



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

January 5, 2024

DIVISION MEMORANDUM
 No. **014**, s. 2024

SDO PAMPANGA DELEGATES FOR THE NATIONAL CHILDREN'S MONTH CELEBRATION 2023 CUM REGIONAL LEARNERS' CONGRESS

To: Assistant Schools Division Superintendents
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public and Elementary Secondary School Heads

- Relative to Regional Memorandum No. 004, s. 2024 titled "*National Children's Month Celebration 2023 Cum Regional Learners' Congress*," this Office, through the SGOD – Learner Formation Unit, announces the SDO Pampanga delegates for the National Children's Month Celebration 2023 Cum Regional Learners' Congress to be held from **January 17-19, 2024** at **Anne Raquel's Resort, Olongapo – Bataan Road, Olongapo City, Zambales**.
- The delegates of the event are the following.

| Representation | Name | School/Office |
|----------------------------|------------------------|---|
| Student Leaders | Sheikh Clyde S. Manalo | Ambrocio S. Simpao Educational and Trade Center of Learning |
| | Paul Chester N. Castro | Sta. Maria National HS - Minalin |
| | Jaycee O. Icban | Diosdado Macapagal Memorial High School |
| | Shiamel G. Marcelo | Ambrocio S. Simpao Educational and Trade Center of Learning |
| | Licelle L. Lozano | Porac Model Community HS |
| | Carlene Ann A. Lusung | Ambrocio S. Simpao Educational and Trade Center of Learning |
| | Arnold D. Jimenez | Bahay Pare National HS |
| | Zeekh Keill S. Manalo | Ambrocio S. Simpao Educational and Trade Center of Learning |
| Poster Making Participants | Ron Jairo L. Vizcayno | Pandacaqui Resettlement ES |
| | Arlyn Castro | Nabuclod Integrated School |
| Teacher Coaches | Jay B. Fabian | Pandacaqui Resettlement S |
| | Kathleen Veck N. Nemis | Nabuclod Integrated School |



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|---|-----------------------------|--------------------------------|
| Teacher-Advisers | Jesusa Nanette E. Pascual | Diosdado Macapagal Memorial HS |
| | Rowel B. Guevarra | San Basilio National HS |
| Division Learner Formation Coordinators | Rachel Camille R. Lacanlale | SDO Pampanga |
| | Chesca Marie M. Soliman | SDO Pampanga |

3. Student delegates must submit a copy of their COVID-19 vaccination card, parental consent and waiver form to the Division Learner Formation Coordinator in charge.
4. All delegates are required to review and adhere to the stipulated requirements and guidelines to guarantee the seamless and successful conduct of the event, along with ensuring the safety and welfare of everyone involved.
5. Moreover, they shall coordinate with the DLFC to receive further instructions and guidance specific to their role and responsibilities. The DLFC shall provide information regarding the event schedule, logistical arrangements, and any additional preparations required.
6. This Memorandum shall serve as the Permission to Travel of the learners and Travel Authority of the DepEd personnel.
7. Attached herewith is the Regional Memorandum for reference.
8. For more information or any concerns, please contact Rachel Camille R. Lacanlale, DLFC, via email at rachelcamille.lacanlale@deped.gov.ph or by phone at (045) 961 5262.
9. Wide dissemination of this Memorandum is earnestly desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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- 4.4 General Administrative Guidelines
- 4.5 Official Confirmation Form

5. Travel and other incidental expenses incurred by the participants and TWG members from the Regional Office shall be charged against the RO MOOE while the Division participants and TWG members shall be charged against the DO MOOE/local funds and or downloaded funds for learner formation subject to usual accounting and auditing rules and regulations.

6. For inquiries and clarifications, you may directly coordinate to Dr. Ginno Jhep A. Pacquing, Regional Learner Formation Coordinator via email address at ginnojhep.pacquing@deped.gov.ph.

