



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



20 June 2023

Regional Memorandum
No.336 s.2023

LEARNERS' CONVERGENCE PH 2023

To **Schools Division Superintendents**

1. In reference to the Memorandum of the Department of Education OUOPS No. 2023-03-5122¹, this Office through the Education Support Services Division, requests the assistance of the Youth Formation Program Coordinator to facilitate the list of attendees to the aforementioned activity on July 29 – August 3, 2023, to be held at Marikina Convention Center.
2. Kindly submit the official list of participants by accomplishing the attached Enclosure 3 to essd.calabarzon@deped.gov.ph on June 27, 2023. Use the naming subject: SDO_LearnersConPH2023.
3. The Youth Formation Program focal will ensure the safety of the participants during travel and activities.
4. Travel and other incidental expenses relative to this activity shall be charged against local funds and other possible sources subject to usual accounting and auditing rules and regulations.
5. For further details, contact Wilbert C. Ulpindo of the Education Support Services Division at 09178542321 or via email at essd.calabarzon@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

03/ROE2

¹ General Administrative Guidelines for Learners' Convergence PH 2023



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Republic of the Philippines
Department of Education
OPERATIONS



OUOPS No. 2023-0 3-4122
MEMORANDUM

TO : **Minister, Basic, Higher and Technical Education, BARMM**
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : **Atty. REVSEE A. ESCOBEDO**
Undersecretary for Operations

FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations

DR. DEXTER A. GALBAN
Assistant Secretary for Operations

Digitally signed by
Assoc. Director A. Galban on
May 15, 2023, 8:12PM
DN: cn=Assoc. Director A. Galban, o=DepEd

NENNETH ESPLANA - ALAMA, PhD
Director IV, Bureau of Learner Support Services

SUBJECT : **GENERAL ADMINISTRATIVE GUIDELINES FOR LEARNERS' CONVERGENCE PH 2023**

DATE : May 5, 2023

The Department of Education (DepEd), through the Bureau of Learner Support Services (BLSS) shall conduct the **Learners' Convergence PH 2023**, with the theme, "SaMakabata: Sentro ng Karunungan, Huwaran ng Kagalingan" from July 29 to August 03, 2023, in Marikina City, Metro Manila.

The LearnCon PH 2023, a component event of the Palarong Pambansa 2023, seeks to gather high school learners, youth leaders and formators, and education stakeholders with diverse backgrounds representing the 228 School Division Offices (SDO) from 17 regions of the country and allow the learner participants the opportunity to learn not only from the key speakers and activities but also learn by engaging with one another, especially understanding different cultures across regions.

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: ouops@deped.gov.ph; Website: www.deped.gov.ph
Tel. No.: (02) 8633-5313; (02) 8631-8492

The LearnCon PH 2023 was developed in response to the DepEd thrust to reassess, realign, and refocus its learner-related initiatives to be more responsive to the needs of the learner. It will also serve as a launching pad for the services being done by the Operations strand, in line with the commitment of DepEd to the MATATAG Agenda: We will take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment. Thus, the activity aims to:

- a. communicate the policy and program priorities of the Department to learners and education stakeholders (relevant DepEd issuances, key programs, projects, and opportunities);
- b. revitalize learners' participation in achieving quality and inclusive education by spearheading conversations about pressing and relevant issues for the learners as emerging youth leaders;
- c. provide learners from across SDOs and regions with a face-to-face avenue to dialogue, share, and collaborate ideas, insights, lessons learned, and best practices in learners' involvement in public and civic affairs;
- d. collaborate and build a strong network across different sectors to deliver real, responsive, and impactful change;
- e. offer meaningful opportunities for the learners to learn about their role in nation-building, and provide a safe space where they can build a network of like-minded individuals interested in, but not limited to leadership, governance, and civic engagement; health and well-being; gender and social inclusion; climate action, environmental protection, and agriculture; innovation, entrepreneurship, and future readiness; and culture, arts, and peace;
- f. gather learner inputs for the co-creation of the National Action Plan that may address the issues and concerns faced by Filipino learners across regions;
- g. enjoy the right to respect the well-being in a learning opportunity including the right to participate in matters that concern them and to have those views seriously considered.

In this regard, the following memorandum is hereby issued containing the general administrative guidelines relative to the conduct of the Learners' Convergence PH 2023. The following are the enclosures of the memorandum:

- Enclosure 1: Indicative Program of Activities
- Enclosure 2: General Administrative Guidelines
- Enclosure 3: SDO Pre-Registration Form
- Enclosure 4: Regional Confirmation Form
- Enclosure 5: Parental Consent and Waiver Form

For more information, questions, or concerns on the abovementioned subject, kindly contact **Mr. Rovin James F. Canja, Officer-In-Charge of BLSS-YFD** through telephone number at (02) 8637-9814 or email at learnconph@deped.gov.ph.

For your information and compliance.

(Enclosure No. 1 to OUOPS Memorandum No. 2023 – 03 - 5122)

INDICATIVE PROGRAM

• Day 0: 29 July 2023 I Delegation Arrival, Registration, and Preparation	
8:00 AM - 5:00 PM	Travel to Billeting Areas
	Registration (1) Attendance/Verification of Participation (2) Billeting Assignments (3) Distribution of Kits Supervised Tour at the Billeting Schools
	Preparation (1) Venue Setup (2) Ingress of Local Booths, Exhibits, Opportunities Fair, and Marketplace of Learners' Innovative Solutions and Initiatives (3) Technical Rehearsals
6:00 PM - 7:00 PM	Dinner
7:01 PM - 8:00 PM	Safety Briefing and Orientation
10:00 PM	Lights Off
• Day 1: 30 July 2023 I Grand Opening, Plenary Sessions, Panel Discussions, & Welcome Night	
7:30 AM - 9:00 AM	Registration
	Launching of Local Booths, Exhibits, Opportunities Fair, and Marketplace of Learners' Innovative Solutions and Initiatives
9:01 AM - 9:30 AM	Opening Program (1) Presentation of the Youth Education Agenda 2022 (2) Safety Briefing (3) Entrance of Colors (4) Opening Performance (5) Prayer of the Youth (6) National Anthem
9:31 AM - 10:00 AM	Welcome Addresses • Wilfredo E. Cabral Regional Director, DepEd- National Capital Region • <i>Marcelino Teodoro</i> <i>Mayor, Marikina City*</i> • Dr. Dexter A. Galban Assistant Secretary for Operations • Francis Cesar B. Bringas Assistant Secretary for Operations

