

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

May 10, 2024

**REGIONAL MEMORANDUM**

ORD-2024-520

**To :** Schools Division Superintendents  
 All Others Concerned

**ADVISORY ON THE CONDUCT OF LEARNERS' CONVERGENCE PH 2024**

1. Pursuant to the attached DepEd Memorandum No. OM-OUOPS-2024-11-03526 dated May 6, 2024 of Atty. Revsee A. Escobedo, Undersecretary for Operations, regarding the Learners' Convergence PH 2024, the conduct of the said event is on July 8-13, 2024 at Lapu-Lapu City, Cebu.
2. In line with this, all Divisions are requested to select delegation for the said event with consideration on the composition stated in number four (4) of the attached Memorandum (Delegation Composition and Arrangements).
3. Completed required documents shall be submitted to this Office through Dr. Gina L. Cruz, Senior Education Program Specialist and Regional Youth Formation Coordinator on or before May 30, 2024.
4. Delegates shall be billeted at identified public school in Lapu-Lapu City. Travel expenses and other incidental expenses of the delegates may be charged to the LSP 2023 or 2024 Funds, Local Funds, Maintenance and Other Operating Expenses (MOOE), Local School Board - Special Education Fund (LSB-SEF), and other fund source, subject to the usual accounting and auditing rules and regulations.
5. For immediate dissemination and compliance.

*Chyf*  
**JOCELYN DR. ANDAYA**  
 Director IV

Enclosed : as stated

/essd/yfd-glc



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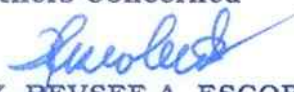

Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-11 - 03526

FOR : **Regional Directors**  
**Regional Youth Formation Coordinators**  
**School Division Superintendents**  
**Division Youth Formation Coordinators**  
**All Others Concerned**

FROM :   
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations* 

SUBJECT : **ADVISORY ON THE CONDUCT OF LEARNERS' CONVERGENCE PH 2024**

DATE : May 06, 2024

Pending the issuance of the complete administrative guidelines for the conduct of Learners' Convergence PH 2024 (LearnCon PH) and to aid the field offices in preparing the necessary administrative arrangements for the delegation of participants, the following advisory is being issued for information and appropriate action:

1. The Department of Education (DepEd) Operations Strand, through the **Bureau of Learner Support Services-Youth Formation Division** (BLSS-YFD), will conduct the Learners' Convergence Philippines (LearnCon PH) 2024 from July 8 to July 13, 2024, at **Lapu-Lapu City, Cebu**.
2. The LearnCon PH is the largest face-to-face engagement of learners, youth leaders, and education stakeholders representing the 228 School Division Offices (SDO) from 17 regions of the country. This Convergence provides learner participants with the unique opportunity to not only gain insights from esteemed speakers and engaging activities but also to enrich their learning experience through interaction with one another, fostering a deeper understanding of diverse cultures across the country, and honing them to become effective leaders in their respective communities.
3. This year's Convergence shall be conducted in collaboration with the Bureau of Learner Support Services (BLSS) - School Health Division (SHD), BLSS - School Sports Division (SSD), Learner Rights and Protection Office (LRPO), Disaster Risk Reduction and Management Service (DRRMS), External Partnerships Service (EPS), and Private Education Office (PEO). It shall be hosted by DepEd Region VII and the Schools Division Office (SDO) of Lapu-Lapu City, together with the local government unit (LGU) of Lapu-Lapu City.

BLSS-YFD-2024-05-025



#### 4. Delegation Composition and Arrangements

A. To ensure maximum participation, all Schools Division Offices (SDOs) are hereby requested to select eight (8) representatives based on the following qualifications and criteria:

a. **Learners**

- a.1. *bona fide* secondary school learner by School Year 2024-2025;
- a.2. with good moral character;
- a.3. physically fit and capable of participating actively and collaboratively in all activities; and
- a.4. able to represent any of the following learner-representations prescribed in item (B).

b. **Chaperones**

- b.1. with good office standing and professional ethics;
- b.2. able to provide guidance to the learner-representatives all throughout the event;
- b.3. with relevant experience in youth formation programs, projects, activities, and engagements;
- b.4. physically fit and capable of participating actively in all activities; and
- b.5. able to perform all the tasks expected of them.

B. The division delegation shall be composed of 4 males and 4 females, with the following composition:

a. Learners (3 males and 3 females)

- i. one (1) incoming President of the Division Federation of Supreme Secondary Learner Government (SY: 2024-2025);
- ii. one (1) private secondary school learner-representative (preferably the President of their student council)
- iii. four (4) public secondary learner-representatives who are elected as president or officer of the following:
  - sports-related learner organization;
  - health-related learner organization;
  - disaster risk reduction and management-related learner organization;
  - Child Protection Committee (CPC) or any recognized learner rights and protection-related organization; and

b. Chaperones (1 male and 1 female)

- i. two (2) chaperones who are Project Development Officers I designated as the Division Youth Formation Coordinators, and/or assigned or identified by the Schools Division Superintendent.

