



Republic of the Philippines  
Department of Education  
Region II - Cagayan Valley  
SCHOOLS DIVISION OF TUGUEGARAO CITY



1<sup>st</sup> Indorsement  
January 21, 2025

Respectfully forwarded to **BENJAMIN D. PARAGAS, PhD, CESO IV, Director IV**, Department of Education, Regional Office 02, Tuguegarao City, the attached letter request of **GLENDA P. CARONAN**, Basic Education Unit Principal, St. Paul University Philippines, Tuguegarao City, requesting for the endorsement of the Regional Director for the participation of both private and public Junior High School student-leaders (grade 7-10) to a regional leadership training seminar with the theme "Leadership in Action: Building Skills for Transformative Future," for appropriate action.

**GILBERT N. TONG, PhD., CEO VI, CESO V**  
Schools Division Superintendent

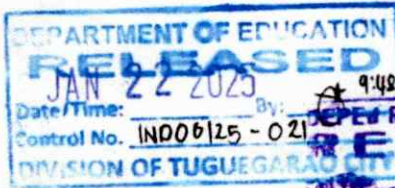
January 24, 2025

To: All Schools Division Superintendents

For information, dissemination, and appropriate action.

**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV/Regional Director

CLMD/ovc/fbg



**ATTY. JOSE MARIO M. MACARILAY**  
Chief Administrative Officer  
Administrative Services Division

RECORDS SECTION



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|--|---|---|--|
| MEMORANDUM   |   | Date: 2-10-25   | Release (Records): <i>hcc</i>                  |
| To:  | <input checked="" type="checkbox"/> PSDS/DICs       | <input checked="" type="checkbox"/> Elem/Sec School Heads |  |
|  | <input checked="" type="checkbox"/> Private Schools | <input type="checkbox"/> Others:                          |  |
| For:   | <input checked="" type="checkbox"/> Information     | <input checked="" type="checkbox"/> Dissemination         |  |
|  | <input type="checkbox"/> Guidance                   | <input type="checkbox"/> Strict Compliance                |  |
| <b>ORLANDO E. MANUEL PhD., CESO V</b><br>Schools Division Superintendent |   |   |  |
| By:  | <input type="checkbox"/> #SDS                       | <input type="checkbox"/> CID Chief                        | <input checked="" type="checkbox"/> SuOD Chief |
|  | <input type="checkbox"/> AO                         | <input type="checkbox"/> Atty                             | <input checked="" type="checkbox"/> Signature  |



# ST. PAUL UNIVERSITY PHILIPPINES

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DIVISION OF TUGUEGARAO CITY

January 09, 2025

**BENJAMIN D. PARAGAS, PhD, CESO IV**  
Director IV, Regional Director  
Department of Education Region 2  
Carig Sur, Tuguegarao City, Cagayan

**THRU: GILBERT N. TONG, PhD., CEO VI, CESO VI**  
Schools Division Superintendent  
DepEd Schools Division of Tuguegarao  
Carig Sur, Tuguegarao City, Cagayan

Dear Sir:

Greetings in the name of Jesus!

Leadership is not just a position or title—it is an opportunity to inspire, influence, and create positive change in the lives of others. Among the youth, effective leadership fosters a sense of responsibility, critical thinking, and a commitment to serving their communities. It is with this vision that **St. Paul University Philippines** will host **Regional Leadership Training Seminar** on **February 28, 2025**, with the theme **“Leadership in Action: Building Skills for Transformative Future”**. We extend this transformative opportunity to **Junior High School student-leaders** within the Region.

This one-day seminar is designed to empower young leaders with essential skills and values, equipping them to lead with purpose, resilience, and compassion. Participants will engage in various activities that promote teamwork, innovation, and the importance of ethical decision-making, helping them navigate challenges as future leaders in their schools and communities.

At St. Paul University Philippines, we take pride in our commitment to nurturing leadership grounded in integrity, service, and excellence. This initiative reflects our mission to instill Paulinian values among the youth, enabling them to realize their potential as agents of positive change.