10:01 AM - 10:10 AM	Welcome Address and Introduction to Keynote Speech Atty. Revsee A. Escobedo Undersecretary for Operations
10:11 AM - 10:25 AM	Keynote Speech Hon. Sara Z. Duterte Vice President of the Republic of the Philippines and Secretary of the Department of Education
10:26 AM - 10:35 AM	Program Overview and Expectation Settings Nenneth Esplana-Alama Director IV, Bureau of Learner Support Services
10:36 AM - 11:00 AM	Presentation of Regional Chants
11:01 AM - 11:45 AM	Plenary Talk 1
11:45 AM - 12:00 NN	Interactive Booth Activities/Networking
12:01 NN - 1:00 PM	Lunch Break
1:01 PM - 1:30 PM	Plenary Talk 2
1:31 PM - 2:00 PM	Plenary Talk 3
2:01 PM - 2:15 PM	Entertainment
2:16 PM - 3:15 PM	Panel Discussion 1
3:16 PM - 3:30 PM	Social Media Break/Networking
3:31 PM - 4:15 PM	Plenary Talk 4
4:16 PM - 5:00 PM	Panel Discussion 2
5:01 PM - 6:00 PM	Traveling Back to Billeting Areas
6:01 - 7:00 PM	Dinner and Preparation for Campfire Session
7:01 - 9:00 PM	Maligayang Pagdating! : Welcome Night for New Breeds of Education Champions
10:00 PM	Lights Off
Day 2: 31 July 2023 I Thematic Learning Sessions (TLS)	
6:00 AM - 7:00 AM	Breakfast
7:00 AM - 7:30 AM	Preparation for the TLS

7:31 AM - 8:00 AM	Preliminaries (1) Community Dance/Morning Exercise (2) Orientation
8:01 AM - 12:00 NN	Thematic Learning Sessions (1) Leadership, Governance, and Civic Engagement (2) Health and Well-Being (3) Gender and Social Inclusion (4) Climate Action, Environmental Protection, and Agriculture (5) Innovation, Entrepreneurship, and Future Readiness (6) Culture, Arts, and Peace
12:00 NN - 1:00 PM	Lunch Break
1:00 NN - 3:00 PM	Travel to the Venue of the Opening of the Palarong Pambansa 2023
3:00 PM - 3:30 PM	Arrival to the Venue and Settling Down
3:31 PM - 6:00 PM	Attendance at the Grand Opening of the Palarong Pambansa 2023
6:01 PM - 8:00 PM	Dinner & Travel Back to Billeting Areas
10:00 PM	Lights Off
• Day 3: 01 August 2023 I Simultaneous Sessions and Preparation of Outputs	
6:00 AM - 7:00 AM	Breakfast
7:01 AM - 7:30 AM	Travel to the Venue of the Simultaneous Activities
7:31 AM - 8:00 AM	Preliminaries (1) Prayer (2) Morning Exercise (3) Attendance Check (4) Program Orientation
8:01 AM - 12:00 NN	Simultaneous Sessions (1) YFD Session: Learners' Assembly and Capacity Building Program (for DFSSG officers) • <i>Election of National Federation of Supreme Student Government for School Year 2023-2024</i> • <i>Creation of General Plan of Action</i> • <i>Learner Declaration in Achieving Bansang Makabata, Batang Makabansa</i> (2) SSD Session: Workshop on the Development of an Action Plan on the Promotion of Sports Club in Public Schools (for sports representatives) • <i>Overview of the Sports Club Program</i> • <i>Real Life Experiences/Best Practices in Sports Clubs</i> • <i>Sports Management and Simulation of Sports Club Activities</i> • <i>Simulation and Workshop Mechanics</i> (3) SHD Session: Advocacy and Campaigns for Health (for health representatives) • <i>Interactive Learning session and Workshop on "How to Install Peer Health Navigation Program in a School Setting"</i> • <i>Installation of Interactive Booth</i> (4) DRRMS Session: Disaster Preparedness (for DRRM representatives) • <i>Resilience Booth Festival</i>

	<i>Theater Show</i> <i>Youth Resilience Forum</i> (5) LRPO Session: Learners' Rights Congress (for learner member of Child Protection Committee or learner representative of any LRP-related organization in the absence of the latter) <i>Introduction to the United Nations Convention on the Rights of the Child, Philippine laws, and DepEd policies</i> <i>Role of CPC learner- representatives in CPC</i> <i>Discussion of Risks, Harms, and the Need for Safeguarding Guidelines</i> <i>Crafting of Safeguarding Guidelines</i> <i>Workshop on learner rights and protection advocacy and communication</i>
12:01 NN - 1:00 PM	Lunch Break
1:01 PM - 1:30 PM	Orientation on Afternoon Session/Entertainment
1:31 PM - 4:00 PM	Preparation of the Session Outputs
4:01 PM - 4:30 PM	Mental Health Break & Networking
4:31 PM - 6:00 PM	Tour at Palarong Pambansa Banchetto
6:01 PM - 7:00 PM	Travel Back to Billeting Areas
7:01 PM - 8:00 PM	Dinner
10:00 PM	Lights off
Day 4: 02 August 2023 I Output Presentations, Convergence Night, and Closing Ceremonies	
6:00 AM - 7:30 AM	Breakfast
7:31 AM - 8:00 AM	Travel to the Main Venue
8:01 AM - 8:30 AM	Preliminaries (1) Prayer (2) Morning Exercise (3) Attendance Check and Regional Chant (4) Program Orientation
8:31 AM - 10:00 AM	Presentation of the Office Initiatives and Session Outputs (Part 1) (1) SSD-led Session (for sports representatives) - Cesar Abalon Chief, School Sports Division (2) SHD-led session (for health representatives) - Dr. Maria Corazon Dumlao Chief, School Health Division (3) DRRMS-led session (for DRRM representatives) - Atty. Christian E. Rivero Director IV, Disaster Risk Reduction and Management Service
10:01 AM - 10:30 AM	Mental Health Break Social Networking

