



Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

20 APRIL 2026

DIVISION MEMORANDUM

No. 363 s. 2026

**PARTICIPATION TO THE WRITESHOP FOR THE DEVELOPMENT OF THE TEEN
CENTER MANUAL OF OPERATIONS**

TO: Chief ES, SGOD
Division Youth Formation Coordinator
Division Child Protection Focal
Division ARH Focal
Mambuaya NHS Teen Center Coordinator
All others concerned

1. With reference to the attached communication from the Commission on Population and Development (CPD), all concerned personnel are hereby directed to attend the said writeshop on **May 4 to 7, 2026** at **C Resort Libertad, Misamis Oriental**.
2. Participants who are teaching personnel shall be allowed to claim Leave Credits, pursuant to DepEd Order No. 53, s. 2003, and DepEd Order No. 13, s. 2003. While non-teaching personnel shall be considered on official business during the duration of the activity.
3. Transportation, and meal allowances incurred before and after the activity, including travel to and from the writeshop venue shall be chargeable to local funds subject to the availability of funds and the usual government accounting and auditing rules and regulations.
4. 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:

Teen Center Writeshop

SGOD-Jairus/DM- Participation to Writeshop on Teen Center MOP
Apr 20, 2026



REPUBLIC OF THE PHILIPPINES
REGION X

COMMISSION ON POPULATION AND DEVELOPMENT (CPD)



April 10, 2026

R10-26-04-244-IMCU

ROY ANGELO E. GAZO

Schools Division Superintendent
Cagayan de Oro City

Attention: **JAIRUS JOHN GOCHUCO** – Youth Formation Coordinator
ALVIC MARIE FRANCISCO – Child Protection Focal
MARIE NIKKI JO M. VALMORIA – ARH Focal
AMY MARIE R. RADOC-VELASCO – Mambuaya Teen Center Coordinator

Dear **SDS Gazo**:

The Commission on Population and Development Region X (CPD X) will conduct a **Writeshop for the Development of the Teen Center Manual of Operations** on **May 4 to 7, 2026**, at **C Resort, Libertad, Misamis Oriental**, inclusive of travel time.

This activity aims to develop and finalize a responsive and comprehensive Teen Center Manual of Operations that shall serve as a reference in strengthening teen center programs and services across the region. This initiative is aligned with Project 25@28, one of the Commission's key strategies in addressing the adolescent pregnancy situation in Northern Mindanao.

In this regard, and in recognition of the experience of your personnel in the field, CPD X respectfully invites your Youth Formation Coordinator, Mr. Jairus John Gochuco; Child Protection Focal, Ms. Alvic Marie Francisco; ARH Focal, Ms. Marie Nikki M. Valmoria; and Mambuaya Teen Center Coordinator, Ms. Amy Marie R. Radoc-Velasco, to participate in the writeshop. They are kindly requested to bring their individual laptops, as these are required during the writeshop. Please let them refer to the attached activity flow for their advance preparation, as needed.

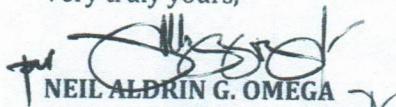
CPD X will provide meals and accommodation from lunch on May 4 until lunch on May 7. Other expenses, such as transportation and meal allowances incurred before and after the activity, including travel to and from the writeshop venue, shall be chargeable to the sending office.

Also attached is the confirmation slip, which we kindly request them to accomplish and return on or before April 28, 2026.

Should they require further information or coordination, they may contact Ms. Feliciano T. Añosa at 0926-897-0255 or through Messenger at their convenience.

We trust in your support and cooperation in this endeavor.

