




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

**REGIONAL MEMORANDUM**

ORD-2024- 1241

TO : **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Mandaluyong  
SDO Taguig-Pateros

FROM : **JOCELYN DR ANDAYA**   
Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

SUBJECT : **PARTICIPANTS IN THE 2024 JAPANESE SPEAKERS' FORUM IN THE PHILIPPINES 2.0 FOR THE SPECIAL PROGRAM IN FOREIGN LANGUAGE (SPFL)-JAPANESE**

DATE. : November 20, 2024

1. Attached is DepEd Memorandum DM-CT-2024-443 dated October 28, 2024 signed by Dr. Gina O. Gonong, Undersecretary for Curriculum and Teaching re: above-mentioned activity to be held on November 27-29, 2024 in Bohol.
2. The travel expenses, meals, and accommodation will be shouldered by the external partners, while incidental expenses shall be charged against school MOOE, Special Fund, and or/ or other local funds subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of this Memorandum is desired.



Address: 6 Misamis St. Bago Bantay, Quezon City  
Email Address: ncr@deped.gov.ph  
Website: <https://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F003	Rev	00
Effectivity	01.26.23	Page	1 of 3



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

**List of Participants**

**Japanese Speakers' Forum in the Philippines 2024**  
November 27-29, 2024

STUDENT'S NAME	TEACHER'S NAME	SCHOOL	DIVISION
Mary Ashley R. Ignacio Hannah Victoria A. Palapar	Laveline Resurrecion	City of Mandaluyong Science HS	Mandaluyong

**Core Members (Main)**  
November 26-29, 2024

NAME	SCHOOL	DIVISION
Charry Sarmiento	Pitogo High School	Taguig-Pateros
Marissa Razon	Makati Science High School	Taguig-Pateros



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Republic of the Philippines  
**Department of Education**


OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

BCD-SCPD-O-2024-0476

**MEMORANDUM**  
DM-CT-2024-443

**TO :** TOLENTINO G. AQUINO, Regional Director, Region I  
ALBERTO T. ESCOBARTE, Regional Director, CALABARZON  
SALUSTIANO T. JIMENEZ, Regional Director, Region VII  
EVELYN R. FETALVERO, Regional Director, Region VIII  
JOCELYN DR ANDAYA, Director IV, NCR

**ATTENTION :** Schools Division Superintendents  
Regional SPFL Supervisors/Education Program Supervisors  
SPFL Coordinators  
Concerned School Heads and Teachers

**FROM :**   
GINA O. GONONG  
Undersecretary for Curriculum and Teaching

**SUBJECT :** PARTICIPANTS IN THE 2024 JAPANESE SPEAKERS'  
FORUM IN THE PHILIPPINES 2.0 FOR THE SPECIAL  
PROGRAM IN FOREIGN LANGUAGE (SPFL)-JAPANESE

**DATE :** October 28, 2024

This is in reference to **DM-CT-2024-405** regarding the call for applications for the **Japanese Speakers' Forum in the Philippines 2024 2.0**, organized by the Japan Foundation Manila (JFM) and Kamenori Foundation, in coordination with the Department of Education, Bureau of Curriculum Development-Special Curricular Programs Division (BCD-SCPD), to be held from **November 27-29, 2024** in **Bohol**.

This Office announces the learners and teachers who will serve as participants in the activity (*see Annex A*). The participants have been identified by the two foundations through paper evaluation and interviews. The list also includes the teachers who will serve as core members (main) requested to travel on November 26, 2024 for the pre-forum activities.

The participation of the teachers shall adhere to the provisions of DepEd Order No. 9, s. 2005 titled *Instituting Measures to Increase Engaged Time-On-Tasks and Ensuring Compliance Therewith* to ensure that learning shall not be disrupted and continued for the benefit of the learners. In particular, there shall be relieving teachers to handle the classes of the participating teachers.

In addition, the travel authority of the learners and teachers shall be subject to the discretion of the school head and schools division superintendent and for approval of the Undersecretary for Operations as stipulated in DepEd Order No. 1, s. 2023.

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)



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Moreover, the participants shall adhere to the provisions of DepEd Order No. 43, s. 2022 titled *Omnibus Travel Guidelines for all Personnel of the Department of Education*, DepEd Order No. 46, s. 2022 titled *Amendments to DO 43, s. 2022*, and DepEd Office of the Assistant Secretary for Governance and Field Operations (OASGFO) Memorandum No. 2022-058 with the subject *Request for the Participation of Learners and Teachers in Extra-Curricular Activities*.

Meanwhile, the preparations for the activity that include the safety and security measures of the learners must follow DepEd Order No. 66, s. 2017 titled *Implementing Guidelines on the Conduct of Off-campus Activities*. The parent's consent/waiver form, attached as Annex B, shall be accomplished and submitted to this office on or before **November 15, 2024**.