10:31 AM - 11:30 AM	Presentation of the Office Initiatives and Session Outputs (Part 2) (4) LRPO-led session (for learners' rights and protection representatives) - Atty. Suzette Gannaban-Medina OIC-Director, Learners' Rights and Protection Office (5) YFD-led Session (for incoming and outgoing DFSSG Presidents) - Rovin James F. Canja OIC-Chief, Youth Formation Division
11:31 AM - 11:50 AM	Presentation of the Newly Elected National Federation of Supreme Student Government (NFSSG) for School Year 2023-2024
11:51 AM - 12:00 NN	Program Overview on Convergence Night and Closing Ceremonies
12:01 NN - 1:00 PM	Lunch Break
1:01 PM - 1:30 PM	Travel Back to Billeting Areas
1:31 PM - 5:00 PM	Practice of Cultural Performances > Cultural Presentation > Regional Chants
5:01 PM - 5:30 PM	Travel to the Main Venue
5:31 PM - 9:00 PM	Convergence Night and Closing Ceremonies - Preliminaries - Opening Entertainment - Prayer - National Anthem - Welcome Messages - Hon. Marcelino Teodoro Marikina City Mayor - Hon. Marjorie Ann A. Teodoro District Representative, Marikina City 1st District - Inspirational Message: Engaging the Filipino Learners Moving Forward - Dr. Dexter A. Galban Assistant Secretary for Operations - Cultural Performances (SET 1)- 3 minutes each - Cordillera Administrative Region (CAR) - Region I - Region II - Region III - Region IV-A (CALABARZON) - MIMAROPA Region - Presentation of NFSSG 2022-2023 Accomplishments - Cultural Performances (SET 2)- 3 minutes each - Region V - Region VI - Region VII - Region VIII - Region IX - Region X - Presentation of the Learner Declaration towards Bansang Makabata, Batang Makabansa - Cultural Performances (SET 3)- 3 minutes each - Region XI - Region XII - CARAGA - Bangsamoro Autonomous Region in Muslim Mindanao

	- National Capital Region (NCR) (9) Donning of Responsibility and Oathtaking of the Newly Elected National Federation of Supreme Student Government for School Year 2023-2024 (10) Presidential Speech - Newly elected NFSSG President, SY 2023-2024 (11) Recapitulation Video of the LearnConPH (12) Closing Message - Ma. Evalou Concepcion A. Agustin Schools Division Superintendent Division of City Schools Marikina (13) Community Dance/Party
9:01 PM - 9:30 PM	Travel Back to Billeting Areas
10:00 PM	Lights Off
Day 5: 03 August 2023 I Departure of Participants	
7:00 AM - 9:00 AM	Breakfast
	Cleaning of Quarters
	Preparation for Departure
9:01 AM onwards	Leave the Billeting Areas

GENERAL ADMINISTRATIVE GUIDELINES

I. PRE-CONVERGENCE PREPARATION

1. To ensure participation, the Schools Division Offices (SDOs) shall select eight (8) division representatives based on the criteria provided, taking diversity and inclusivity into account. The qualifications of participants are as follows:

a. Learners

- a.1. *bona fide* public secondary school learners;
- a.2. with good moral character;
- a.3. able to represent any of the following learner-representations prescribed in item 2; and
- a.4. capable of participating actively and collaboratively in all activities.
- a.5. except for those participants who are the outgoing Presidents of the Division Federation of Supreme Student Government (SY 2022-2023); learners must be incoming grade 8 to 12 the following school year (SY 2023-2024);

b. Chaperones

- b.1 with good office standing and professional ethics;
 - b.2 performs all the tasks expected of them;
 - b.3 provides guidance to the learner participants all throughout the event; and
 - b.4 with relevant experience in learner formation activities and engagements.
2. In addition to the abovementioned qualifications, the division delegation shall compose of the following representatives:

- one (1) outgoing President of the Division Federation of Supreme Student Government (SY 2022-2023);
- one (1) incoming President of the Division Federation of Supreme Student Government (SY 2023-2024);
- four (4) secondary learner representatives (preferably 2 males and 2 females) from:
 - sports-related organization; eg. sports clubs
 - health-related organization; eg. Barkada Kontra Droga, Red Cross Youth, BSP/GSP, etc.
 - Child Protection Committee (CPC) or any recognized learners' rights and protection-related organization;
 - disaster risk reduction and management-related organization; eg. Batang Emergency Response Team, Red Cross Youth, BSP/GSP, etc.

- two (2) chaperones (1 male and 1 female) who are Division Youth Formation Coordinators or Teacher-Advisers assigned/identified by the Schools Division Superintendent

3. For special cases, if the incumbent President of the Division Federation of Supreme Student Government (DFSSG) is re-elected as President, or for any other reason, will not be able to participate, the incoming Vice President shall be part of the division delegation.

4. The designated chaperones shall serve as the focal persons of their respective division delegation. They shall provide assistance to learner participants in the completion and submission of the following requirements:

- signed SDO Pre-Registration Form (Enclosure 3) by the Schools Division Superintendent
- signed Parental Consent and Waiver Form (Enclosure 5)
- scanned copy of CoVID Vaccination Card/any proof of CoVID-19 vaccination (e.g., VaxCert)

For your reference, you may access the following links:

- Editable Forms: https://bit.ly/RegistrationForms_LearnConPH2023
 - > SDO Pre-Registration Form
 - > Regional Confirmation Form
 - > Parental Consent and Waiver Form

Please take note that the forms shall be downloaded before editing.

- Pre-Registration Google Sheet: https://bit.ly/SDO_Pre-Registration-Form_LearnConPH2023

5. The SDO Pre-Registration Form shall be submitted to the Regional Office **on or before June 19, 2023**. Meanwhile, the Regional Office shall forward the accomplished and signed Regional Confirmation Form to DepEd CO BLSS-YFD **on or before June 23, 2023**.

6. The SDO shall input the same information of the participants in the Google Sheet links mentioned in item 4. An endorsement letter, saved in one PDF file, attached with the completed documents listed in item 4, shall be submitted to their respective Regional Office via email on or before the mentioned date on item 5.

