



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



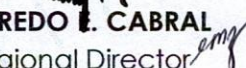
12 March 2021

Regional Memorandum

WRITESHOP AND VALIDATION FOR THE DEVELOPMENT OF THE STUDENT GOVERNMENT OPERATIONS MANUAL

To **Schools Division Superintendents**

1. The Bureau of Learner Support Services – Youth Formation Division will be conducting the **WRITESHOP AND VALIDATION FOR THE DEVELOPMENT OF THE STUDENT GOVERNMENT OPERATIONS MANUAL** on April 12-16, 2021 and on June 21-25, 2021 in a venue to be announced on a separate advisory.
2. Attached are the list of participants from Region IV-A CALABARZON and the letter from BLSS-YFD for reference.
3. Expenses relative to this activity will be shouldered by the BLSS-YFD funds subject to the usual accounting and auditing rules and regulations.
4. For further information, you may contact Mr. Neil B. Evangelista and Mr. Alberto C. Colasito, Regional Youth Formation Coordinators at +639472998999 or +639152046937 or email at neil.evangelista@deped.gov.ph or alberto.colasito@deped.gov.ph


WILFREDO E. CABRAL
Regional Director

cc: essd/acc

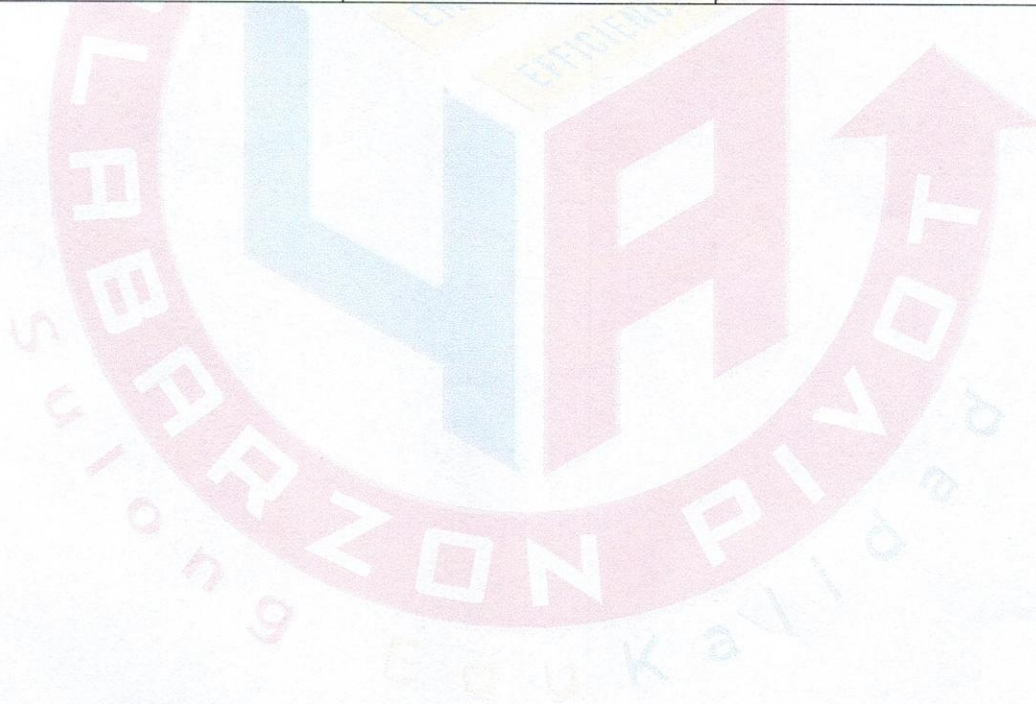


"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

Enclosure A: Invited Personnel

Personnel Involved	Region/Division	Main Role in the Activity
Alberto C. Colasito	ESSD – Regional Office	Writer
Sharon A. Villaverde	SDO Quezon	Writer
Jofit Dayoc	SDO General Trias	Writer
Rey Ann Avilla	SDO Cavite	Writer
Mark Angelo Tuisan	SDO Quezon	Writer
Eloisa Pramis	SDO San Pablo	Writer
Patricia Ann M. Garcia	SDO Cavite City	Validator and Quality Assurance
Anne Jeliene C. Capacia	SDO Tanauan	Validator and Quality Assurance
Joji L. Parale	SDO General Trias	Validator and Quality Assurance
Arnold Ryan U. Mercado	SDO Antipolo	Validator and Quality Assurance





Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

15 February 2021

WILFREDO E. CABRAL
Regional Director
Region IV-A (CALABARZON)

Attention: **Schools Division Superintendents**

Invitation for the Development of Student Government Operations Manual

Dear **Dr. Cabral**,

With the mandate to develop, print and distribute the Student Government Operations Manual, the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) will be leading and conducting series of workshops on the development of student government manual. The project intends to create and develop operations manual that will help guide all current and future student government officers on how to manage and lead the student government organization.

In this connection, we would like to invite the representatives from your region to serve as the development team for the aforementioned project. The following are the respective roles and the series of activities they shall be involved:

Activities, Dates and Venues	Personnel Involved	Region / Division	Main Role in the Activity
1. Writeshop on the development of Student Government Operations Manual (April 12-16, 2021)	Alberto Colasito	Regional Office	Writers
	Sharon Villaverde	Quezon	
	Jofit Dayoc	General Trias	
	Rey Ann M. Avilla	Cavite	
	Mark Angelo Tuisan	Quezon	
2. Revision and Finalization of Student Government Operations Manual (June 21-25, 2021)	Eloisa Pramis	San Pablo City	
3. Validation of Student Government Operations Manual (May 17-21, 2021)	(2) Youth Formation Coordinator	-	Validators and Quality Assurance
	(1) SSG Regional President Federation Teacher Adviser		
	(1) SSG Division Federation		



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Please note that the participants' travel allowance will be downloaded to their respective divisions. Also, the specific venue for the activities shall be announced later.

Travelling expenses and board and lodging of the participants will be shouldered by the BLSS-YFD subject to the usual accounting and auditing rules and regulations. Kindly have the attached notice of confirmation filled-out and email to clare.paclibar@deped.gov.ph on or before February 26, 2021.

For more information, questions or concerns, please contact **Adolf P. Aguilar**, Chief, Youth Formation Division, at 0915 566 9717 or email at blss.yfd@deped.gov.ph (cc: Clare Michelle Paclibar, Project Development Officer II at clare.paclibar@deped.gov.ph)

Your positive response on this invitation will be highly appreciated.

A handwritten signature in blue ink, appearing to read "Lope B. Santos III".

LOPE B. SANTOS III
OIC -Director IV
Bureau of Learner Support Services




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BUREAU OF LEARNER SUPPORT SERVICES

NOTICE OF CONFIRMATION

PERSONNEL	Division Office	NAME	POSITION	MOBILE NUMBER	EMAIL ADDRESS	ACTIVITY, DATE & VENUE
(2) Youth Formation Coordinator	Cavite City Tanauan	Patricia Ann M. Garcia Anne Jeliene C. Capacia	PDO I PDO I	09771961707 09273335828	patriciaann.garcia@depd.gov.ph annejeliene@depd.gov.ph	1. Validation of Student Government Operations Manual May 17-21, 2021)
(1) SSG Regional Federation Teacher Adviser	General Trias	Joji L. Parale	Teacher II	09774438513	joji.parale001@depd.gov.ph	
(1) SSG Division Federation Teacher Adviser	Antipolo	Arnold Ryan U. Mercado	Teacher II	09299723549	arnoldryan.mercado@depd.gov.ph	

Certified by:


WILFREDO L. CABRAL
Printed Name and Signature of the Regional Director
Regional Director
3-12-21

Note:

Kindly send to email at clare.paclibar@depd.gov.ph