



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

10 NOVEMBER 2025

DIVISION MEMORANDUM

No. 1031 s. 2025

**PARTICIPATION TO THE NEW GENERATION FORUM CUM DIVISION
LEARNERS' CONVERGENCE AND ROTARY WEEK 2025**

TO: Chief Education Supervisors
Public Schools District Supervisors
Division Youth Formation Coordinators
Concerned Secondary School Heads
Concerned Secondary School Learner Government
All others concerned

1. Pursuant to **City Ordinance No. 10310-2006**, the Rotary Club of Cagayan de Oro in partnership with the City of Cagayan de Oro, and Schools Division of Cagayan de Oro City will conduct the annual Rotary Youth Week on **November 21, 2025**, and **November 24-28, 2025**.

2. To kick off the event, the SDO of Cagayan de Oro City will host the conduct of the **New Generation Forum cum Division Learners' Convergence** on **November 21, 2025** at the **Philtown Hotel, A. Velez, Macahambus St., Cagayan de Oro City**.

3. In line with this, all public and private senior high schools are **allotted two (2) slots for learners** to participate in the *New Generation Forum cum Division Learners' Convergence*. The learners must be senior high school students and duly elected officers of the learner government in the school they represent. All qualified learners **are required to register through the provided link on or before November 19, 2025:**
<https://tinyurl.com/RYWCD02025>

4. In addition, in accordance with the Department of Education (DepEd) Order No. 66, s. 2017, titled *"Implementing Guidelines on the Conduct of Off-Campus Activities,"* the participation of a teacher-chaperone is required to ensure the safety, proper supervision, and overall welfare of learners during all off-campus activities.

5. Snacks and lunch will be served to the learner-participants on November 21, 2025, chargeable to the Learner Support Program Funds. Meanwhile, from November 24 to 28, 2025, snacks will be shouldered by the organizers.

6. Herewith attached are the letter of invitation and the following forms to be accomplished by the learner-participants:

- Rotary Youth Week 2025 - Photo and Media Release Form
- Rotary Youth Week 2025 – Waiver of Liability and Medical Consent

7. Immediate and wide dissemination of this memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

Division Learners' Convergence Rotary Youth Week 2025

SGOD-Jairus/DM- Participation to Division LearnCon and Rotary Youth Week 2025
Nov. 10, 2025

ROTARY YOUTH WEEK 2025 SCHEDULE OF ACTIVITIES

I. New Generation Forum cum Division Learners' Convergence:

Participants:

- **Two Hundred Fifty (250) Participants:**
 - Two Hundred (200) Senior High School Student Leaders
 - One Hundred (50) Rotarians, Rotarian Spouses, Guests and friends of Rotary

DAY 0, November 21, 2025

A. 7:30 A.M. – 1:00 PM at Philtown Hotel, A, Velez, Macahambus St., Cagayan de Oro City:

1. Registration
2. Preliminaries
3. Introduction of the topics and members of the panel
4. Forum Proper
5. Presentation of Certificates

B. 1:00 P.M. – 4:30 PM at Philtown Hotel, A, Velez, Macahambus St., Cagayan de Oro City:

1. Election of Rotary City Youth Officials 2025
2. Orientation: Rotary City Youth Officials

II. Rotary Youth City Officials:

Participants:

- **Forty (40) Rotary City Youth Officials:**
 - Twenty-one (21) Legislative Group
 - Nineteen (19) Executive Group

DAY 1, November 24, 2025

A. 7:30 A.M. – 12:00 PM at City Hall of Cagayan de Oro:

1. Flag Ceremony
2. Oath Taking of Rotary City Youth Officials
3. Meet and Greet with City Mayor Rolando A. Uy, City Vice Mayor Jocelyn "Bebot" B. Rodriguez and the City Officials of Cagayan de Oro City
4. City Hall Tour

B. 1:00 A.M. – 4:30 PM:

1. A. Legislative Group : Observe City Council Session
B. Executive Group : Department Heads Orientation at their respective assigned offices
2. Submission of evaluation and reflection journal to the Oro Youth and Development Office (OYDO).

DAY 2, November 25, 2025

A. 8:00 A.M. – 12:00 PM:

Day 1 - Rotary City Youth Officials Members Training Part 1 at the Cagayan de Oro City Hall

B. 1:00 A.M. – 4:30 PM:

1. Day 1 - Rotary City Youth Officials Members Training Part 2 at the Cagayan de Oro City Hall
2. Submission of evaluation and reflection journal to the Oro Youth and Development Office (OYDO)

DAY 3, November 26, 2025

A. 8:00 A.M. – 12:00 PM:

Rotary City Youth Officials City Tour

B. 1:00 A.M. – 4:30 PM:

1. BREAKOUT SESSIONS: Day 2 - Rotary City Youth Officials Members Training at the Cagayan de Oro City Hall
2. Submission of evaluation and reflection journal to the Oro Youth and Development Office (OYDO)

DAY 4, November 27, 2025

A. 8:00 A.M. – 12:00 PM:

Day 3 - Rotary City Youth Officials Members Training Part 1 at the Cagayan de Oro City Hall

B. 1:00 A.M. – 4:30 PM:

1. A. Legislative Group : Members Training For Mock Session at City Council Session Hall
B. Executive Group : Deployment to respective offices and assignments
2. Submission of evaluation and reflection journal to the Oro Youth and Development Office (OYDO)

