



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

27 August 2026

DIVISION MEMORANDUM
SGOD-2026- 145

2026 DIVISION TRAINING-WORKSHOP ON PARLIAMENTARY PROCEDURE

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Secondary School Heads
This Division

1. The Schools Division Office of Tacurong City, through the **School Governance and Operations Division (SGOD) – Youth Formation Division (YFD)**, shall conduct the **2026 Division Training-Workshop on Parliamentary Procedure** as part of its continuing efforts to strengthen learner leadership, democratic participation, and effective governance in school-based learner organizations.
2. The training-workshop aims to equip learner leaders with essential knowledge and practical skills in parliamentary procedure that will enable them to effectively participate in meetings, deliberations, organizational decision-making, and other leadership activities.
3. The activity shall be conducted on **September 03, 2026**, at the **Schools Division Office of Tacurong City Conference Hall**. Participants shall consist of 7 major Officers/learner leaders, particularly officers of school-based learner organizations, together with their designated advisers, as identified by the Youth Formation Division.
4. The training-workshop shall include sessions on the fundamental principles of parliamentary procedure, roles and responsibilities of presiding officers and members, motions and voting, proper conduct of meetings, agenda preparation, deliberation, decision-making, and practical application of parliamentary rules.
5. Anent, participants are expected to actively engage in discussions, group activities, simulations, and workshop exercises to demonstrate their understanding and application of parliamentary procedure.



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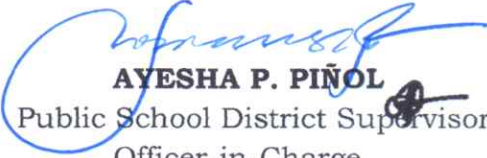


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6. School heads and learner organization advisers are hereby enjoined to ensure the participation of the identified learner leaders and to provide the necessary support for their attendance and active participation in the activity.
7. Participation of the learner's leaders shall be **subject to the submission of a duly signed Parental Consent Form** prior to the activity. The School Head and SSLG Adviser shall ensure that all participating learners have secured parental/guardian permission before departure.
8. The List of Participants and the Activity Matrix are attached for your reference.
9. Expenses relative to the conduct of the activity shall be charged against available and appropriate **Youth Formation Program funds**, subject to the usual accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is desired.

CARLOS G. SUSARNO PHD., CESO VI
Assistant Schools Division Superintendent
Office – in – Charge
Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent


AYESHA P. PIÑOL
Public School District Supervisor
Officer-in-Charge
Office of the Assistant Schools Division Superintendent

BAM/SGOD/DM/2026 TRAINING-WORKSHOP ON PARLIAMENTARY PROCEDURE /AUGUST 27, 2026



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Enclosure No. 02 to Division Memorandum SGOD-2026-145

2026 Training Workshop on Parliamentary Procedure
List of Participants

@ Conference Hall, City Schools Division Tacurong City.
September 3, 2026

ABANG-SUIZO INTEGRATED SCHOOL			
No.	Position	Name	School
1.	President:	LYANNE MARGARETTE R. ALICANTE	ASIS
2.	Vice President:	ESTHER REIGN R. ABENES	ASIS
3.	Secretary:	KHEYTCH SAMANTHA G. DIMSON	ASIS
4.	Treasurer:	ASHLEY FAITH EVAN	ASIS
5.	Auditor:	ALEXA MAE F. BUENAFE	ASIS
6.	P. I. O:	JAIRA A. KALI	ASIS
7.	Peace Officer:	ERYNNE KYLA B. SANCHEZ	ASIS
8.	Adviser:	JOHALIBRASSIM M. LU	ASIS

APOLINARIO S. BERNARDO NATIONAL HIGH SCHOOL			
No.	Position	Name	School
9.	President:	KIAN JAY C. DECOLONGON	ASBNHS
10.	Vice President:	MITCH D. ARELLANO	ASBNHS
11.	Secretary:	CATHERINE FAYE F. CALMORIN	ASBNHS
12.	Treasurer:	JUNIEFEB P EA	ASBNHS
13.	Auditor:	EJAY D. RAYO	ASBNHS
14.	P. I. O:	ALEXA JOYCE P. PALERMO	ASBNHS
15.	Peace Officer:	ANGELA CHLOE C. MAGBANUA	ASBNHS
16.	Adviser:	BONIE S. CERDANA	ASBNHS

UPPER KATUNGAL NATIONAL HIGH SCHOOL			
No.	Position	Name	School
17.	President:	AISHA LEIGH M. POMARES	UKNHS
18.	Vice President:	SHEGELLA G. COLUMBRES	UKNHS
19.	Secretary:	KURT YUSSEFF G. FACIOLAN	UKNHS
20.	Treasurer:	ALTHEA JUCEL M. MIER	UKNHS
21.	Auditor:	ALEXA LOURENE BATOAMPO	UKNHS
22.	P. I. O:	KYLLE C. HIZON	UKNHS
23.	Peace Officer:	MERIAM GRETCH D. PARALA	UKNHS
24.	Adviser:	RONIBOY M. VALENCIANA	UKNHS