Very truly yours,


NEIL ALDRIN G. OMEGA
Regional Director

Jesus V. Serifa Street, Carmen, Cagayan de Oro City,
Misamis Oriental, Philippines 9000
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Program of Activities

Form No. POA-OED-FM020

Version No. 06

Effectivity Date: October 15, 2024

Title of Activity:	WRITESHOP ON POLICIES AND GUIDELINES FOR THE COMMUNITY-BASED AND SCHOOL-BASED TEEN CENTERS
Date/s:	May 4-7, 2026
Venue:	C Resort, Libertad, Misamis Oriental

A. Objectives of the Activity

General Objective

To develop and finalize a comprehensive, responsive, and standardized Manual of Operations for School-Based and Community-Based Teen Centers that will guide the effective, safe, youth-friendly, and sustainable implementation of teen center programs and services.

Specific Objectives

The writeshop aims to:

1. Develop a standardized Manual of Operations for School-Based and Community-Based Teen Centers;
2. Review the current status, existing policies, frameworks, practices, and operational needs of teen centers to identify gaps, strengths, and priority areas for improvement.
3. Formulate clear policies, standards, protocols, and procedures for the day-to-day operations of teen centers;
4. Strengthen provisions on youth participation, peer education, communication, advocacy, and partnerships;
5. Integrate child protection, safeguarding, ethical standards, data privacy, and confidentiality measures into the teen center operations to ensure the safety and well-being of adolescents and youth;
6. Prepare and standardize the necessary annexes, tools, forms, and templates needed for the effective implementation of teen center operations;
7. Establish systems for monitoring, evaluation, and learning systems (MEL) systems sustainability, and continuous improvement; and
8. Produce a refined draft manual and corresponding action plan and next steps for the finalization, adoption, and implementation.

Participants: DepEd Representatives, Teen Center Managers, Guidance Counselors, AHD Coordinators, MPO/LYDO and CPD X selected Staff



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B. Schedule of Activities

Date & Time	Topic / Activity	Person Responsible
Day 1- May 4, 2026 (half-day)		
11:00- 1:00 PM	Arrival and Registration Lunch	Secretariat
1:00- 1:45 PM	Preliminaries Prayer National Hymn Welcome Remarks	Secretariat NEIL ALDRIN G. OMEGA Regional Director
	Introduction of Participants House Rules/Administrative Announcement Objectives/Rationale of the Writeshop	MS. FELICIANA T. AÑOSA IO I/OIC-IMCU
1:45- 2:15 PM	Session 1: Where are We Now? - Workshop	MS. COLEEN DOLINA-ANUGON, RSW, MSW SRH Project Officer Jhpiego Philippines
2:15-2:30 PM	Health Break	
3:30-4:00 PM	Session 2: Sample Manual of Procedures for the Adolescent Health Development Program (DOH)	MS. COLEEN DOLINA-ANUGON, RSW, MSW SRH Project Officer Jhpiego Philippines
4:00-5:00 PM	Session 3: Writeshop-Part 1 Policy/protocol/guidelines on the following: CHAPTER 1. INTRODUCTION 1.1 Background and Rationale (Context of adolescent and youth development and the role of teen centers.) 1.2 Purpose of the Manual (Objectives of the manual and how it supports standardization and quality service delivery.)	Training Team and Participants



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	1.3 Scope and Coverage (Who the manual applies to and the services covered.) 1.4 Intended Users of the Manual (LGU staff, partners, volunteers, peer educators, and stakeholders.) 1.5 How to Use the Manual (Guide for navigating and applying the manual.) CHAPTER 2. TEEN CENTER OVERVIEW 2.1 Vision (Long-term desired impact on adolescents and youth.) 2.2 Mission (Core purpose of the teen center.) 2.3 Goals and Objectives (Short-, medium- and long-term program outcomes.) 2.4 Guiding Principles of Youth-Friendly Services (Rights-based, gender-responsive, inclusive, safe, and non-judgmental services.) 2.5 Target Beneficiaries (Primary and priority youth groups served.)	
5:00- 5:30 PM	Wrap-up	
Day 2- May 5, 2026		
8:00- 8:30 AM	Recap of Day 1	Assigned Group
8:30- 9:15 AM	Session 4: Key Laws and Policy Issuances on Child and Youth Welfare, Adolescent Health, and Related Frameworks	RICHMOND CHARLES G. GAJUDO Assistant Regional Director, CPD X
9:15-9:45 AM	Health Break	
9:45- 11:00 AM	Session 5: Writeshop-Part 2 CHAPTER 3. LEGAL AND POLICY FRAMEWORK (3.1 National Laws and Policies Supporting Teen Centers Relevant youth, health, protection, and gender policies. 3.2 Local Government Policies and Ordinances (Local legal support for operations.)	Training Team and Participants