7. Upon receipt of the endorsement files from their respective divisions, the Regional Office (RO) shall respond to the SDO immediately by acknowledging the official list submitted and ensuring that the documents are well compiled and documented.

8. The RO shall transmit the accomplished and finalized *Regional Confirmation Form* (Enclosure No. 4) saved in one PDF file, including the official lists of SDO participants, signed waiver forms, and proof of vaccination to the LearnCon PH

Secretariat through email. This must be duly signed by the Regional Director (RD). The email shall follow this naming convention:

To : learnconph@deped.gov.ph
Subject : **Region _ Official List of Participants _ LearnCon PH 2023**

- The Regional Confirmation Form, signed by the Regional Director, is the official and final list of delegates. The RO must ensure that all information sent to the regional office by the SDOs is translated completely and accurately into the Regional Confirmation Form.

9. Before the Convergence, all participants must be fully vaccinated against the CoViD-19 virus and preferably with booster shot. To verify the validity, all participants are required to bring their vaccination certificate or card (e-copy or actual card).

10. SDOs, through the designated chaperones, shall notify the LearnCon PH Secretariat of their travel details and statuses via email prior to their arrival at the Convergence. This will serve as basis for establishing mechanisms for easier transportation and mobility to their assigned billeting areas.

11. Any changes to the delegation's participation, travel, or other aspects of the event must be well-coordinated and communicated to the LearnCon PH Secretariat before the event. Necessary adjustments will be made as deemed necessary.

12. An updated advisory will be released prior to the event to orient the participants on the overall flow of the program, general guidelines, and reminders for guidance.

II. CONVERGENCE PROPER

Prior to the event, a general orientation about these guidelines and event proper will be conducted with the selected participants facilitated by the LearnCon PH Secretariat. An official notice or advisory will be issued beforehand for everyone's reference. Belowmentioned are the areas for consideration and strict compliance of the participants all throughout the event duration:

A. Arrival of Participants

1. All participants are expected to arrive at their respective school billeting areas on July 29, 2023. Participants traveling by air will be picked up at the airport by their coordinated transportation providers. Travel arrangements, with the assistance of the Transportation Management Committee, with the service providers endorsed the SDO Marikina City shall be made by the participating SDO before coming at the venue. Meanwhile, participants traveling by land shall proceed directly to their assigned accommodation areas and will be accommodated by the Welcoming Committee.

2. Each SDO, through the chaperones, shall keep safe the contact details of the transportation providers they coordinated and arranged with vehicle service. This is to ensure smooth communication and regular updating of their whereabouts.
3. All participants must present their accomplished forms and identification card (school ID or any government-issued ID) to the Registration Committee upon arrival for attendance, verification, room assignments, and kit distribution.

B. Registration Fee

No registration fee shall be collected and/or charged to participants.

C. Billeting and Accommodations

1. All participants will be staying at the billeting schools identified by LearnCon PH Secretariat. Prior to the event, an announcement will be made regarding their school billeting assignments. The accommodation period will **begin on July 29, 2023, in the morning and end on August 3, 2023, in the afternoon.**
2. Prior to their arrival at the billeting schools, participants will be provided with room assignments. Any other expenses incurred while at the school and at the venue, such as long-distance phone calls, personal meal orders outside the venue, and so on, will not be covered by the organizers and must be paid for on their own account. Participants must also bring their own personal hygiene kits and personal medicines.

D. Meals

1. The first meal to be served is lunch on July 29, 2023, while the last meal will be a.m. snacks on August 3, 2023.
2. All participants will be given meal stubs incorporated on their identification card during their registration. It shall be presented to the Food Committee in claiming their meals.
3. In support of Marikina City's initiatives to purchase products and services that cause minimal adverse environmental impacts, all participants are encouraged to bring their own tumblers to lessen plastic waste. In addition, trash bins will be positioned in different areas within the billeting schools and the main event venue. Everyone is encouraged to dispose their waste accordingly.

E. Activities

1. The activity schedule will be followed as planned. In the event of a change, the organizers will inform the participants through announcements during the plenary sessions to guide them throughout the program.

2. To ensure that everything runs smoothly, the LearnCon PH Secretariat shall assist and respond to participants' questions or concerns.

F. Participation

Active participation in the entire activities is strongly encouraged. The LearnCon PH Secretariat and/or resource persons shall assist participants with any questions or clarifications they may have about the program. To get the most out of the activities, everyone is encouraged to interact with others.

G. Event Rules

1. During the event, the BLSS-LFD is the head authority on all matters pertaining to policy and rules in consultation with the LearnCon PH Secretariat.
2. To ensure everyone's health, safety, and well-being, all attendees must adhere to the minimum public health standards and protocols throughout the activity. (Please refer to the Health and Safety Protocols of this Memorandum for more details.)
3. If there are additional rules and regulations, the LearnCon PH Secretariat will inform the participants immediately for guidance.

H. Roles and Responsibilities

1. To ensure that everyone is held accountable for their own actions during the event, everyone is expected to carry out their assigned roles and responsibilities. To cite:
 - a. Learner participants shall:
 - a.1. actively participate in plenary talks, panel discussions, thematic learning and simultaneous sessions, and other event activities;
 - a.2. contribute to the creation of session outputs, such as program and policy recommendations, by providing relevant inputs and constructive feedback;
 - a.3. maintain the cleanliness and orderliness of the billeting areas and other event venues;
 - a.4. practice proper decorum all throughout the event;
 - a.5. communicate issues and concerns to the assigned chaperones or LearnCon PH Secretariat in a polite and respectful manner;
 - a.6. follow the prescribed dress codes and wear the identification card (ID) when inside the billeting schools, main event venue, and during the entire sessions;
 - a.7. avoid bringing into the LearnCon PH 2023 premises (event venue or billeting areas) or otherwise, possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances,

cigarettes, and pornographic materials; and

a.8. properly use the facilities of the billeting schools to avoid any harm and/or further damages;

a.9. abide with all the rules and regulations set by the organizers and the billeting schools;

a.10. perform other tasks assigned/requested by the LearnCon PH Secretariat.

