

**RELEASED**

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Republic of the Philippines

Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM**  
OSDS-SGOD-YFD - 07-12-2024/RBV

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID/SGOD  
Public Schools Division Supervisor, Caramoran District  
Secondary School Heads  
All Others Concerned

By Authority of the Schools Division Superintendent:

FROM : **EVA S. TOLENTINO**  
Administrative Officer V  
Officer-In-Charge [Signature]

DATE : July 12, 2024

SUBJECT : **TRAINING OF TRAINERS (TOT) ON THE CHILD-LED ADVOCACY TOOLKIT (CLAT) AND THE CHILD-LED PROJECT MANAGEMENT TOOLKIT (CLPMT)**

1. Attached is the letter request from EDUCO Philippines dated July 10, 2024, inviting participants from schools listed to participate in the upcoming Training of Trainers (TOT) on the use of Child-Led Advocacy Toolkit (CLAT) on July 15-19, 2024 and Training of Trainers (TOT) on the use of Child-Led Project Management Toolkit (CLPMT) on July 23-27, 2024 at Hotel Venezia, Legazpi City.

2. Participants to this event are the SSLG adviser and SSLG co-adviser from Caramoran Rural Development High School and Supang-Datag National High School, from schools listed below:

- a. Aileen D. Sembrano - Teacher III/Caramoran RDHS
- b. Adrian Z. De Quiroz - Teacher III/Caramoran RDHS
- c. Samson VI Perdigon - Teacher I/Supang-Datag NHS
- d. Evelyn G. Magtangob - Teacher III/Supang-Datag NHS

3. Expenses relative to this event shall be charged to Educo Philippines.

4. For information, guidance and compliance.



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10 July 2024

**DR. SOCORRO V. DELA ROSA**  
Schools Division Superintendent  
Department of Education  
Division of Catanduanes

**CC: PSDS, South and North Districts of Caramoran**

Dear Ma'am:

Greetings from Fundación Educación y Cooperación – EDUCOI

Foremost, our sincere appreciation for the strong partnership with Educo in the implementation of projects towards safe, quality, and inclusive education in our partner schools and community in the Municipality of Caramoran. Specifically, the **Project CAST or Children as Agents of Social Transformation** is an advocacy project under the Child Participation Program: Children and Youth Empowerment and Agency that aims to capacitate children especially the child leaders on child-led project management and advocacy. This platform provides opportunity for children to be empowered to take action on the child rights gaps or violations prevalent in their respective areas and make strong advocacy to influence lawmakers and authorities of the government to prioritize and respond efficiently to the issues faced by children.

In line with this, we are pleased to invite representative from our covered schools in the upcoming **Training of Trainers (TOT)** focused on the use of the **Child-Led Advocacy Toolkit (CLAT)** and the **Child-Led Project Management Toolkit (CLPMT)**. These ToT are scheduled as follows:

1. Training of Trainers (TOT) on the use of **Child-Led Advocacy Toolkit (CLAT)**  
Dates: **July 15-19, 2024 (including travel)**
2. Training of Trainers (TOT) on the use of **Child-Led Project Management Toolkit (CLPMT)**  
Dates: **July 23-27, 2024 (including travel)**

Both sessions will be held at **Hotel Venezia, Legazpi City**, with free accommodation and meals provided for all participants. Also, representatives from Catanduanes are provided with free transportation allowances (cash reimbursement) provided that they have presented receipts of their travel.

The primary goal of these training sessions is to **capacitate duty bearers** in effectively imparting knowledge on **Child-led Project Management and Advocacy** within their respective communities and organizations. Specifically, the training will facilitate the transfer of knowledge on Child-led Project Management and Advocacy toolkits to **Supreme Student Learner Government Advisers** as well as **M/LCPC members**, enabling them to train **SSLG Officers and children (BCOs)** in their respective communities.

We believe that sending the following representatives to participate in this activity will greatly contribute to the success of these training sessions and will have a significant impact on empowering children and young leaders in our communities. **With this may we request 4 Teachers/Advisers of the Supreme Student learner's government:**

1. Caramoran Rural Development HS – 1 SSLG Adviser and 1 Assistant SSLG Adviser
2. Datag National High School - 1 SSLG Adviser and 1 Assistant SSLG Adviser

Please confirm your attendance by **July 12, 2024** by contacting **Venjie A. Cabria** at **0927-552-1604**. Should you have any questions or need further information, feel free to reach out.

We look forward to your positive response and your active participation in these crucial training sessions.

Warm regards,

  
**ADAN KRISTOFFER MONTERDE**  
Area Manager for Catanduanes

SGOD OFFICE  
**RECEIVED**

Date: 7/12/2024  
Time: 8:33

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