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	3.3 Ethical Standards and Confidentiality Requirements (Protection of adolescents' rights and privacy.) CHAPTER 4. GOVERNANCE AND MANAGEMENT STRUCTURE 4.1 Institutional Arrangement (Hosting agency and oversight mechanisms.) 4.2 Organizational Structure of the Teen Center (Staffing and reporting lines.) 4.3 Roles and Responsibilities of Key Personnel (Detailed job functions.) 4.4 Coordination with Partner Agencies (Inter-agency collaboration and networks.) CHAPTER 5. CORE PROGRAMS AND SERVICES 5.1 Information and Education Services (Health, life skills, and youth development education.) 5.2 Counseling Services (Individual, peer, and group counseling.) 5.3 Health Service Linkages and Referrals (Connection to health and social services.) 5.4 Youth Development and Engagement Activities (Leadership, recreation, advocacy, and volunteerism.) 5.5 Parent and Community Engagement (Strengthening support systems for adolescents.)	
11:00- 11:45 AM	Session 6: Referral Mechanism and Multi-Disciplinary Team (MDT) - Workshop	MS. COLEEN DOLINA-ANUGON, RSW, MSW SRH Project Officer Jhpiego Philippines
11:45- 12:00 NN	Voices & Insights	Participants
12:00 – 1:00 PM	Lunch Break	
1:00- 1:15 PM	Energizer	Participants



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1:15- 1:45 PM	Session 7: Writeshop - Part 3 CHAPTER 6. OPERATING PROCEDURES 6.1 Center Operating Hours and Staffing Schedule (Daily operational guidelines.) 6.2 Client Intake and Registration Process (Step-by-step service entry procedures.) 6.3 Client Flow and Service Delivery Process (Standard service pathway.) 6.4 Case Management Procedures (Handling routine and sensitive cases.) 6.5 Referral System and Protocols (Inter-agency referral pathways.) 6.6 Documentation and Record-Keeping (Required forms and documentation standards.)	Training Team and Participants
1:45- 2:30 PM	Session 8: Building Safe Spaces: Child Protection, Safeguarding, and Confidentiality	MS. ARLENE C. VIA Senior Program Education Specialist (SEPS) DepEd Ozamiz City Division (Social Mobilization and Networking/Division Partnerships Focal Person/Division Learner Rights and Protection Focal Person)
2:30- 4:45 PM	Session 9: Writeshop- Part 4 CHAPTER 7. CHILD PROTECTION, SAFEGUARDING, AND CONFIDENTIALITY 7.1 Child Protection Policy (Standards to ensure safety of minors.) 7.2 Code of Conduct for Staff and Volunteers (Professional and ethical behavior standards.) 7.3 Safeguarding and Mandatory Reporting (Handling abuse, exploitation, and crisis situations.) 7.4 Data Privacy and Confidentiality	Training Team and Participants