In line with this, we respectfully **request your endorsement to the Region** for the participation of both public and private Junior High School student-leaders (Grades 7 -10) in this Regional Leadership Training Seminar. With your support, we aim to reach a diverse group of youth leaders, fostering collaboration and shared growth among student leaders in our region.

Attached are the program flow, guidelines and procedures for the Regional Leadership Training-Seminar for your reference.

Should you require additional information or clarifications about the event, you may reach us through our email at [JHSLLeadershiptraining2025@gmail.com](mailto:JHSLLeadershiptraining2025@gmail.com) or contact Mary Jane Abella at 09561520688.

We look forward to your favorable response and your continued commitment to nurturing the leadership potential of our youth.





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Thank you very much for your kind consideration and unwavering support for this meaningful endeavor.

Sincerely;

  
**DR. GLENDA P. CARONAN**  
BEU Principal

Noted by:

  
**DR. AGRIPINA B. MARIBBAY**  
VP for Academics and Quality Assurance

Recommending Approval:

  
**SR. MERCEDITAS O. ANG, SPC**  
University President



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## Guidelines and Procedures for the Regional Leadership Training Seminar

### 1. Who may join?

- Each participating school may send their Student Council Officers, Club Officers and Class Officers.

### 2. Registration Details

- The registration fee per student will be **P500.00** and will cover the following:
  - Food (2 snacks and 1 lunch)
  - Honoraria and Tokens for the Speakers
  - Materials for the Team-Building Activities
  - Awards and Certificates

### 3. Procedures for Participation

- **Step 1: Confirmation of Participation and Submission of Participants**
  - Schools must confirm their intention to participate by filling out the **Confirmation Form** provided by the organizers. The form should be submitted on or before **February 14, 2025**.
  - Each school must submit a complete list of participants, including their names, positions (e.g., Student Council President, Club Treasurer, etc.), and grade levels.
- **Step 2: Registration Payment**
  - Registration fees must be settled on or before **February 28, 2025**. To secure slots, participating schools are required to pay at least **50% of the total registration fee** for their participants by **February 14, 2025**.
  - Payments can be made via **G-Cash** to **09561520688**. Please ensure that the transaction reference number is kept and should be sent to the official Gmail account of the organizer.
- **Step 3: Seminar Day Attendance**
  - Schools are responsible for ensuring that their participants arrive on time at the venue on the seminar day.
  - Registration will start at **7:30 AM** and the seminar will officially commence at **8:30 AM**.

### 4. Important Notes

- All participants are expected to wear **appropriate attire** suitable for both seminar sessions and team-building activities. Students must bring their school ID for verification purposes.
- Schools must assign **one teacher or chaperone** to accompany the participants for supervision.
- Participants should **bring their own writing materials (notebook and pen)** for note-taking.



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## 5. Contact Information

- For questions or clarifications, please contact:
  - **Name of Organizer/Coordinator: Ms. Mary Jane F. Abella**
  - **Email: JHSLeadershiptraining2025@gmail.com**
  - **Phone: 09561520688**



**PROGRAM**

**Venue: 2<sup>nd</sup> Floor Global Center/Mere Madeleine Hall**

Objectives:

- To empower student leaders to embody **“Leadership in Action”** by developing essential skills, fostering teamwork, and embracing values-driven leadership to create a transformative impact in their schools and communities
- To equip participants with practical strategies and insights that prepare them for a **transformative future**, enabling them to lead with confidence, adaptability, and vision in dynamic and evolving environments

