are directed to submit list of participants to the Provincial Population Office using the enclosed Attendance confirmation form.

4. Enclosed are the letter from Provincial Population Officer for reference.

5. For inquiries, please contact Mr. Darryl Almerido at 0955-541-0999.

6. Widest dissemination of this memorandum is desired.

Encls.: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

GUIDANCE & COUNSELING
 SGOD/YFD/SDF

TRAINING



[Signature]
VILMA D. EDA, CESO V
 Schools Division Superintendent

2509-1720

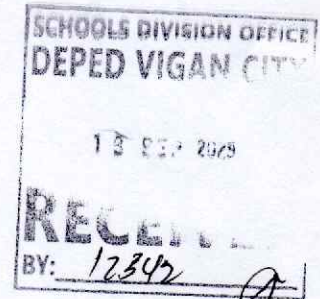


Republic of the Philippines
Provincial Population and Development Office
Provincial Farmers Livelihood Development Center
Vigan City, Ilocos Sur
E-mail address: ppo.ilocosur22@gmail.com



September 18, 2025

VILMA D. EDA, CESO V
Schools Division Superintendent
Department of Education
Division of Vigan City



Dear Ma'am Eda,

Warm Greetings from the Provincial Population Office!

The Provincial Government of Ilocos Sur through the Provincial Population Office will hold a two-day training for **Sexually Healthy and Personally Empowered (SHAPE) Training** at West Loch Park Hotel, National Highway Sto. Domingo, Ilocos Sur on **September 25-26, 2025**.

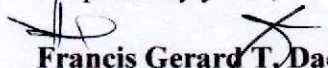
This is to strengthen the capacities of Guidance Counselor – Designates in addressing adolescent concerns, particularly in the area of sexuality, and to empower young people to make informed decisions about their health and well-being.

In line to this may we request your good office to allow **6 Guidance Counselor – Designates** from different Secondary Level Schools and Integrated Schools in the City of Vigan to attend the aforesaid training.

They are advised to check-in at the hotel in the afternoon of September 24, 2025. The Training will start at 8:00 am sharp on September 25, 2025. May we also ask your good office to issue a Certification that the attendees will not charge hotel accommodation, meals and snacks to their TEV.

For more information, please feel free to call **Mr. Daryl Almerido** at **0955-541-0999**.
Thank you and More Power!

Respectfully yours,


Francis Gerard T. Dacanay, RSW
Provincial Population Officer



Republic of the Philippines
Provincial Population and Development Office
Provincial Farmers Livelihood Development Center
Vigan City, Ilocos Sur
E-mail address: ppo.ilocosur22@gmail.com



18 SEP 2025

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BY: 12346

ATTENDANCE CONFIRMATION FORM

Title of Activity:	Sexually Healthy and Personally Empowered (SHAPE) Training		
Date:	September 25-26, 2025	Time:	8:00am
Venue:	West Loch Park Hotel, National Highway Sto. Domingo, Ilocos Sur		

For the activity above, I, _____ (name of invitee/participant), will be (please check)

- ☐ Attending
- ☐ Not Attending, with no representative from our Office
- ☐ Not Attending but with the following representative(s):

Name:	
Office:	
Position:	
Contact No.:	
E-mail Address:	

Name:	
Office:	
Position:	
Contact No.:	
E-mail Address:	

Non-Disclosure of Personal Information

The Provincial Population Office and its authorized representative will not disclose your personal information without your consent or in any situation by law or any lawful order or court or government agencies.