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	(Protection of personal and sensitive information.) CHAPTER 8. YOUTH PARTICIPATION AND PEER EDUCATION 8.1 Youth Leadership Structures (Youth advisory councils and participation mechanisms.) 8.2 Peer Educator Program (Selection, training, and supervision.) 8.3 Volunteer Engagement (Youth volunteer systems.) CHAPTER 9. HUMAN RESOURCE MANAGEMENT 9.1 Staffing Requirements and Competencies (Qualifications and required skills.) 9.2 Recruitment and Selection Procedures (Hiring and onboarding processes.) 9.3 Training and Capacity Development (Continuous learning plan.) 9.4 Performance Management and Supervision (Evaluation and staff support systems.) CHAPTER 10. FACILITY MANAGEMENT AND SAFETY 10.1 Physical Setup of the Teen Center (Youth-friendly facility standards.) 10.2 Safety and Security Procedures (Emergency and disaster protocols.) 10.3 Equipment and Inventory (Management Maintenance and asset tracking.)	
4:45 – 5:00 PM	Wrap-up	



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Date & Time	Topic / Activity	Person Responsible
Day 3- May 6, 2026		
8:00- 8:30 AM	Recap of Day 2	Assigned Group
8:30- 9:15 AM	Session 10: Strategic Communication and Advocacy: Principles and Approaches	MR. PASCUAL SALE, JR. AHD Focal Person, Bukidnon
9:15-9:45 AM	Health Break	
9:45- 11:00 AM	Session 11: Strengthening Monitoring, Evaluation, and Learning (MEL) Systems and Standardizing Forms and Tools	MS. ANN M. SUMALPONG Administrative Officer V
11:00- 12:00 NN	Session 12: Writeshop-Part 5 CHAPTER 11. COMMUNICATION AND ADVOCACY 11.1 Communication Strategy and Outreach Community awareness and promotion. 11.2 Social Media and Digital Engagement Guidelines (Safe and responsible online presence.) 11.3 Partnership and Networking Coordination with schools, NGOs, and agencies. CHAPTER 12. MONITORING, EVALUATION, AND LEARNING 12.1 Monitoring Framework and Indicators Service tracking and program indicators. 12.2 Reporting Requirements Monthly, quarterly, and annual reports. 12.3 Client Feedback and Satisfaction Mechanisms (Improvement through feedback.)	Training Team and Participants



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	12.4 Quality Assurance and Continuous Improvement (Standards and assessment tools.)	
12:00 – 1:00 PM	Lunch Break	
1:00- 1:15 PM	Energizer	Participants
1:15- 3:00 PM	Session 13: Writeshop-Part 6 CHAPTER 13. FINANCIAL MANAGEMENT 13.1 Budget Planning and Resource Mobilization (Funding and sustainability planning.) 13.2 Financial Procedures and Accountability (Procurement and allowable expenses.) CHAPTER 14. SUSTAINABILITY AND EXPANSION 14.1 Institutionalization Strategies Ensuring long-term operation. 14.2 Resource Generation and Partnerships (Funding and collaboration strategies.) 14.3 Scaling and Replication (Expansion to other communities.)	Training Team and Participants
3:00-3:30 PM	Health Break	
3:30- 4:45 PM	Session 14: Writeshop-Part 7 Guide to Annexes and Operational Tools CHAPTER 15. ANNEXES AND TOOLS Annex A. Forms and Templates Intake, consent, referral, and reporting forms. Annex B. Counseling and Activity Guides Annex C. Monitoring and Reporting Templates Annex D. Code of Conduct Annex E. Sample Workplan and Annual Calendar	Training Team and Participants
4:45 – 5:00 PM	Wrap-up	



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Date & Time	Topic / Activity	Person Responsible
Day 4- May 7, 2026 (half-day)		
8:00- 8:30 AM	Recap of Day 3	Assigned Group
8:30-10:00 AM	Refining the Draft: Presentation and Constructive Critique	Training Team and Participants
10:00-10:30 AM	Health Break	
10:30-11:30 AM	Action Planning- What is next?	Training Team and Participants
11:30- 11:45 AM	Presentation of the Action Plan	Participants
11:45-12:00 NN	Ways Forward/Closing Remarks	
12:00- 1:00 PM	Lunch Break	
1:00 PM	Homeward Bound	