7. For information and compliance.


MAY B. ECLAR, PhD, CESO III
Regional Director

Encl: TWG
References: None
To be indicated in the Perpetual Index
under the following subjects:

NCM 2023
REGIONAL LEARNERS' CONGRESS

ESSD/spp1
January 02, 2024





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Indicative Program

National Children's Month Celebration 2023 Cum Regional Learners' Congress
Theme: Stay Curious, Stay Cautious: Empowering Learners towards Resiliency and Sustainable Future
Target date January 17-19, 2024
Venue: Anne Raquel's Resort, Olongapo-Bataan Road, Olongapo City, Zambales

| Day 1: January 17, 2024 | | |
|--------------------------------|--|---|
| Time | Activity | In charge |
| 8:00 AM-12:00 NN | Arrival of Guests and Participants ✓ Attendance and Verification of Participants ✓ Room Assignment ✓ Distribution of Kits | Program Management Team |
| 1:00 PM- 1:15 PM | Opening Salvo | Select Learners |
| 1:15 PM- 1:25 PM | National Anthem Prayer DepEd RO III March Awit ng Rehiyon Tatlo | Audio Visual Presentation |
| 1:25 PM- 1:30 PM | Welcome Message | KYLENE MAE R. FERNANDO President Regional Federated Supreme Secondary Learner Government |
| 1:30 PM – 1:35 PM | Statement of Purpose | SAMMY P. SAMPANG Chief Education Supervisor Education Support Services Division |
| 1:35 PM – 1:45 PM | Words of Inspiration | MAY B. ECLAR, PhD, CESO III Regional Director IV DepEd Central Luzon |
| 1:45 PM- 2:35 PM | Keynote Message | ASEC. REENA VIVIENE PINEDA Commissioner Representing Luzon National Youth Commission |
| 2:35 PM – 3:35 PM | Learners 5G (God, Growth, Greatness, Generosity and Goals) | To be determined |



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| | towards Resiliency and Successful Future | |
| 3:35 PM – 3:40 PM | Open Forum | Program Management Team/ Resource Person |
| 3:40 PM- 4:10 PM | Youthsapan: Director's time with learners | MAY B. ECLAR, PhD, CESO III Regional Director IV DepEd Central Luzon |
| 4:10 PM- 5:00 PM | Presentation and Awarding of Winners - On the Spot Poster Making Contest Regular Learner Category IP Learner Category | Program Management Team |
| | Outro for day one /Reminders | Program Management Team |
| | Dinner time | |
| 9:30 PM | Curfew Hour/Lights Off | Program Management Team |
| Day 2: January 18, 2024 | | |
| 8:00 AM- 8:30 AM | Preliminary Program Makabayan Song Management of Learning | Program Management Team |
| 8:30 AM – 8:40 AM | Words of Inspiration | JESSIE L. AMIN, EdD, CESO V Assistant Regional Director |
| 8:40 AM-9:30 AM | Plenary Learn from the Expert: Anti-Online Sexual Abuse or Exploitation of Children (OSAEC) and Anti-Child Sexual Abuse or Exploitation Materials | ATTY. ANGELINE ROGEL Attorney IV DepEd Region III |
| 9:30 AM-9:35 AM | Open Forum | Program Management Team/ Resource Person |
| 9:35 AM- 10:35 AM | Green Skills for Learners towards Sustainable Future | Word Wide Fund for the Nature (WWF) |
| 10:35 AM -10:40 AM | Open Forum | Program Management Team/ Resource Person |
| 10:35 AM – 11:35 AM | Mental Health Matters: Beyond Learning to Well-being | Save the Children Philippines |
| 11:35 AM- 11: 45 AM | Open Forum | Program Management Team/ Resource Person |



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| 1:00 AM- 4:00 PM | Breakout Sessions Visioning on Learner Formation Program, Projects and Activities 1. Student Government Program 2. YES-O Development Programs 3. Barkada Kontra Droga Development Programs 4. Career Guidance Advocacies and Campaigns 5. Learner Rights and Protection Advocacies and Campaigns | GINNO JHEP A. PACQUING Select Division Learner Formation Coordinators |
| 4:00 PM – 4:50 PM | Roll-out on Modules of Batang Empowered and Resilient Team (BERT) | Select Trained Learners of SDO Angles City |
| 4:50 PM- 5:00 PM | Open Forum | Program Management Team/Resource Person |
| 5:00 PM- 6:00 PM | Dinner | |
| 6:00 PM- 10:00 PM | "Pista ng Kabaatan" | Presentation and performances of Learners |
| Day 3: January 19, 2024 | | |
| 8:00 AM – 11:30 AM | Team Building Activity | Organized by Regional Federated Supreme Secondary Learner Government Officers And Select Division Learner Formation Coordinators |
| 11:30 AM- 12:00 NN | Words of Gratitude | GINNO JHEP A. PACQUING Regional Learner Formation Coordinator |
| 12:00 NN onwards | Home Sweet Home | |