DAY 5, November 28, 2025

A. 8:00 A.M. – 12:00 PM at Cagayan de Oro City Council Session Hall:

1. Rotary Youth City Council Mock Session
2. Meet and greet with Vice Mayor Jocelyn B. Rodriguez

B. 1:00 A.M. – 4:30 PM at Cagayan de Oro City Council Session Hall:

1. ROTARY YOUTH WEEK AWARDING CEREMONY: "Parangal at Pagpupugay"

-END-

Rotary Youth Week 2025

Photo and Media Release Form

November 21, 2025 | *New Generation Forum* at *Philittown Hotel, Cagayan de Oro City*
November 24 to 28, 2025 | *Rotary Youth City Officials*, at *City Hall, Cagayan de Oro City*
Organized by Rotary Club of Cagayan de Oro in partnership with the City of Cagayan de Oro and Department of Education - Schools Division of Cagayan de Oro City

Purpose

The Rotary Youth Week program captures photographs, videos, and testimonials to document and promote the event. These materials may be used by Rotary International District 3870, participating Rotary clubs, and Rotary International for public relations, educational, or promotional purposes across print, broadcast, and digital platforms.

Consent

I, the undersigned, hereby grant Rotary International District 3870, its clubs, co-chairs, agents, and authorized representatives the right to:

- Photograph, videotape, or otherwise record my likeness, voice, and participation during Rotary Youth Week 2025;
- Use, reproduce, publish, and distribute such materials—without restriction—as part of Rotary-related publications, websites, social media, presentations, and other
- media formats;
- Edit or adapt the materials for clarity or promotional suitability, provided such changes do not misrepresent the subject.

I understand that:

- No monetary compensation will be provided for the use of these materials.
- My participation and consent are voluntary.
- I may withdraw consent in writing at any time; however, previously published materials will not be recalled.

Participant Information

Name of Participant: _____
Age: _____ Gender: _____
School: _____ Grade Level: _____

Parent/Guardian Consent (for participants under 18 years old)

I, the undersigned parent/guardian of the above-named participant, hereby grant permission for my child to be photographed, recorded, and included in Rotary-related media as described above. I understand the purpose and scope of this consent and waive any rights to inspect or approve the final materials prior to publication.

Parent/Guardian Signature: _____
Printed Name: _____
Date: _____
Contact Number: _____

Participant Acknowledgment

I have read and understood this Photo and Media Release Form and consent to the use of my image, name, and voice for the purposes described.

Participant: _____

Signature: _____

Date: _____

For Rotary Use Only

Received by: _____

Position/Club: _____

Date Received: _____

Rotary Youth Week 2025

Waiver of Liability and Medical Consent Form

November 21, 2025 | *New Generation Forum* at *Philitown Hotel, Cagayan de Oro City*

November 24 to 28, 2025 | *Rotary Youth City Officials*, at *City Hall, Cagayan de Oro City*

Organized by Rotary Club of Cagayan de Oro in partnership with the City of Cagayan de Oro and Department of Education - Schools Division of Cagayan de Oro City

Participant Information

Full Name: _____

Date of Birth: _____ Age: _____ Gender: _____

School: _____ Grade Level: _____

Home Address: _____

Parent/Guardian Name: _____

Contact Number(s): _____

Event Description

The Rotary Youth Week 2025 is a six-day convergence for senior high school student leaders, to be held at Philitown Hotel and the Cagayan de Oro City Hall, Cagayan de Oro City, on November 21 and from November 24 to 28, 2025. The activities include training on parliamentary procedures, workshop on resolution writing, a city tour, and experiential learning in city governance and legislative sessions.

Assumption of Risk

I, the undersigned parent or legal guardian, understand that participation in Rotary Youth Week 2025 may involve physical activities and group exercises. I acknowledge that:

- There are inherent risks associated with camp and outdoor activities, including minor injuries, slips, falls, and environmental exposure.
- All reasonable safety precautions will be taken by the event organizers, facilitators, and staff.
- I voluntarily allow my child to participate, assuming full responsibility for any risks of injury, loss, or damage arising from participation in Rotary Youth Week 2025.

Release of Liability

In consideration of my child's participation, I hereby release and hold harmless:

- Rotary International, Rotary International District 3870,
- The Rotary Club of Cagayan de Oro
- All affiliated officers, volunteers, agents, and representatives, from any and all liability, claims, demands, or causes of action arising from any injury, illness, accident, loss, or damage occurring during or as a result of participation in the Rotary Youth Week 2025, except in cases of gross negligence or willful misconduct.

Medical Consent

I authorize the Rotary Youth Week 2025 on-site nurse, first aid team, or any licensed medical personnel to administer first aid and/or obtain necessary medical treatment for my child in case of illness or emergency. I also consent to my child being transported to a hospital or medical facility if required.

I understand that every effort will be made to contact me immediately in case of a medical emergency. I accept responsibility for any medical expenses incurred.

Known Allergies / Medical Conditions: _____

Current Medications: _____

Doctor's Name: Contact: _____

Emergency Contact (other than parent/guardian)

Name: _____

Relationship: _____

Contact Number: _____

Acknowledgment and Consent

By signing below, I confirm that:

- I have read and understood this waiver and consent form.
- I voluntarily agree to its terms and conditions.
- I have discussed the nature of the program with my child and am confident in their ability to participate responsibly.

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Participant Signature: _____

Date: _____

For Rotary Use Only

Received by: _____

Position/Club: _____

Date Received: _____