



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

September 9, 2026

DIVISION MEMORANDUM
No. 419s. 2026

**CONDUCT OF YOUTH FORMATORS PROGRAM MANAGEMENT AND
LEADERSHIP TRAINING**

To: Assistant Schools Division Superintendents
Chief Education Program Supervisors of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School-Based Project Development Officers
Youth Formation Coordinators
All Others Concerned

1. In reference to Regional Memorandum No. 325, s. 2026, 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. Expenses of the participants relative to transportation and participation in the activity shall be charged against the MOOE and/or the respective schools' MOOE or other available school funds, subject to the usual accounting and auditing rules and regulations.



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4. The participants in this activity are listed in the **attached Enclosure**.
5. This Memorandum shall serve as the Travel Authority of the participants attending the said activity.
6. For inquiries and clarifications, please contact the Division Youth Formation Coordinators through email at bulacan.sgodyfp@deped.gov.ph.
7. Immediate and widest dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD, CESO VI
✓ Schools Division Superintendent 



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Enclosure No. 1

LIST OF THE PARTICIPANTS

	NAME	POSITION	STATION
1	JENNIFER O. DAGUMAN	YFC/ PDO	SDO
2	ENGELBERT S. DELA CRUZ	YFC/PDO	SDO
3	NIÑA JUDITH G. REYES	PDO	Pulilan
4	EMERHAYAH P. AZIS	PDO	Paombong
5	FAYE AGNES V. CUNANAN	PDO	DRT
6	SHERLY ANN J. DIZON	PDO	San Rafael West
7	CHRISTIAN G. ROQUE	PDO	San Miguel North
8	ANGELA P. ESTIOCO	PDO	Pandi North
9	CHRISTIAN B. FRANCISCO	PDO	Marilao North
10	PAMELA NIÑA A. SISON	PDO	Cluster JHS



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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



Address: Matalino St. D.M. Government Center,
Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@depd.gov.ph





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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 ginnoihep.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



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Department of Education
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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



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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



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	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



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		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		



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ANNEX B

PROGRAM MANAGEMENT TEAM

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



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	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



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	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.
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