b. Chaperones shall:

b.1. ensure that learner participants are safe and secure, and able to enjoy all throughout the event. As chaperones, they are the persons to whom the learners should look for guidance, protection, clarification, and support;

b.2. exercise parental authority and responsibility over the learners under their supervision, instruction, and custody - authority shall apply to all authorized activities whether inside or outside the premises of the session venues and billeting areas;

b.3. ensure that emergency contact details are readily available and can be contacted, whenever necessary;

b.4. maintain a calm and composed behavior in an emergency and in stressful situations;

b.5. address any misbehaviors from learners and other participants that concerns the chaperones and if it continues to be a concern, escalate the concern to the appropriate persons;

b.6. practice proper decorum, positive and non-violent discipline all throughout the event, as may be required under the circumstances; provided, that in no case shall corporal punishment be inflicted upon them;

b.7. knowledgeable with the safeguarding policies and procedures, event rules, and other safety and security protocols required of them to perform; and

b.8. protect learner participants from bad company and prevent them from acquiring habits detrimental to their health, participation, and morales;

b.9. document learners' activities and engagements all throughout the event for the purpose of giving or reporting updates to their respective heads of office and to assist the organizers in monitoring learners' participation;

b.10. encourage learners to keep the orderliness and cleanliness of the school facilities and other venues;

b.11. maintain a friendly, respectful, and professional relationship with the school staff, SDO TWG, and LearnCon PH Secretariat;

b.12. perform such other duties as imposed by DepEd existing policies upon them, as substitute parents or guardians.

I. Security and Valuables

All participants must take care of their own personal belongings and refrain from leaving their valuables unattended all throughout the event. The LearnCon PH Secretariat will not be held responsible for any loss of personal belongings while in the event. Should there be any untoward incidents during the event, please inform the LearnCon PH Secretariat as soon as possible for immediate action.

J. Attire

All participants must wear decent and non-revealing clothing (e.g., organization or club shirt, collared shirt, long sleeves and slacks, pencil cut, and below the knee skirts). Prior to the event, an advisory on the required and official attire will be issued.

K. Wearing of Identification card (ID)

Event IDs must be worn at all times for security reasons. Everyone shall not be allowed to enter into the plenary, mess, and other session halls without ID.

L. Health and Safety Protocols

1. All participants are presumed to be in good health. Those who are exhibiting any symptoms of illness shall inform the chaperones about their medical conditions and needs and shall be discouraged from attending the event activity.
2. Medical needs shall be addressed by the LearnCon PH Secretariat. Expenses in this regard shall be charged against contingency and/or personal funds. For safety and for any emergency, there will be medical staff stationed at the venue and in billeting areas for the entire duration of the event.
3. In addition, the LearnCon PH 2023 shall ensure to abide to DepEd Order No. 39, series of 2022, *"Health and Safety Protocols in Light of the COVID 19 Pandemic"*, that provides guidance on ensuring health, safety, and well-being of learners and DepEd personnel as it applies to learner formation-related activities including convergence.
4. LearnCon PH 2023, as a component event of the Palarong Pambansa, shall follow the conditions established by the PP Board for the delegates' health and safety:

a. Pre-Event

a.1. The billeting schools and event venues must conform with the standards required by the IATF and DOH as stipulated in DepEd Order 39, s. 2022 even prior to the arrival of the delegation.

a.2. A designated isolation area must be identified in case the delegate manifests any sign or symptom of CoVID-19 or any communicable disease.

a.3. Likewise, coordination with the DOH or host City Health must be done to ensure the availability of health personnel and seek the support of and partner with mental health associations in respective areas, if possible, to assist in ensuring the mental wellness of the entire delegation.

a.4. Each delegation is responsible for ensuring sanitation in their respective billeting schools including sleeping areas, comfort rooms, and other public use facilities.

a.5. The host city shall ensure 24/7 availability of medical provision.

a.6. Submission of documentary health requirements such as a medical certificate/CoViD-19 proof of vaccination issued by a government medical practitioner is a must as a health protocol and requirement for eligibility.

b. At the Billeting Areas

b.1. The delegation is responsible for reporting any signs and symptoms of CoVID-19 to CoVID Management Team/ Medical Team.

b.2. Learner participants and chaperones who exhibit symptoms of CoViD-19 shall be immediately placed in an isolation area while preparing for transport to the appropriate facility.

b.3. All participants shall follow the existing approved protocols of the billeting schools which must be explained by the assigned health personnel once the delegation arrives.

b.4. All participants are highly encouraged to wear face masks.

b.5. Physical distancing shall be observed whenever possible.

b.6. The participants are encouraged to eat together while ensuring a safe distance from one another. If there is a lack of space in the room or school premises to allow distancing during meals, eating shall be done in a manner where all individuals face in one direction.

b.7. Standard classroom shall accommodate not more than or less than 80% capacity to avoid congestion. (DepEd Order 34, s.2022).

b.8. Strictly observe the National and local IATF and DOH guidelines.

c. During Event

c.1. All event activities shall adopt safety protocols prescribed by the LearnCon PH Secretariat.

c.2. Daily temperature checking shall be administered before the entry of delegates into the convergence venues.

c.3. Any member of the delegation who exhibits flu-like symptoms, such as fever, cough, sore throat, runny or stuffy nose, muscle or body malaise and chills, headaches, or loss of smell and taste, will not be permitted to interact with other members of the delegation. Instead, they will be placed in a separate room for proper monitoring and management.

c.4. In light of the issuance of Executive Order No. 7, s. 2022 "Allowing voluntary wearing of face masks in indoor and outdoor settings, reiterating the continued implementation of minimum public health standards during the state of public health emergency related to the CoViD-19 pandemic", and the issuance of DO No. 48, s. 2022 otherwise known as "Implementing Executive Order No. 07 , s. 2022 and Amending DepEd Order No. 039, s. 2022", both delegates and working committees are still encouraged to wear face masks throughout the entire duration of the activities, except when eating or drinking.

c.5. Physical distancing shall be observed whenever possible.

c.6. Disinfecting of the event venues including equipment before, during, and after the event.

c.7. Availability of alcohol dispensers at entrances, exits, session venues, and comfort rooms shall be ensured.

d. Post-Event

The host division and the delegation shall provide assistance to the participants with CoVID infection/CoVID-like symptoms and other medical issues particularly when the member of the delegation is hospitalized and advised by the medical practitioner if not fit to travel.