| <b>TIME</b>         | <b>ACTIVITY</b>   |
|---------------------|---|
| 7:00 AM - 7:30 AM   | Arrival of Participants   |
| 7:30 AM - 8:30 AM   | Registration/Confirmation of Attendance   |
| 8:30 AM - 9:00 AM   | Opening Program <ul style="list-style-type: none"> <li>• Opening Prayer: Sr. Genevieve Rose Cenit, SPC</li> <li>• Entrance of Colors: CAT Officers</li> <li>• National Anthem</li> <li>• Welcome Remarks: Dr. Agripina B. Maribbay</li> <li>• Opening Salvo</li> <li>• Message: Sr. Mercedes O, Ang, SPC</li> </ul> |
| 9:00 AM - 10:30 AM  | Keynote Speaker: Leading with Purpose: Aligning Your Actions with Your Values   |
| 10:30AM-10:45AM     | Ice Breaker Activity  |
| 11:00 AM - 12:00 PM | Plenary Session Speaker: Leading with Resilience: Overcoming Challenges   |
| 12:00 PM - 1:15 PM  | Lunch Break   |
| 1:15 PM - 3:30 PM   | Team-Building Activities  |
| 3:30 PM - 4:00 PM   | Reflection and Sharing  |
| 4:00 PM - 4:30 PM   | Closing Program <ul style="list-style-type: none"> <li>• Awarding of Certificates and Recognition</li> <li>• Closing Remarks</li> <li>• Final Group Photo</li> </ul>  |
| 4:30PM              | Departure of Participants   |



## **"Leaders in Action: Unlocking Potential Through Team Challenges"**

### **1. "Leadership Stop and Go" (Inspired by Red Light, Green Light)**

**Duration:** 10 minutes

**Objective:** Focus, adaptability, communication and teamwork

**Materials Needed:**

- Whistle or bell (to signal the lights)
- Markers to indicate start and finish lines

**Procedure:**

1. **Set-Up:** A starting line and finish line are set 15–20 meters apart.
2. **Facilitator's Role:** The facilitator calls out "Green Light," and participants move forward.
3. **Gameplay:**
  - When "Red Light" is called, participants must freeze immediately.
  - If any participant is caught moving after "Red Light," they must go back to the starting line.
  - **Twist:** After every round, the facilitator announces a random "Leadership Challenge," like "You must walk backward for the next round" or "You must hold hands with a teammate while moving." For the last minute, all participants must blindfold except for one team member to guide the group.
4. **Completion:** The group to have the most members cross the finish line wins.

### **2. "Shape Your Future" (Dalgona-Inspired)**

**Duration:** 10 minutes

**Objective:** Patience, creativity, and problem-solving

**Materials Needed:**

- Pre-drawn shapes on cardboard (1 per team)
- Scissors
- Markers, stickers, glue, and decorative items

**Procedure:**

1. **Setup:** Each team receives a cardboard with a pre-drawn shape (star, heart, shield, etc.). They are also provided with scissors, markers, and decorative materials.
2. **Gameplay:**
  - Teams carefully cut out the shape from the cardboard. The challenge is to avoid breaking or damaging the shape.
  - After cutting, the team decorates the shape with leadership-related symbols, words, or phrases.
  - The team leader must ensure that everyone participates in cutting and decorating, fostering collaboration.



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3. **Twist:** The shape must represent a specific leadership value chosen by the facilitator (e.g., teamwork, communication, resilience).
4. **Completion:** The team presents their shaped and decorated symbol to the facilitator, the team who has the best symbol will be awarded.

### 3. "The Trust Path" (Inspired by The Glass Bridge)

**Duration:** 10 minutes

**Objective:** Trust and strategic decision-making

**Materials Needed:**

- Cardboard or foam mats (20 pieces per station)
- Blindfolds for each participant

**Procedure:**

1. **Setup:** Arrange the stepping stones (mats) in a straight line or zigzag pattern across the floor. Each team will have a set of mats.
2. **Gameplay:**
  - One team member wears a blindfold and must cross the "bridge" made of mats while being guided verbally by the other team members.
  - The team must take turns, and everyone must cross the bridge blindfolded.
  - The team leader is responsible for ensuring the members take turns and stay in constant communication.
3. **Twist:** The facilitator may randomly call out commands, such as "step with your left foot" or "turn right," to test the team's adaptability and listening skills.
4. **Completion:** The game ends when all members have crossed the bridge safely.