The travel expenses, meals, and accommodation will be shouldered by the Japan Foundation Manila and the Kamenori Foundation while incidental expenses shall be chargeable against School Maintenance and Other Operating Expenses (MOOE), Special Education Fund, and/or other local funds subject to usual accounting and auditing procedures.

For inquiries, all concerned may contact Ms. Josephine Intino, SPFL-Japanese Focal Person, or Ms. Janinn M. Almeyda-Mendoza, SPFL Lead Focal Person, through email at [bcd.scpd.spfl@deped.gov.ph](mailto:bcd.scpd.spfl@deped.gov.ph) or this number (02) 8632-0170.

Immediate dissemination of this memorandum is requested.

Copy furnished:

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

**WILFREDO E. CABRAL**  
Undersecretary for Human Resource and Organizational Development



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BCD-SCPD-O-2024-

Annex A

**List of Participants  
for the Japanese Speakers' Forum in the Philippines 2024 2.0**

PARTICIPANTS			
November 27, 2024 to November 29, 2024			
STUDENT NAME	TEACHER NAME	SCHOOL	REGION
IGNACIO, Mary Ashley R.	RESURRECION, Laveline	City of Mandaluyong Science High School	NCR
PALAPAR, Hannah Victoria A.			
ACUAR, Samantha Claire T.	MURAO, Mylene C.	Juan G. Macaraeg National High School	1
TABAYOYONG, Mary Anne V.			
AWITAN, Jean Cheska P.	PRECILLA, Gladys R.	Pantay Integrated High School	4A
VALERIO, Jamaica Shey P.			
LANDICHO, Monica Q.	LUISTRO, Janice D.	Laiya Integrated National High School	4A
LOOR, Fionna Xandra C.			
GOMEZ, Kathryn Ada T.	TITO, Jennylou M.	Elpidio H. Perez Memorial Technical-Vocational High School	7
GOMEZ, Nedzel Mae B.			
RIPALDA, Shannon	DEL PILAR, Ruchelle T.	Leyte National High School	8
RAMOS, Chloe			

CORE MEMBERS (MAIN)		
November 26, 2024 to November 29, 2024		
NAME	SCHOOL	REGION
SARMIENTO, Charry	Pitogo High School	NCR
RAZON, Marissa	Makati Science High School	NCR
TAYABAN, Reynalyn	Irisan National High School	4A
ATIENZA, Alexis	Pantay Integrated High School	4A
CALADO, Ma. Celine	San Pedro Relocation Center National High School	4A
GUIZO, Bai Raezza	Lourdes National High School	7
BULACAN, Ma. Vibeth	Lourdes National High School	7
LUMAPAC, Almaluna	Abellana National School	7
MALUBAY, Jeza	Compostela Science and Technology High School	7
ARAGON, Lanie	Leyte National High School	8

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BCD-SCPD-O-2024-

*Annex B*

**Waiver Form**

I, [Parent/Guardian's Full Name] \_\_\_\_\_, the parent/guardian of [Child's Full Name] \_\_\_\_\_, hereby acknowledge and agree to the terms and conditions outlined in this waiver form for participation in the Japanese Speakers' Forum in the Philippines 2024 2.0 organized by the Japan Foundation Manila (JFM) and Kamenori Foundation (KF), endorsed by the Department of Education (DepEd). By signing this form, I understand and accept the potential risks associated with participating in the activity and release the JFM, KF, and DepEd, and their representatives and affiliated personnel from any liability.

**1. Program Details**

- Program Name: Japanese Speakers' Forum in the Philippines 2024 2.0
- Destination(s): Bohol, Philippines
- Dates of Travel: November 27-29, 2024

**2. Assumption of Risks**

I understand that participation in the activity may involve certain risks, including but not limited to:

- Transportation-related risks, such as accidents, delays, or cancellations.
- Health-related risks, such as illness, injury, or exposure to infectious diseases.

**3. Health and Medical Considerations**

I certify that my child is physically and mentally fit to participate in the activity. I have disclosed any relevant medical conditions, allergies, or dietary restrictions of my child, and I understand that it is my responsibility to ensure my child has appropriate medical insurance coverage for the duration of the trip.

I authorize JFM, KF, and DepEd and their representatives to obtain emergency medical treatment for my child in the event of an accident, injury, or illness during the activity. I understand that I will be responsible for any associated costs and expenses incurred.

**4. Supervision and Conduct**

I understand that my child will be under the supervision of JFM, KF, and DepEd's designated staff members and chaperones during the program. I agree that my child will comply with all instructions, rules, and regulations set forth by the JFM, KF, and DepEd.

**5. Waiver and Release**

I hereby waive and release JFM, KF, and DepEd, including their officers, employees, agents, and representatives from any and all liability, claims, demands, actions, or causes of action arising out of or related to my child's participation in the program.

**6. Emergency Contact Information**

Name:  
Relationship to Participant:  
Contact Number:

SIGNATURE ABOVE PRINTED NAME

DATE:



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