M. Insurance

All participants may, but not required, procure their own travel insurance at their own expense covering inclusive dates of travel from point of departure to Marikina City, and back, either group or individual, before proceeding to the LearnCon PH 2023.

N. Proper Conduct

1. Participants are expected to exhibit proper conduct all throughout the event. Please avoid disrespectful acts and language in communicating with others.
2. All members, facilitators, and participants shall not fight with, threaten, injure, and/or harass any other fellow participants or get negatively involved should such incidents ensue.
3. During the sessions, please put mobile phones on silent mode and refrain from using the phone, except during identified portions of the day when participants will be encouraged to tweet, post, share, and like on social media.
4. Likewise, please avoid any unnecessary loud chats with one another when the sessions are ongoing. We will make sure everyone listens when it is time to speak/ present.

5. All LearnCon PH Secretariat and the entire delegations shall also adhere strictly to the event rules and guidelines to ensure safe and dignified conduct all throughout the event.

O. Learners' Rights and Protection

1. The Department of Education (DepEd), the Learners' Convergence PH Secretariat, and through the Learner Rights and Protection Office (LRPO), ensures that all activities and venues are conducive and that the best interest of the learner participants shall be the paramount consideration in all decisions and actions involving them. To provide special protection to learner-participants who are gravely threatened or endangered by circumstances, the DepEd Child Protection Policy (DepEd Order 40, s. 2012) shall be fully adopted before, during, and after the convergence. Yet, the participatory rights of the learners in the implementation of this policy and in all proceedings affecting them, whether they be victims or aggressors, either directly, or through a representative, is greatly recognized.
2. The Learners' Convergence PH 2023 shall be in accordance with the safeguarding guidelines in order to minimize risk, guarantee safe space, and ensure positive experience for all delegates, organizers, and others who are involved in the event. Further, through the safeguarding guidelines, appropriate preventive, protective, and remedial measures will be properly implemented.
3. Accordingly, the DepEd and Learners' Convergence PH Secretariat reiterates the zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse. Hence, a Child Protection Desk shall be fully operationalized through the Child Protection Committee (CPC) in all venues and billeting schools.

P. Feedback and Evaluation

To have a worthwhile Learners' Convergence PH experience in the future, participants should accomplish the feedback and evaluation form in exchange for the certificates. Our official hashtags are #BLSSed, #MATATAG, #SaMakabata, #DepEdKabataan2023, and #LearnConPH2023.

III. COMMITTEES

A. Composition

1. LearnCon PH 2023 Secretariat shall facilitate the formation of the following recommended Committees at the national level with counterparts from the DepEd NCR, and Division of City Schools Marikina for the effective implementation of the said DepEd Memorandum:

DepEd Central Office Steering Committee		
Chairperson	Undersecretary Revsee A. Escobedo	Office of the Undersecretary for Operations

Co-Chairperson	Assistant Secretary Dexter A. Galban	Office of the Assistant Secretary for Operations
Vice Chairperson	Dr. Nenneth Esplana-Alama	Director IV, Bureau of Learner Support Services
Members	Atty. Christian E. Rivero	Director IV, Disaster Risk Reduction and Management Service
	Atty. Suzette T. Gannaban-Medina	Director III, Learner Rights and Protection Office
	Mr. Rovin James F. Canja	PDO IV/OIC, BLSS-Learner Formation Division
	Mr. Cesar S. Abalon	Chief, BLSS-School Sports Division
	Dr. Maria Corazon C. Dumlao	Chief, BLSS-School Health Division

Management Working Committee

Chairperson: Rovin James F. Canja, OIC, BLSS-Youth Formation Division

Over-all Event Coordinator: Arman Jay B. Dudas, Senior Technical Assistant II, BLSS-Youth Formation Division

Events Committee	Finance and Administration Committee
<i>Sub-committees:</i> 1. Programs 2. Communications and Documentation 3. Registration 4. Creatives 5. Technical and Production 6. Cultural and Entertainment 7. Decoration and Venue Setup 8. Guest Relations 9. ICT and Social Media Promotions 10. Evaluation	<i>Sub-committees:</i> 1. Logistics and Supplies 2. Procurement 3. Safety and Security 4. Medical/First Aid 5. Child Protection 6. Marketing and Sponsorship 7. Collaterals 8. Food 9. Accommodation and Venue 10. Transportation Management 11. Volunteer Management 12. Traffic Management

2. A separate Technical Working Group shall be convened with other DepEd Central offices to assist in the implementation of the event.
3. The DepEd Regional Office of National Capital Region (NCR), through the Regional Director or RO personnel authorized by the latter, may appoint a personnel or employee to assist the LearnCon PH 2023 Secretariat and LGU Marikina City in the event's planning, organization, implementation, and evaluation.

4. The Division of City Schools Marikina, through its Schools Division Superintendent or SDO personnel authorized by the latter, and in consultation with the LGU, RO, and national Secretariat, may assign personnel to assist the LearnCon PH 2023 Secretariat, LGU Marikina City, and DepEd NCR in the event's preparation, organization, implementation, and evaluation.
5. Furthermore, the RO/SDO may tap or forge partnerships and collaboration with local communities/barangays or partner organizations with the authorization of the office head or person-in-charge as long as the probable partners are provided with a clear set of tasks to be completed accordingly.

References:

Department of Education. DepEd Memorandum No. 44, s. 2022- Philippine Youth Convergence 2022. Pasig City: Department of Education, 2022.

Department of Education. DepEd Order No. 40, s. 2012- DepEd Child Protection Policy. Pasig City: Department of Education, 2012.

Department of Education. DepEd Order No. 39, s. 2022- Health and Safety Protocols in Light of the COVID-19 Pandemic. Pasig City: Department of Education, 2022.

Department of Education. DepEd Order No. 48, s. 2022- Implementing Executive Order No. 7, s. 2022 and Amending DepEd Order No. 39, s. 2022. Pasig City: Department of Education, 2022.

Office of the President. Executive Order No. 7, s. 2022 - Allowing Voluntary Wearing of Face Mask in Indoor and Outdoor Settings, Reiterating the Continued Implementation of Minimum Public Health Standards During the State of Public Health Emergency Relative to the COVID-19 Pandemic. Malacañang Palace, Manila, 2022.

