



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MEMORANDUM

SEP 19 2022

**YOUTHLED X PROJECT CITIZEN WRITESHOP**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Attached is a letter from Mr. Emil Benjamin B. Tapnio, Senior Youth Leadership Development Specialist of the Asia Foundation, on the conduct of YouthLed x Project Citizen Writeshop to be held on **September 29 – October 2, 2022** (Thursday PM to Sunday PM) in Pasay City (hotel venue to be confirmed).

2. YouthLed will be implementing Project Citizen (PC), a civic education program that seeks to impart the critical skills of students need to seek public policy interventions to solve community problem. PC has already been implemented in DepEd NCR in 2007 where SDO Muntinlupa City became a pioneer implementer and awardee with its Projects.

3. In this regard, the following personnel shall participate in the activity:

|   | Name of Participant      | Organization           | Designation           | Role             |
|---|--------------------------|------------------------|-----------------------|------------------|
| 1 | Mariel Eugene L. Luna    | SDO Muntinlupa City    | EPS for AP and HumSS  | Core Team/Writer |
| 2 | Mark Joseph C. Fernandez | SDO Muntinlupa City    | PSDS                  | Validator        |
| 3 | Audepaz E. Benitez       | Muntinlupa National HS | MT II                 | Writer           |
| 4 | Grace B. Columbino       | Muntinlupa National HS | MT I                  | Validator        |
| 5 | Marian C. Muyot          | Pedro E. Diaz HS       | TIII/Guidance Teacher | Writer           |
| 6 | Filipina L. Malapad      | Muntinlupa National HS | T II                  | Core Team/Writer |

4. Transportation, board and lodging of the participants who are in the face-to-face training shall be provided by The Asia Foundation. This **memorandum shall also serve as authority to travel of the participants** in the face-to-face training.



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

sdomuntinlupa@gmail.com



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5. All concerned school heads are advised to make the necessary arrangements in compliance with the *No Disruption of Classes Policy* stipulated in DepEd Order No. 9, s.2005, entitled: "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith."
6. Attached herewith is the training matrix of the three-day activity.
7. For the information and guidance of all concerned.

  
**CARLEEN S. SEDILLA, CESO V**  
Schools Division Superintendent

Reference: Emailed Letter from Mr. Villar of YouthLed PH

To be indicated in the **Perpetual Index**

Under the following subject:

TRAINING OF TRAINERS PROGRAMS

CIVIC EDUCATION

ARALING PANLIPUNAN

MELL/ YOUTHLED X PROJECT CITIZEN WRITESHOP

312 September 15, 2022



DepEd Muntinlupa &lt;sdo.muntinlupa@gmail.com&gt;

**Letter of Invitation - YouthLed x Project Citizen Writeshop (Sep 29-Oct 2, 2022) | Pasay City**

1 message

**Marion Joseph Villar** <marionjoseph.villar@asiafoundation.org>

Tue, Sep 13, 2022 at 11:37 PM

To: "sdo.muntinlupa@gmail.com" &lt;sdo.muntinlupa@gmail.com&gt;

Cc: "marieleugene.luna@deped.gov.ph" <marieleugene.luna@deped.gov.ph>, "filipina.malapad@deped.gov.ph" <filipina.malapad@deped.gov.ph>, "grace.columbino001@deped.gov.ph" <grace.columbino001@deped.gov.ph>, "audepaz.benitez001@deped.gov.ph" <audepaz.benitez001@deped.gov.ph>, "marian.muyot@deped.gov.ph" <marian.muyot@deped.gov.ph>, "markjoseph.fernandez@deped.gov.ph" <markjoseph.fernandez@deped.gov.ph>, Natalie Christine Jorge <nataliechristine.jorge@asiafoundation.org>, Emil Tapnio <emil.tapnio@asiafoundation.org>

**CARLEEN S. SEDILLA, CESO V**

Schools Division Superintendent

Schools Division Office of Muntinlupa City – Department of Education (DepEd)

**ATTN:** Mariel Eugene L. Luna, