



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD No. 258, s. 2024

TO : **ASSISTANT REGIONAL DIRECTOR
 OIC-CHIEF, CURRICULUM AND LEARNING MANAGEMENT
 DIVISION
 OIC-CHIEF, EDUCATION SUPPORT SERVICES DIVISION
 CHIEF, ADMINISTRATIVE DIVISION
 SCHOOLS DIVISION SUPERINTENDENTS**
 Division of Malabon City
 Division of Manila
 Division of Pasay City
ALL OTHERS CONCERNED

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **2024 HANDOG LINGAP PROJECT OF JUNIOR CHAMBER
 INTERNATIONAL (JCI) MANILA**

DATE : March 18, 2024

1. Pursuant to the attached Memorandum of Understanding of DepEd NCR and Partnership with Junior Chamber International (JCI) Manila, the conduct of the JCI Manila 2024 Handog Lingap Project is on March 23, 2024 at the Jacinto Ciria Cruz (JCC) Sports Complex, Pandacan Manila.

2. The participants of the said event shall register in this link : <https://tinyurl.com/DepEdxJCIM2024HandogLingap> on or before March 21, 2024, identified as follows :

Participant	Number	Office
Learners with Special Needs	150 200 150	SDO Malabon City SDO Manila SDO Pasay City
Education Program Supervisor - SPED	3	SDO Malabon City, SDO Manila and SDO Pasay City
Senior Education Program Specialist for Social Mobilization and Networking	4	SDO Malabon City, SDO Manila and SDO Pasay City; Regional Office
Child Protection Focal Person - permanent and alternate	6	SDO Malabon City (2), SDO Manila (2) and SDO Pasay City (2)



Address: 6 Misamis St., Bago Bantay, Quezon City
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Division Nurses	3	SDO Malabon City, SDO Manila and SDO Pasay City
School Nurses	4	SDO Pasay City
Chief, CLMD	1	Regional Office
Education Program Supervisor - SPED	1	Regional Office
Learner Rights and Protection Focal Person	1	Regional Office
Public Affairs Unit	1	Regional Office

- Learner-participants are required to be accompanied by a parent/guardian, and to submit Parent's Consent and Waiver Form before the event.
- There will be a virtual orientation meeting on March 22, 2024, 9:00 a.m. through this link : <https://tinyurl.com/2024HandogLingapJCIM>
- Teaching and non-teaching personnel may avail the Service Credit and/or Compensatory Time-Off (CTO) for every complete eight hours service rendered during the program, whichever is applicable, subject to existing policies and guidelines of DepEd and Civil Service Commission
- Attached is the Schedule and Activities and Guidelines of the event, for reference
- Immediate dissemination and compliance of this Memorandum is desired.


JOCELYN DR. ANDAYA
Director IV

Enclosed : as stated

/essd/partnership/glc



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GUIDELINES ON THE 2024 HANDOG LINGAP PROJECT EVENT

Date : March 23, 2024 (Saturday)

Venue : Jacinto Ciria Cruz (JCC) Sports Complex, Pandacan Manila

I. One is to one ratio of learner to parent/guardian : one learner with one parent/guardian. No parent/guardian, learner will not be allowed to join.

II. No signed Parent's Consent and Waiver Form, learner and parent/guardian will not be allowed to join

III. Pick-up and Drop-off Points

1. SDO Malabon City - Longos Elementary School : 55 Gen. Borromeo St., Longos, Malabon City
2. SDO Manila - Schools Division Office of Manila : Manila Education Center, Arroceros Forest Park, Antonio J. Villegas St., Ermita, Manila
3. SDO Pasay City - Philippine National School for the Blind : Galvez, Barangay 73, Pasay City

IV. Meals and snacks will be provided

V. Groupings

1. Group 1 - 150 learners from SDO Malabon City : AM Session
2. Group 2 - 100 learners from SDO Manila : PM Session
3. Group 3 - 100 learners from SDO Manila : PM Session
4. Group 4 - 150 learners from SDO Pasay : AM Session

VI. Schedule of activities per group is as follows :

	Group 1	Group 2	Group 3	Group 4
6:00 a.m. - 6:30 p.m.	Assembly at the pick-up point			
6:30 a.m. - 7:30 a.m.	Travel Time to JCC			
7:30 a.m. - 8:30 a.m.	Registration Opening Program Briefing Breakfast			



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	Distribution of gift bags			
8:30 a.m. - 10:00 a.m.	Swimming	FREE TIME: Photobooth, Magic Show, Face Painting, Bubble Show, Balloon Twister		
10:00 a.m. - 11:00 a.m.	LUNCH			
11:00 a.m. - 12:30 p.m.	FREE TIME: Photobooth, Magic Show, Face Painting, Bubble Show, Balloon Twister	Swimming		
12:30 p.m.	Departure			
11:30 a.m. - 12:00 noon			Assembly at the pick-up point	
12:00 noon - 1:00 p.m.			Travel Time to JCC	
1:00 p.m. - 2:00 p.m.			Registration Opening Program Briefing Snacks Distribution of gift bags	
2:00 p.m. - 3:30 p.m.			Swimming	FREE TIME: Photobooth, Magic Show, Face Painting, Bubble Show, Balloon Twister
3:30 p.m. - 4:00 p.m.			Snacks	
4:00 p.m. - 5:30 p.m.			FREE TIME: Photobooth, Magic Show, Face Painting, Bubble Show, Balloon Twister	Swimming
5:30 p.m.			Departure	



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- VII. Parents/guardians should be with their child at all times, and to stick to the given schedule
- VIII. There will be a designated medical area at the venue for medical concerns
- IX. For other concerns during the event, kindly coordinate to the respective Division officials



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