(Enclosure No. 3 to OUOPS Memorandum No. 2023 - 03 - 5122)

LEARNERS' CONVERGENCE PH 2023
#SaMakabata: Sentro ng Karunungan, Huwaran ng Kagalingan
 Marikina City, Metro Manila, National Capital Region
 July 29-August 3, 2023

SCHOOLS DIVISION OFFICE PRE-REGISTRATION FORM

Name of Division: _____

Region: _____

[illegible]

Representation	Name of Learner/Chaperone (First Name, Middle Initial, Last Name)	Gender	Birthdate (mm/dd/yy)	Age	Grade Level	Complete Name of School	Email Address & Contact Number	T-Shirt Size	Food Restriction	Religion	In case of Emergency		
											Name	Relationship	Contact Number
Learner representing LRP - related organization (1 pax only)													
Learner representing Disaster Risk Reduction and Management-related organization (1 pax only)													
Chaperones Preferably 1 male, 1 female YFC/teacher-adviser assigned by the Schools Division Superintendent (2 pax only)													

Approved by:

Schools Division Superintendent
(Signature over Printed Name)

Notes:

1. An endorsement letter, saved in one PDF file, must be submitted to the respective Regional Office via email on or before **June 19, 2023**, along with the completed documents (Accomplished SDO Pre-Registration Form, signed Parental Consent and Waiver Form, and any proof of COVID vaccination)
2. Please input the same information of the participants in this Google Sheet through this link, https://bit.ly/SDO_Pre-Registration-Form_LearnConPH2023.
3. You may access the editable forms (Pre-registration, Confirmation, and Parent's Consent Form) here, https://bit.ly/RegistrationForms_LearnConPH2023.

(Enclosure No. 4 to OUOPS Memorandum No. 2023 – 03 - 5122)

LEARNERS' CONVERGENCE PH 2023
#SaMakabata: Sentro ng Karunungan, Huwaran ng Kagalingan
 Marikina City, Metro Manila, National Capital Region
 July 29-August 3, 2023

REGIONAL CONFIRMATION FORM

Region: _____

Office Contact Number (if any): _____

Office Email: _____

Regional Learner Formation Coordinator & Number: _____

[illegible]

Representation	Name of Learner/Chaperone (First Name, Middle Initial, Last Name)	Gender	Birthdate (mm/dd/yy)	Age	Grade Level	Complete Name of School	Email Address & Contact Number	T-Shirt Size	Food Restriction	Religion	In case of Emergency		
											Name	Relationship	Contact Number
Learner representing sports-related organization	1.												
	2.												
Learner representing LRP - related organization	1.												
	2.												
Learner representing DRRMS-related organization	1.												
	2.												
Chaperones	1.												
	2.												

Prepared by:

Regional Learner Formation Coordinator

Approved by:

Regional Director
(Signature over Printed Name)

Notes:

1. Insert additional rows if necessary. Please send the accomplished form through email at learnconph@deped.gov.ph on or before **June 23, 2023**.

PARENTAL CONSENT AND WAIVER FORM
(English Version)

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details of the conduct of the face-to-face **Learners' Convergence PH 2023** with the theme, "**#SaMakabata: Sentro ng Karunungan, Huwaran ng Kagalingan**" that will be held on **29 July to 03 August 2023** at **Marikina City, Metro Manila**.

I understand that the Office of the Assistant Secretary for Operations through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) of the Department of Education shall implement the minimum public health standards set by the government to minimize the risk of the spread of COVID-19, but it cannot guarantee that my child will not become infected with COVID-19 given that it is highly contagious.

I understand that my child's in-person attendance in the event will include associating with teachers, fellow learners and school personnel, and other persons inside and outside of the school that may put my child at risk of COVID-19 transmission, notwithstanding the precautions undertaken by the implementing team.

Voluntary Participation

I acknowledge that my child's participation in this activity is completely voluntary. My child may decline to participate or withdraw from participation at any time for any reason. Declining or withdrawal of participation will not result in any penalty or loss of benefits or reduction of any basic right to which my child is entitled. While there remains the risk of possible COVID-19 transmission to my child/ren, and to the members of my household, I freely assume the said risk and I permit my child/ren to attend this activity.

Exclusion (Limitations/Ineligibility)

I am aware that symptoms of COVID-19 include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and diarrhea.

I confirm that my child currently has none of those symptoms and is in good health. I will not allow my child to physically go to the event if my child or any member of my household develops any of the said symptoms or any other symptoms of illness that may or may not be related to COVID-19. I will also inform the school/division and not allow my child to attend the event if my child or any of my household members tests positive for COVID-19. My child/ren and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and community.

Documentation

I confirm that I give full permission in any recording or picture taken of my child during the conduct of this event and to use some or all of my child's images/

contribution/ performance in any publication (including electronic publications such as film or website) created by or for the BLSS-YFD and to release this material to DepEd official platforms.

Confidentiality

I am aware that any information that will be given during the activity will be kept strictly confidential, and personal information will be treated in accordance with the Data Privacy Act of 2012. I am assured that the information about my child will not be shared outside of the implementation team. My child's name will not be used when data from this activity is analyzed.

I hereby confirm that I agree and understand the commitment of my child as a participant. I also understand and will support my child's endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow participants and to the BLSS-YFD.

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

With full understanding, I – on behalf of myself, my household members, and my child/ren – hereby freely and voluntarily give my consent to my child's participation in the activity from 29 July to 03 August 2023. I also attest that I had sought the views of my child and he/she has expressed a willingness to participate in the activity.

CONTACT DETAILS FOR QUESTIONS OR PROBLEMS

For any concerns or clarification, you may contact the Office of the Assistant Secretary for Operations through the Bureau of Learner Support Services-Youth Formation Division through the email address learnconph@deped.gov.ph or through telephone number +632 8 637 9814.

Signature of Parent/Guardian over Printed Name	Contact Details (Mobile Number)
Name of Children	Date

** Please submit this form to your school/SDO prior to participation in the event.*

(Enclosure No. 5 to DepEd Memorandum No. _____ s. 2023)

PAGBIBIGAY PAHINTULOT (CONSENT) AT WAIVER
(Filipino Version)

Ako si _____, magulang o legal na tagapangalaga ni _____, ay ipinaalam sa akin ang mga detalye ng pagsasagawa ng **Learners' Convergence PH 2023** na may temang, **"#SaMakabata: Sentro ng Karunungan, Huwaran ng Kagalingan"** sa 29 Hulyo hanggang 03 Agosto 2023 na gaganapin sa Lungsod ng Marikina, Metro Manila.