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PARENTAL CONSENT AND WAIVER FORM

I, _____, as the parent or guardian of _____
Hereby acknowledge that I have been informed of the details of the conduct of the face-to face National Children's Month Celebration 2023 Cum Regional Learners' Congress with the theme "Stay Curious, Stay Cautious: Empowering Learners towards Resiliency and Sustainable Future" on January 17-19, 2024 at Anne Raquel's Resort, Olongapo-Bataan Road, Olongapo City, Zambales.

I understand that the Department of Education (DepEd) Regional Office III through the Education Support Services Division (ESSD) shall implement the minimum public health standards set by the government to minimize the risk of the spread of COVID 19/ Walking Pneumonia, but it cannot guarantee that my child will not become infected with COVID 19/Walking Pneumonia given that it is highly contagious.

I understand that my child's in person attendance in the event will include assisting with teacher-advisers, fellow learners, DepEd personnel and other persons inside and outside of the venue that put my child at risk of COVID19/ Walking Pneumonia 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 the 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 COVID19/Walking Pneumonia 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 the activity.

Exclusion (Limitation/Ineligibility)

I am aware that symptoms of COVID19/Walking Pneumonia include but are not limited to fever or chills, cough, shortness of breath or difficulty of 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 COVID19/Walking Pneumonia. 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 COVID19/Walking Pneumonia. 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.



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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 DepEd Regional Office III and to release this material to DepEd R3 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 DepEd Regional Office III.

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/regional office and its personnel as well as officials and personnel of the DepEd Regional Office III 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 January 17-19, 2024 at Anne Racquel's Resort, Olongapo-Bataan Road, Olongapo City, Zambales. 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 concerns

For any concerns and clarifications, you may contact the DepEd Regional Office III- Education Support Services Division (ESSD) through the telephone Number: (045) 598-8580 to 89 and email address at region3@deped.gov.ph.

| | |
|---|----------------|
| Signature of Parent/Guardian over Printed Name | Contact number |
| Name of the Learner/s | Date |



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| Management Working Committee | |
|-------------------------------------|--|
| Chairperson: | SAMMY P. SAMPANG Chief Education Supervisor |
| Vice chairperson: | GINNO JHEP A. PACQUING Regional Learner Formation Coordinator |
| Members: | CRISEL P. VIRAY Nutritionist and Dietician II ALBERT A. MANLUTAC Project Development Officer II |

| Medical Committee | |
|--|--|
| DRA. GLADYS LOURDES BENGCO Medical Officer IV Education Support Services Division | |
| DR. LEONCIO DEL CORRO Dentist III Education Support Services Division | |
| MARY CYRIL DELA CRUZ Nurse II SDO Mabalacat City | |
| PAULA ACOSTA Nurse II SDO Olongapo City | |

| Learner Rights and Protection Committee | |
|---|--|
| AIRENE P. DAYRIT, RGC,RPM,LPT Senior Education Program Specialist SDO City of San Fernando | |
| RIO ANNE LEIGH VELASCO,RPM,LPT Learner Rights and Protection Associate Education Support Services Division | |
| CHRISTIAN V. DELA CRUZ, RPM, RGC, MAED Project Development Officer I SDO Bulacan | |



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| Event Committees | |
|---|---|
| Program | Registration/ Room Assignment |
| Inah Marifaye M. Bianco, LPT, MPA Project Development Officer I SDO Bulacan | Myla E. Barrientos Diane Ross V. Esguerra Project Development Officers I SDO Cabanatuan City |
| Ciara Faye M. Padaca Sherry-Anne R. Palasigue Project Development Officers I SDO Nueva Ecija | Catherine A. Gomez Project Development Officer I SDO Tarlac City |
| Paula S. Meneses Rachel Camille R. Lacanlale Project Development Officers I SDO Pampanga | Adora D. Matias Project Development Officer I SDO Zambales |
| Rhon-Sydney S. Salunga Project Development Officer I SDO City of San Fernando | Elaine Rose L. Joson Project Development Officer I SDO Olongapo City |
| John Michael G. Edejer Project Development Officer I SDO Zambales | Cindy S. Mejia Project Development Officer I SDO Angeles City |
| Mary Arlene D.R. Bongoia Project Development Officer I SDO Malolos City | Jonalyn C. Mauricio Project Development Officer I SDO Tarlac Province |
| Noli M. Manalo Project Development Officer I SDO Angeles City | Juvy Lyn C. Miranda Project Development Officer I SDO Aurora |
| Documentation | Collaterals |
| Charles Justin Miranda Project Development Officer I SDO City of San Fernando | Nico M. Mangaliman Rojomel M. Idquival Project Development Officers I SDO Bataan |
| Allen C. Candelasa Project Development Officer I SDO Tarlac Province | Reynan L. Lapitan Project Development Officer I SDO Aurora |



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GENERAL ADMINISTRATIVE GUIDELINES

I. Enlistment of Participants

1. To ensure equal participation, the Schools Division Office through the Division Learner Formation Coordinator shall select eight (8) student leaders (SSLG officers, YES-O officers, BKD officers and other relevant learner organization/club officers in school) and two (2) grade 5 or 6 learners (1 IP learner or alive learner and 1 non-IP learner) who shall participate in the on the spot poster making contest.

a. Qualifications of student leader participants.

- a.1 Bona fide public secondary school learners;
- a.2 With good moral character;
- a.3 Able to represent any of the following learner-representation stated in item 1;
- a.4 Capable of participating actively and collaboratively in all activities;
- a.5 Current officer of any school organization/club.

b. Qualifications of teacher-adviser participants.

- b.1 With good office standing and professional ethics;
- b.2 Perform all tasks expected and assigned;
- b.3 Provide guidance to the learner participants all throughout the event;
- b.4 With relevant experience in learner formation activities and engagements.

2. All Division Learner Formation Coordinators (PDOs) and two (2) teacher-advisers (1 male/1 female) shall participate the event. All PDOs not included in the TWG and the 2 teacher- advisers shall serve as the focal person of their respective division delegation. More so, assist the learner participants in the completion and submission of necessary documents required in the activity.

II. Activity Proper

A. Arrival of the participants

- 1. All participants are expected to arrive before 12 NN on January 17, 2024 at Anne Racquel's Resort, Ologapo-Bataan Road, Olongapo City, Zambales.
- 2. Upon arrival at the venue, proceed to the Registration Committee for attendance, verification, room assignment and kit distribution.

B. Registration Fee

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



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C. Accommodation

1. The accommodation period shall begin on January 17, 2024 at 2:00 pm and shall end on January 19, 2024 at 2:00 pm. All participants shall be staying at the venue.
2. Any other expenses incurred by the participants such as use of other amenities and personal meal orders inside and outside the venue shall not covered by the Management Committee and must be paid for on their own account. Further, participants are requested to bring their own personal hygiene kits and personal medicines.

D. Meals

1. The first meal is pm snack on January 17, 2024 while, the last meal on January 19, 2024 is also pm snack.
2. Meal stubs shall be given upon registration. In every meal, food stub shall be given to the food server.
3. All participants are encouraged to bring their own tumbler and shall practice "CLAY GO" clean as you go. Everyone shall dispose their waste properly.

E. Program Activity

1. The activity schedule shall follow as planned however, in the event of any change, the Management Committee shall inform the participants through announcement during the plenary session.
2. Any questions and concerns shall be address to the Management Committee to address/respond properly.

F. Participation

1. Everyone' active participation is highly encouraged. To achieve the optimum purpose of the activity, all participants are encouraged to interact with one another and ask clarifications and inquiries to the resource persons, as deem necessary.

G. Activity rules

1. The Management Committee is the lead authority on all matters concerning the event.
2. To ensure everyone's health, safety and well-being, all participants must adhere to the minimum public health standards and protocols throughout the activity.
3. Any additional rules and regulations, the Management Committee shall inform the participants immediately.



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H. Roles and Responsibilities

1. All participants are held accountable for their own actions during the activity. It is expected to:

a. Learner participants shall:

- a.1 actively participate in the plenary sessions, breakout session and other activities organized for them;
- a.2 contribute to the creation of breakout session outputs;
- a.3 maintain cleanliness and orderliness of the venue;
- a.4 practice proper decorum all through the activity;
- a.5 communicate issues and concerns to the PDOs/teacher-advisers/Management Committee in a polite and respectful manner;
- a.6 follow the prescribed dress code and always wear the identification card when inside the venue, plenary sessions and breakout sessions;
- a.7 bringing and possessing nude photos, magazines, deadly weapons, illegal drugs, toxic and noxious substances and cigarettes are highly prohibited;
- a.8 properly use the facilities of the venue to avoid damages;
- a.9 abide with the rules and regulations set by the Management Committee and the venue.
- a.10 perform task assigned relevant to the activity.

b. Teacher-Advisers and PDOs shall:

- b.1 ensure that learners belong in their respective division are safe and secure and able to enjoy all throughout the event. As Teacher-Advisers and DLFCs, 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;
- b.3 ensure that emergency contact details are readily available and can be contacted immediately, whenever necessary;
- b.4 maintain a calm and compose behavior in an emergency and stressful situation;
- b.5 address any misbehaviors from learners and other participants that concern the teacher-advisers/DLFCs and if it continues to be a concern, escalate the concern to the Management Committee;
- 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;
- b.8 protect learner participants from bad company and prevent them from acquiring habits detrimental to their health, participation and morale;



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- b.9 document learners' activities and engagements all throughout the event for the purpose of giving or reporting updates to their respective head of office and to assist the organizers in monitoring learners' participation;
- b.10 encourage learners to keep the orderliness and cleanliness of the room and the venue;
- b.11 maintain a friendly, respectful and professional relationship with Management Committee members, LRP members, Medical members, TWG members and co-teacher-advisers/co-DLFCs;
- b.12 perform other duties as may be assigned, as substitute parents and guardians.

I. Security and Valuables

- 1. All participants must take care of their own personal belongings and refrain from leaving their valuable unattended all throughout the event. The Management Committee shall not be held responsible for any loss of personal belongings while in the event, if there are any untoward incidents during the activity, report it immediately to the Management Committee for appropriate and immediate action.

J. Attire

- 1. All participants must wear decent and non-revealing clothing i.e organization/club shirt, collared shirt, long sleeves and slacks, pencil cut, and below the knee skirts.

K. Wearing of Event ID Card

- 1. The event ID card shall 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 condition. Those who are exhibiting any symptoms of illness the teacher-advisers about their medical condition and needs and be discouraged from attending the event activity.
- 2. Medical needs shall be addressed by the Management Committee but only limited to the allotted budget for contingency funds, other expenses shall be charged against the personal funds of the patient. For safety and for any emergency, there will be Medical Committee stationed at the venue for the entire duration of the event.
- 3. Submission of documentary health requirements such as COVID19 proof vaccination card issued by a government medical practitioner is a must as a health protocol and requirement for eligibility.
- 4. The delegation is responsible for reporting any signs and symptoms of COVID19/Walking Pneumonia to Medical Team.



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5. All participants who exhibit symptoms of COVID19/Walking Pneumonia shall immediately place in isolation room while preparing for transport to the appropriate facility.
6. All participants are highly encouraged to wear face mask, further, the Management Committee shall provide face mask.

N. Proper Conduct

1. All participants are expected to exhibit proper conduct all throughout the event. Please avoid disrespectful acts and language in communication 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 happen.
3. During the session, 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 necessary 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 participants shall 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 Learner Rights and Protection Committee 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.
2. To provide special protection to the learner-participants who are gravely threatened or endangered by circumstances, the DepEd Order No. 40 s, 2012 "DepEd Child Protection Policy" shall be adopted. The participatory rights of the learners in the implementation of this policy and in all proceedings affecting them, whether, they are victims or aggressors, either directly, or through a representative is greatly recognized.
3. The Management Committee in accordance with safeguarding guidelines shall guarantee safe space, minimize risk and ensure positive experience for all delegates who are involved in the event. Thus, the safe guarding guidelines, appropriate preventive, protective and remedial measures will be properly implemented.



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4. The Management Committee reiterates the zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse. Hence, the Learner Rights and Protection Committee shall be fully operationalized on January 17-19, 2024 in venue.



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