C. If Project Development Officers are not available to serve as chaperones, the SDO, through the Schools Division Superintendent, may assign non-teaching personnel to assume the role.

D. The designated chaperones shall serve as the focal persons of their respective division delegation.

a. Chaperones shall coordinate closely with the learner-representatives and shall provide assistance in the completion and submission of the following requirements:

- i. signed SDO Pre-Registration Form (**Annex A**)
- ii. signed Parental Consent and Waiver Form (**Annex B**)
- iii. Medical Certificate issued by the SDO Medical Officer; and
- iv. scanned copy of:
  - *school identification card* for the learner-representatives; and
  - *employee identification card* for the chaperones.

b. For reference, editable forms may be downloaded and accessed through this link: [<https://tinyurl.com/LCPH-Requirements>].

E. The designated chaperones, after the completion of all required documents, shall:

a. input the necessary information of the participants in the LearnCon PH 2024 Online Registration Form (ORF) via Microsoft Forms: [<https://tinyurl.com/LCPH-Registration>];

b. submit via email an endorsement letter, along with the required documents, to the Regional Office (RO) for consolidation, **on or before Friday, May 31, 2024**; and

c. provide the LearnCon Secretariat an advance copy of the endorsement letter and the required documents via email to [learnconph@deped.gov.ph](mailto:learnconph@deped.gov.ph) using the subject line: SDO Delegates\_[Region]\_[SDO].

F. The Regional Offices, upon receipt of the endorsement letter from their respective divisions, shall ensure that documents are well-compiled and documented. Afterwards, ROs shall immediately acknowledge the official list and documents submitted.

a. The RO shall transmit the following documents via email to the LearnCon Secretariat (through [learnconph@deped.gov.ph](mailto:learnconph@deped.gov.ph), with subject: [**Region**]\_Official List of LCPH 2024 Participants) on or before **Friday, June 7, 2024**, the *Regional Confirmation Form (Annex C)* signed by the Regional Director, and saved in one PDF file; and

- b. the accessible link to a OneDrive folder which contains:
- i. the official list participants of their SDOs,
  - ii. signed Parental Consent and Waiver Forms of all learner-representatives;
  - iii. medical certificates issued by the SDO Medical Officer; and
  - iv. scanned identification cards.

G. The Regional Offices shall ensure that all information sent by the SDOs are translated completely and accurately in the *Regional Confirmation Form*, signed by the Regional Director, as this will be considered as the official and final list of delegates from the Region.



H. The Schools Division Offices (SDOs), through the designated chaperones, shall notify via email the LearnCon PH Secretariat of their travel details and statuses prior to their arrival at the Convergence venue. This will serve as the Technical Working Group's foundation for establishing transportation mechanisms.

I. The SDOs, ROs, and designated chaperones shall duly inform the LearnCon Secretariat prior to the Convergence any changes to the delegate's participation, travel arrangements, or other logistical aspects. Adjustments will be made as deemed necessary.

K. Expenses for the board and lodging of selected participants and chaperones from the division office assigned by the SDS shall be charged to LSP 2024 Funds. Travel expenses and other incidental expenses of selected participants and PDOs may be charged to the LSP 2023 or 2024 Funds (downloaded program support funds), Local Funds, Maintenance and Other Operating Expenses (MOOE), Local School Board - Special Education Fund (LSB-SEF), and other fund source/s, subject to the usual accounting and auditing rules and regulations.

L. Delegates shall be billeted at identified public schools in Lapu-lapu City. Accommodation will run from 7:00 a.m. on Monday, July 8, 2024, until 12:00 p.m. on Saturday, July 13, 2024. The first meal to be served is lunch on Monday, July 8, 2024, while the last meal will be a.m. snacks on Saturday, July 13, 2024.

M. The delegation shall have pre-work activities prior to the conduct of the actual Convergence. Mechanics shall be released together with the complete administrative guidelines for LearnCon PH 2024.

- Promoting diversity and inclusion, the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) and private schools are highly encouraged to participate in the said event. The travel expenses, personal insurance, and other incidental expenses of private school learner-representatives shall be charged to their own account and/or other fund sources, while expenses of BARMM participants shall be charged to their local funds and/or other fund sources, subject to usual accounting and auditing rules and regulations. All private school learner-representatives and BARMM participants shall be accommodated in the billeting areas together with their respective regional representatives.

No additional chaperone shall be dedicated to private school learner-representatives. The two (2) chaperones identified by the SDO shall also be the chaperone of the private school learner-representative, as they represent the same division. However, if a private school chaperone wishes to join, all arrangements and expenses in relation to his/her attendance must be personally made and charged to his/her account.

- The LearnCon Secretariat shall release the complete administrative guidelines and updated advisories prior to the Convergence to further orient the participants on the program's overall flow of activities and additional guidelines. For questions and concerns, you may coordinate with the BLSS-YFD through email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).