### 4. "Puzzle Hunt Leadership Challenge"

**Duration:** 10 minutes

**Objective:** Problem-solving and collaboration.

**Materials Needed:**

- Jigsaw puzzles (1 per station)
- Clues or small envelopes for hidden pieces

**Procedure:**

1. **Setup:** Give each team a jigsaw puzzle and hide a few pieces in different places within the station.
2. **Gameplay:**
  - Teams begin by assembling the puzzle from the pieces they have, but they must search for the missing pieces.
  - Team members must work together to find the hidden puzzle pieces by following clues provided by the facilitator.
  - The leader guides the search and ensures each team member contributes to solving the puzzle.
3. **Twist:** Some puzzle pieces are hidden inside envelopes with leadership-related riddles. Teams must solve the riddles before retrieving the pieces.





4. **Completion:** The game ends when the team successfully assembles the puzzle and explains the leadership values represented in the image or design.

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**5. “Marble Maze Madness”**

**Duration:** 10 minutes

**Objective:** Coordination and precision

**Materials Needed:**

- Wooden or cardboard maze board (1 per station)
- Marbles

**Procedure:**

1. **Setup:** Each team is given a maze board with a small hole in the center and several marbles.
2. **Gameplay:**
  - The team must guide a marble through the maze to reach the center hole using a series of tilts and movements.
  - The team must communicate clearly to adjust the angle and trajectory, ensuring the marble does not fall off the maze.
3. **Twist:** Teams rotate positions so that every team member has a chance to guide the marble. Each member can only guide the marble for 30 seconds before switching.
4. **Completion:** The game ends when the marble reaches the center hole.

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**6. “The Unity Balloon”**

**Duration:** 10 minutes

**Objective:** Communication and patience.

**Materials Needed:**

- Balloons (1 per team)

**Procedure:**

1. **Setup:** Each team receives a balloon.
2. **Gameplay:**
  - The team must keep the balloon in the air for 2 minutes using only specific body parts (e.g., elbows, knees, or heads).
  - The team must work together to prevent the balloon from touching the ground.
3. **Twist:** The facilitator calls out different body parts that must be used at random intervals (e.g., “use your knees,” “use your shoulder”). Teams must adapt quickly to the changing rules.
4. **Completion:** The game ends when the balloon touches the ground, or when the time limit is up. The facilitator should give feedback on the team’s communication and adaptability.

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**7. “Tower of Leadership”**

**Objective:** Creativity and teamwork.

**Materials Needed:**

- Paper cups, popsicle sticks, and rubber bands (for each team)



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## Procedure:

1. **Setup:** Provide each team with a set of materials (paper cups, popsicle sticks, tape, and rubber bands).
2. **Gameplay:**
  - o Teams must build the tallest free-standing tower they can using only the provided materials.
  - o The tower must stand for at least 10 seconds without support from team members.
  - o The team leader must manage the team's time, ensuring everyone participates in the construction.
3. **Twist:** The tower must represent a leadership quality (e.g., strength, resilience, or creativity). Teams must explain how their tower reflects the chosen leadership trait.
4. **Completion:** The game ends when the tallest tower is built, and each team presents its creation and the leadership trait it represents.

## 8. "Capture the Leadership Key"

**Duration:** 10 minutes

**Objective:** Problem-solving and teamwork.

### Materials Needed:

- Lockable box with a key
- Riddles and task cards

### Procedure:

1. **Setup:** Each team is given a lockable box with a key hidden inside. The box has a simple lock that requires solving a riddle or completing a task to open it.
2. **Gameplay:**
  - o Teams must solve a series of riddles or complete tasks (e.g., logic puzzles, riddles about leadership qualities, or physical tasks like stacking cups) to receive a combination or code to unlock the box.
  - o The team must work together to decipher clues, organize their efforts, and unlock the box.
3. **Twist:** Some tasks may require teams to engage in physical actions, such as balancing objects, or mental tasks like writing a leadership pledge.
4. **Completion:** The game ends when the team unlocks the box and retrieves the "leadership key" inside.