Nauunawaan kong ipatutupad ng Office of the Assistant Secretary for Operations sa pamamagitan ng Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) ng Kagawaran ng Edukasyon ang mga pampublikong pamantayang pangkalusugan na itinakda ng pamahalaan, subalit hindi nito matitiyak na hindi mahahawahan ng COVID-19 ang aking anak, sapagkat lubhang nakahahawa ang sakit na ito.

Nauunawaan kong kabilang sa harapang pagdalo sa gawain ng aking anak ang pakikihalubilo sa mga guro, kamag-aral at mga empleyado ng paaralan, at iba pang tao sa loob at labas ng paaralan na maaaring magdulot ng pagkahawa ng aking anak sa COVID-19, sa kabila ng mga pag-iingat na isinasagawa ng BLSS-YFD.

Boluntaryong Paglahok

Nauunawaan kong ganap na boluntaryo ang paglahok ng aking anak sa gawaing ito. Ang aking anak ay maaaring tumanggi o umatras sa paglahok sa anumang oras sa anumang dahilan. Ang pagtanggi o pag-atras sa gawaing ito ay hindi magkakaroon ng anumang parusa, o hindi mawawala ang anumang benepisyong nararapat para sa aking anak. Bagamat nananatili ang posibilidad ng pagkahawa sa COVID-19 ng aking anak, at ng aming mga kasama sa bahay, tinatanggap ko ang mga kaakibat nitong panganib (freely assume the risk) at pinahihintulutan kong lumahok ang aking anak sa gawaing ito.

Mga Limitasyon/ Mga Hindi Maaaring Mapiling Lumahok

Batid ko ang mga sintomas ng COVID-19 kung saan kabilang ang, ngunit hindi limitado sa, lagnat, pag-ubo, pangangapos ng hininga, pagkapagod, pananakit at pagkirot ng katawaan o kalamnan, pagkawala ng panlasa o pang-amoy, pananakit ng lalamunan (sore throat), sipon o baradong ilong, pagduduwal, pagsusuka, at pagtatae.

Kinukumpirma ko na ang aking anak ay wala ng mga nabanggit na sintomas, at kasalukuyang may mabuting kalusugan. Hindi ko pahihintulutan ang aking anak na harapang pumasok sa paaralan kung ang aking anak o sinumang kasama sa bahay ang makaranas ng mga nabanggit na sintomas o makaranas ng iba pang sintomas na maaaring may kaugnayan sa COVID-19. Ipaaalam ko sa paaralan ang aming kundisyon at hindi ko pahihintulutang lumahok sa harapang klase ang aking anak kung siya o sinumang kasama sa bahay ay magpositibo sa COVID-19. Ako, ang aking anak at ang aming mga kasama sa bahay, ay susunod sa mga protokol na pangkalusugan at pangkaligtasan at sa mga pamamaraang isinasagawa ng paaralan at ng aming komunidad.

Dokumentasyon

Kinukumpirma ko na binibigyan ko ng buong pahintulot ang anumang pagre-record o pagkuha ng larawan ng aking anak habang isinasagawa ang kaganapang ito at gamitin ang ilan o lahat ng mga larawan/ ambag/ pagganap ng aking anak sa anumang publikasyon (kabilang ang mga elektronikong publikasyon tulad ng pelikula o website) na ginawa sa o para sa BLSS-YFD at ilabas ang mga materyal na ito sa mga opisyal na plataporma ng Kagawaran.

Pagkakumpedensyal

Batid ko na ang anumang impormasyong ibibigay habang isinasagawa ang gawaing ito ay pananatiliing kumpidensiyal, at ang personal na impormasyon ay gagamitin nang naayon sa Data Privacy Act of 2012. Aking natitiyak na ang mga impormasyon tungkol sa aking anak ay hindi ilalabas ng implementation team. Ang pangalan ng aking anak ay hindi gagamitin sa pagsusuri ng mga datos sa gawaing ito.

Kinukumpirma ko na ako ay pumapayag at nauunawaan ko ang tungkulin ng aking anak sa pagdalo sa gawaing ito. Buong puso kong susuportahan ang pagsusumikap ng aking anak na matugunan ang mga ekspektasyon, mga alituntunin, at mga responsibilidad sa kanyang mga kapwa kalahok at sa BLSS-YFD.

Sa hangganang pinahihintulutan sa ilalim ng batas at ng mga patakaran, sumasang-ayon ako na talikuran ang anumang paghahabla o paghahabol at lubusan kong tinatalikuran ang anumang karapatan, paghahabol, anumang usapin o pagsasampa ng kaso laban sa paaralan/dibisyon, mga empleyado at opisyal nito, at sa Kagawaran ng Edukasyon kaugnay sa pagpapatupad ng gawaing ito. Dahil naunawaan ko ang lahat ng mga nabanggit, ipinapahayag ko - sa ngalan ng aking sarili, mga kasama sa aking bahay, at ng aking anak - ang aking malaya at boluntaryong pagpapahintulot sa paglahok ng aking anak sa gawaing ito simula Hulyo 29, 2023 hanggang Agosto 03, 2023. Pinatotohanan kong sumangguni ako sa opinyon ng aking anak at nagpahayag siya ng kanyang pagsang-ayon sa paglahok sa gawaing ito.

MGA DETALYENG MAAARING MAKONTAK PARA SA MGA TANONG O SULIRANIN

Para sa anumang tanong o paglilinaw, maaaring makipag-ugnayan sa Office of the Assistant Secretary for Operations sa pamamagitan ng Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) sa pamamagitan ng email address na learnconph@deped.gov.ph o tumawag sa numerong +632 8 637 9814.

Lagda ng Magulang/Tagapag-alaga sa Ibabaw ng Pangalan	Numero ng Maaaring Tawagan/ Makontak
Pangalan ng Mag-aaral	Petsa

** Mangyaring isumite ang dokumentong ito sa inyong paaralan/SDO bago ang pagsasagawa ng harapang gawain.*