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

September 9, 2026

DIVISION MEMORANDUM
No. 526, s. 2026

SDO PAMPANGA DELEGATES FOR THE YOUTH FORMATORS PROGRAM MANAGEMENT AND LEADERSHIP TRAINING

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

1. Pursuant to Regional Memorandum No. 325, s. 2026, titled ***"Youth Formators Program Management and Leadership Training,"*** this Office, through the SGOD – Learner Formation Unit, announces the SDO Pampanga delegates for the activity scheduled on **September 15-17**, 2026 at **Anne Raquel's Hillside Resort and Hotel, Olongapo City, Zambales**.

2. The following are the identified participants:

Name	Office/School	Designation
Rachel Camille L. Delgado	SGOD	PDO I
Chesca Marie M. Soliman	SGOD	PDO I
Shaine M. Reyes	SGOD	PDO I
Lana G. Garcia	San Nicolas Elementary School	Master Teacher III
Gerald T. Pineda	Sto. Rosario Integrated School	Teacher III
Ronel V. Francsico	Pasig National High School	Teacher II
Archie Paul N. Sta. Rita	San Vicente San Francisco High School	Teacher II
Esperanza L. Villegas	San Vicente San Francisco High School	Teacher V
Kevin Russel D. Batara	Floridablanca National Agricultural School	Guidance Counselor III
Reysan D. Sangcap	Lanang High School	Teacher I

3. School Heads shall facilitate the attendance of the identified participants and ensure the completion of their official duties prior to the conduct of the activity.

4. Travel and other incidental expenses incurred shall be charged against available local funds and/or Division/School MOOE, subject to the usual accounting and auditing guidelines.

5. Attached herewith is the Regional Memorandum for the said activity.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

6. For more information or any concerns, please contact the Learner Formation Unit via email at yfd.pampanga@deped.gov.ph or by phone at (045) 961 5262.

7. Immediate dissemination of and compliance with this Memorandum is desired.

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

00019782

SEP 09 2026

Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

DEPARTMENT OF EDUCATION
SEP 08 2026

REGIONAL MEMORANDUM
No. 325 s. 2026

YOUTH FORMATORS PROGRAM MANAGEMENT AND LEADERSHIP TRAINING

To : Schools Division Superintendents
Chiefs, School Governance and Operations Division (SGOD)
Division Learner Formations Coordinators
Public Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) Regional Office III, through the Education Support Services Division (ESSD) will conduct the **Youth Formators Program Management and Leadership Training** with the theme: ***"Empowering Youth Formators for Effective Leadership and Program Management Skills"*** **on September 15 - 17, 2026 at Anne Raquel's Hillside Resort and Hotel, Olongapo City, Zambales**.

2. The objectives of this activity are the following:

a. Strengthen program management skills by equipping youth formators with knowledge and practical skills in planning, organizing, implementing, monitoring, and evaluating youth programs and activities;

b. Develop effective youth facilitators and mentors who can provide guidance, support, and positive influence in promoting youth empowerment and participation;

c. Enhance collaboration and teamwork skills to enable youth formators to work effectively with peers, organizations, and community stakeholders.

d. Build a network of empowered youth formators who can sustain youth development programs and serve as catalysts for positive change.

3. The participants in this activity are the following:

a. **10 participants per Schools Division Office**
a.1. Division Youth Formation Officers
a.2. School - Based Project Development Officers I handling Youth Formation Flagship Programs

4. In addition, the Division Learner Formation Coordinators are requested to submit the list of participants from their respective division using the attached

template through this link: https://tinyurl.com/Youth-Lead-Man-List on or before **September 11, 2026.**

5. On September 15, 2026, the first meal is lunch while on September 17, 2026, the last meal will be afternoon snacks.

6. The Board and Lodging shall be provided by the organizer, however, the travel and other incidental expenses of the participants going shall be charged against the available local funds and/or Division/School MOOE subject to the existing government accounting and auditing rules and regulations.

7. For inquiries and clarifications, you may directly communicate to **Mr. Ginno Jhep A. Pacquing**, Project Development Officer IV at ginnojhep.pacquing@deped.gov.ph

8. For information and compliance.

TOLENTINO G. AQUINO
Regional Director

Encl.: Program Matrix
To be indicated in the Perpetual Index
under the following subjects:

YOUTH FORMATORS
LEADERSHIP MANAGEMENT

ESSD 1/spp1
September 4, 2026

Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

YOUTH FORMATORS PROGRAM MANAGEMENT AND LEADERSHIP TRAINING

"Empowering Youth Formators for Effective Leadership and Program Management Skills"

September 15 - 17, 2026 at Anne Raquel's Hillside Resort and Hotel, Olongapo City, Zambales

Day 1: September 15, 2026		
Time	**Activity**	**In charge**
8:00 AM - 12:00 NM	Arrival of Guests and Participants ✓ Attendance and Verification of Participants ✓ Room Assignment	Program Management Team
1:00 PM – 1:10PM	Preliminaries ✓ National Anthem ✓ Prayer ✓ DepEd Region III Hymn	Audio Visual Presentation
1:10 PM – 1:15 PM	Acknowledgement of the Participants	**CRISEL P. VIRAY** Nutritionist and Dietician II Education Support Services Division
1:10 PM- 1:15 PM	Welcome Message	**SAMMY P. SAMPANG** Chief Education Supervisor Education Support Services Division
2:15 PM – 2: 20 PM	Statement of Purpose	**GINNO JHEP A. PACQUING, PhD** Regional Youth Formation Focal Person Education Support Services Division
2:20 PM - 2:40 PM	Inspirational Message	**TOLENTINO G. AQUINO** Regional Director DepEd Central Luzon
2:40 PM- 4:00 PM	Strategic Direction of Youth Formation in DepEd Region 3	**GINNO JHEP A. PACQUING, PhD** Regional Youth Formation Focal Person Education Support Services Division

4:00 – 5:00 PM	Applied Financial Literacy Training	**JA Philippines Learning Institute**
5:00 – 7:00 PM	Pambansang Samahan ng Tagapaghubog ng Pilipinas (PSTP) Hour Cum Election	**JOHN MICHAEL G. EDEJER** Project Development Officer I DepEd SDO Zambales **SHERRY-ANNE R. PALASIGUE** Project Development Officer I DepEd SDO Nueva Ecija **ALLEN C. CANDELASA** Project Development Officer I DepEd SDO Tarlac
Day 2: September 16, 2026		
8:30 AM – 8:45 AM	Preliminaries ✓ Makabayan Song ✓ Prayer ✓ Wellness Exercise	Program Management Team
8:45 AM – 9:00 AM	Message	**SAMMY P. SAMPANG** Chief Education Supervisor Education Support Services Division
9:00 AM – 10: 30 AM	Localized Guidelines on the School Operationalization of School Clubs and Organizations	**PAUL LENARD R. REDONDO** **Teacher V** Subic National High School DepEd SDO Zambales **CHRISTIAN C. ELEGADO** Project Development Officer I Marciano Abela Integrated School DepEd SDO Zambales **JOHN MICHAEL G. EDEJER** Project Development Officer I DepEd SDO Zambales
10:30 AM- 12:00 AM	Learner Formators Capacity Building on Project Management	**CO Youth Formation Division Personnel**

	Open Forum	
12:00 NN – 1:00 PM	**Lunch Break**	
AFTERNOON SESSION		
1:00 PM – 2:30 PM	Workshop on Creating Project Proposal aligned to Youth Formation Flagship Program	ALL
2:30 PM – 5:00 PM	Division Presentation of (MAF) Management, Accomplishment and ways Forward on the Youth Formation Flagship Programs	SDO Aurora SDO Bataan SDO Bulacan SDO Nueva Ecija SDO Pampanga SDO Tarlac SDO Zambales
Day 3: September 17, 2026		
8:30 AM – 8:45 AM	Preliminaries ✓ Makabayan Song ✓ Prayer Wellness Exercise	Program Management Team
8:45 AM – 9:00 AM	Message	**SAMMY P. SAMPANG** Chief Education Supervisor Education Support Services Division
9:00 AM- 11:00 AM	Empowering Youth Formators: Enhancing Leadership Skills for Effective Youth Formation"	**ALLEN C. CANDELASA** Project Development Officer I SDO Tarlac Province
11:00 AM – 12:00 AM	Youth Formator Scenario Challenge	**ALLEN C. CANDELASA** Project Development Officer I SDO Tarlac Province Output: Practical leadership solutions
12:00 PM – 1:00 PM	**LUNCH BREAK**	
1:00 PM – 2:00 PM	Presentation of Project Proposals	All SDOs
2:00 PM – 4:30 PM	Division Presentation of (MAF) Management, Accomplishment and ways Forward on the Youth Formation Flagship Programs	SDO Angeles City SDO Balanga City SDO Baliwag City SDO Cabanatuan City SDO Gapan City SDO Mabalacat City SDO Malolos City SDO Meycauayan City SDO Olongapo City

		SDO San Fernando City SDO San Jose City SDO San Jose del Monte City SDO Science City of Muñoz SDO Tarlac City
4:00 PM – 5:00 PM	Words of Gratitude and Awarding of Certificates	**JESSIE L. AMIN, EdD, CESO IV** Assistant Regional Director DepEd Central Luzon
Photo Opportunity		

ANNEX B

PROGRAM MANAGEMENT TEAM

Committee	Person In charge	Term of Reference
Program Management Core Team	**Sammy P. Sampang** Chief Education Supervisor **Ginno Jhep A Pacquing** Project Development Officer IV **Crisel P. Viray** Nutritionist and Dietician DepEd Region III Education Support Services Division	Responsible for the planning, implementation, coordination, monitoring, and successful delivery of the program in line with objectives and target outcomes. Supervise, coordinate and oversee day-to-day program activities. Supervise teams and provide technical guidance. Ensure program activities meet quality standards and deliver expected outcomes.
Technical/ Program Flow Team	**ALLEN JHAY C. LUQUIAS** Project Development Officer I SDO Science City of Munoz **MARY ARLENE BONGOLA** Project Development Officer I SDO Malolos City **CINDY S. MEJIA** Project Development Officer I SDO Angeles City	Prepare the slide deck of the program. Provide technical assistance and solutions to ensure proper execution of program activity. Ensure smooth coordination with PMT in the execution and completion of the program

	RACHEL ANNE GALAPON Project Development Officer I SDO San Jose City	
Registration/Room Assignment Team/Secretariat	**Lindsay Susi** Technical Assistant II **Eunice David** Technical Assistant II Education Support Services Division	Ensure smooth registration, attendance tracking, and participant management before, during, and after the training. Provide help on-site logistics, queue management of the participants, and distribution of materials. Coordinate with the provider of the board and lodging to ensure participants' comfort and address basic needs. Assign room for the participants and aid them as needed.
Documentation/Patrol Team	**Lorenz Kristofer P. Aldama** Technical Assistant I **Jewel Soliman** Technical Assistant II Education Support Services Division	Responsible for collecting, organizing, recording, and maintaining accurate information (pictures) and records related to the activity. Capture the entire documentation process (photos/videos) of the activity. Prepare the certificates, in coordination with the secretariat. Provide timely documentation reports to Program Management Team Ensure the safety, security of the participants Conduct proper monitoring of premises during night hours. Observe and report any unusual activity or suspicious behavior of the participants.
Medical Team	**Joey de Pano** Nurse II SDO Tarlac Province	Deliver quality medical and health services to participants. Providing medical assessment, diagnosis, treatment and

	Arthur Sotto Nurse II SDO Tarlac Province **Yolanda Gonzales** Nurse II SDO Bulacan **Annie Apostol** Nurse II SDO Bulacan **Crisel P. Viray** Nutritionist and Dietician DepEd Region III	emergency response as applicable. Refers cases beyond its capacity to appropriate facilities.