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TACURONG NATIONAL HIGH SCHOOL			
No.	Position	Name	School
25.	President:	RUBIN FAYE LUCILLE O. CERBO	TNHS
26.	Vice President:	CASANDRA P. PAMA	TNHS
27.	Secretary:	HANNAH SOPHIA L. SALMON	TNHS
28.	Treasurer:	CRIZELLE KAYE B. LEGASPI	TNHS
29.	Auditor:	JUSTINE D. CAMPAAN	TNHS
30.	P. I. O:	HEART ARJEAN E. ARZAGON	TNHS
31.	Peace Officer:	NOAH K. KITAB	TNHS
32.	Adviser:	ANALYN S. CAPE	TNHS

SAN EMMANUEL NATIONAL HIGH SCHOOL			
No.	Position	Name	School
33.	President:	PRINCE WALLED B. DIMACUTA	SENHS
34.	Vice President:	CYANN DENISSE N. PADASAY	SENHS
35.	Secretary:	MARK GERIAN P. SORIANO	SENHS
36.	Treasurer:	XYRIEL U. UTTO	SENHS
37.	Auditor:	REYSHA C. URMATAN	SENHS
38.	P. I. O:	MERYLL L. DAYADAY	SENHS
39.	Peace Officer:	RICO A. HASAN	SENHS
40.	Adviser:	ETHEL GRACE G. PODES	SENHS

SAN PABLO NATIONAL HIGH SCHOOL			
No.	Position	Name	School
41.	President:	JEFF-AINEE BADAL	SPNHS
42.	Vice President:	BAI TAYAN MANALINDO	SPNHS
43.	Secretary:	ANNA NICOLE BALAYMAN	SPNHS
44.	Asst. Secretary:	HASNAIKRAH SANDELINA	SPNHS
45.	P.I.O:	NGULIN MANIBPEL	SPNHS
46.	Peace Officer:	QUEEN ELIZABETH FERRER	SPNHS
47.	G12 Representative:	LYCA LEANO	SPNHS
48.	Adviser:	JADEREY LASAGA	SPNHS

RAJAH MUDA NATIONAL HIGH SCHOOL			
No.	Position	Name	School
49.	President:	John Riel Aroso	RMNHS
50.	Vice President:	Christian James Mijares	RMNHS
51.	Secretary:	Kairah Guindale	RMNHS
52.	Treasurer:	John Stephine Ardales	RMNHS



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53.	Auditor:	John Joshua Ardales	RMNHS
54.	P. I. O:	Anna Marie Antipasado	RMNHS
55.	Peace Officer:	Mary Jean Belgera	RMNHS
56.	Adviser:	Brent Randolph Mayo	RMNHS

VIRGENIA F. GRIÑO NATIONAL HIGH SCHOOL			
No.	Position	Name	School
57.	President:	TYRONE KURVIE S. VILLAS	VFGNHS
58.	Vice President:	AICA DWAYNE D. OCHINANG	VFGNHS
59.	Secretary:	CRIS DHEO H. VELASCO	VFGNHS
60.	Treasurer:	ASHLY E. GULAC	VFGNHS
61.	Auditor:	JULIA FRANCIA EUNICE S. SENIQUE	VFGNHS
62.	P. I. O:	SELAH SOPHIA B. LAMINTAO	VFGNHS
63.	Peace Officer:	RAIN R. SINGULAR	VFGNHS
64.	Adviser:	JONATHAN A. OCHINANG	VFGNHS

TWG			
No.	Position	Name	School
65.	YFD- Coordinator	BRENDON A. MOISES	SDO TACURONG
66.	NO	AICA DWAYNE D. OCHINANG	VFGNHS
67.	Secretary:	CRIS DHEO H. VELASCO	VFGNHS
68.	Treasurer:	ASHLY E. GULAC	VFGNHS
69.	Auditor:	JULIA FRANCIA EUNICE S. SENIQUE	VFGNHS
70.	P. I. O:	SELAH SOPHIA B. LAMINTAO	VFGNHS



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**2026 Training Workshop on Parliamentary Procedure
MATRIX OF ACTIVITY**

Date/Time	Activity	Person/s Responsible
September 4, 2026		
7:30 AM – 8:00 AM	Settling In and Registration	GHIANNE NEVSON A. TAC-AN DFSSLG Secretary
8:00 AM – 8:30 AM	Opening Program National Anthem Opening Prayer City Hymn Opening Remarks Statement of Purpose	AVP Nomer F. Buenavente AA BRENDON A. MOISES PDO I Youth Formation Division ANALYN S. CAPE TNHS SSLG ADVISER
8:30 AM – 8:45 AM	Message	RUBIN FAYE LUCILLE O. CERBO DFSSLG President
8:45 AM – 9:00 AM	Introduction of speaker	JEFF AINEE BADAL DFSSLG Vice-President
9:00 AM – 11:50 AM	Session 1. (Parliamentary proceeding session)	ATTY. PAULINE KAY M. ROJO Division Legal Officer
11:50 AM – 12:50 PM	Lunch Break	
1:00 PM – 4:00 PM	Session 2. (Parliamentary Proceeding Activity)	DFSSLG OFFICERS
	Reading of Mechanics	AISHA POMARES DFSSLG P.I.O
	Parliamentary Proceeding Activity (Proper)	ALL PARTICIPATING SCHOOLS
	Awarding of Certificates and Photo Opportunity	BRENDON A. MOISES PDO I Youth Formation Division ANALYN S. CAPE



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		TNHS SSLG Adviser JADEREY LASAGA SPNHS SSLG Adviser RUBIN FAYE LUCILLE O. CERBO DFSSLG President
	Closing Remarks	JADEREY LASAGA SPNHS SSLG Adviser
	Home Sweet Home	



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