



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

13 November, 2025

DIVISION MEMORANDUM
No. 1037 s.2025

**PARTICIPATION OF SELECTED SENIOR HIGH SCHOOL STUDENTS FOR THE
CITY EDUCATION INNOVATION WEEK 2025**

TO: Assistant Schools Division Superintendent
All Public Schools District Supervisors
Select Secondary School Heads
This Division

1. The City Education and Development Office (CEDO) is spearheading the first City Education Innovation Week on **November 18, 2025** in participation of the activity **"The Future Trail: A Campus Discovery Tour"** for Senior High School students.

2. With this, the concerned secondary school heads are hereby requested to **submit the list of names of the selected Grade 12 students and one SHS coordinator** from the identified partner senior high schools, as listed below.

1. Bulua National High School – Grade 12 Aguinaldo (GAS)
2. Bayanga National High School – Grade 12 Quezon
3. Dansolihon National High School – Grade 12 Velerie (HUMMS)
4. FS Catanico National High School – Grade 12 Industry
5. Mambuaya National High School – Grade 12 Maka Diyos

3. Attached is the letter of communication from the CEDO, parental consent, waiver and release for reference.

4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment is accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.

5. Immediate dissemination and compliance of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Reference: None
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

DM-094-SGOD-SMN-RHL- participation of SHS to the city education innovation week 2025
November 13, 2025



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Republic of the Philippines
City of Cagayan de Oro
CITY EDUCATION AND DEVELOPMENT OFFICE

13 November 2025

ROY ANGELO E. GAZO, PhD, CESO V

Schools Division Superintendent

DepEd Division of Cagayan de Oro

Dear **SDS Gazo**:

RE: Follow-up on the Participation of Selected Senior High School Students for the City Education Innovation Week 2025

Warm greetings!

This refers to our previous communication dated **10 November 2025**, requesting the issuance of a memorandum to identified senior high schools for their participation in the **City Education Innovation Week 2025**, particularly in **"The Future Trail: A Campus Discovery Tour"** on **18 November 2025**.

In preparation for the said activity, may we kindly request the **names of the selected Grade 12 students and the Advisers** from our identified partner senior high schools, as listed below:

1. Dansolihon Senior High School – G12 Velerie (HUMSS)
2. Mambuaya Senior High School – G12 Maka-Diyos
3. Bayanga Senior High School – G12 Quezon
4. Balubal Senior High School – G12 Aguinaldo (GAS)
5. FS Catanico Annex – G12 Industry

Please be informed that on **18 November 2025**, the participating students will be **picked up from their respective schools at 7:30 AM and with return at 3:00 PM** for the campus discovery tour. Students are **encouraged to wear their school uniform and bring their school ID** for proper identification and representation.

For your reference, the **Learner & Parent Consent Form** may be accessed and downloaded through this link: https://bit.ly/FutureTrail_Consent

We look forward to your kind assistance and confirmation. For inquiries, please contact **Mr. Czar Jazer Macarambon** through email at czarjazermacarambon@gmail.com or mobile at **+63 926 063 8433**.

Thank you for your support.

Sincerely,

RICHEL PETALCURIN-DAHAY

Acting City Education and Development Officer





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City of Cagayan de Oro
CITY EDUCATION AND DEVELOPMENT OFFICE

PARENTAL CONSENT, WAIVER, AND RELEASE

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details of the **Future Trail: A Campus Discovery Tour**, which will be conducted on November 18 as part of the City Education Innovation Week 2025, every 3rd week of November, and hereby state/declare that:

1. I give full consent for my child/ward to participate in the Future Trail: A Campus Discovery Tour, organized by the City Education and Development Office (CEDO) in partnership with participating higher education institutions in Cagayan de Oro City.
2. I acknowledge that I have been informed of the objectives and conduct of the said activity, which aims to:
 - Provide senior high school learners a firsthand glimpse of higher education opportunities within the city;
 - Help students make informed decisions about their college and career choices;
 - Inspire learners to pursue higher education in local institutions; and
 - Promote awareness of Cagayan de Oro as a City of Learning and Innovation.
3. I understand that my child/ward's participation will involve visiting two (2) higher education institutions in Cagayan de Oro City, from these schools:
Xavier University – Ateneo de Cagayan (XU), Liceo de Cagayan University (LDCU), Capitol University (CU), University of Science and Technology of Southern Philippines (USTP), Loursed College (LC) and City College of Cagayan de Oro (CCDO).
4. I acknowledge that my child/ward's participation in this activity is completely voluntary and that he/she may decline to participate at any time for any reason. I understand that there remains a risk of possible minor injury or illness during travel or participation, and I freely assume such risk on behalf of my child/ward.
5. To the best of my knowledge, my child/ward is in good physical condition and does not have any symptoms of communicable disease that may affect participation in the said activity.
6. I give my full permission for my child/ward to be included in any photographs, videos, or documentation of the activity, and for such materials to be used by CEDO and its partner institutions for educational and promotional purposes, consistent with the Data Privacy Act of 2012 (R.A. 10173).



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7. I consent to the collection and processing of personal data necessary for my child/ward's participation, in compliance with the Data Privacy Act of 2012, and understand that such data will be used solely for official purposes related to this activity.

8. I acknowledge and agree to release and hold free from any liability the City Government of Cagayan de Oro, the City Education and Development Office (CEDO), and all partner institutions, from any and all claims, damages, or causes of action arising out of my child/ward's participation in this activity, except those caused by willful misconduct or gross negligence.

9. With full understanding, I hereby freely and voluntarily give my consent to my child/ward's participation in the Future Trail: A Campus Discovery Tour and affirm that he/she is willing to join the activity.

10. By signing below, I acknowledge that I have read and understood this document, and that I am signing it voluntarily as my own free act and deed.

Signed this _____ day of _____, 2025, at _____, Philippines.

Signature over Printed Name of
Parent/Guardian

Contact Number

Name of Child

Date

Home Address

Alternate Phone Number



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LEARNER-PARTICIPANT CONSENT, WAIVER, INDEMNITY, AND RELEASE

I, _____, a senior high school learner of _____, agree to participate with the consent of my parent/guardian in the **Future Trail: A Campus Discovery Tour**, which will be conducted on November 18 as part of the City Education Innovation Week 2025, every 3rd week of November, and hereby state/declare that:

1. I have read and understood the objectives and details of the activity and willingly agree to participate.
2. I understand that participation involves visiting various colleges and universities within Cagayan de Oro City.
3. I allow CEDO and its partners to take photos, videos, and recordings of me during the activity for documentation and educational purposes, in accordance with the Data Privacy Act of 2012.
4. I agree to abide by all rules, regulations, and safety protocols set by the organizers and partner institutions.
5. With full understanding, I freely give my consent to participate in the activity.

Signed this _____ day of _____, 2025, at _____, Philippines.

Signature over Printed Name of
Learner-Participant

Name of School

Age

Date

Home Address

Mobile Number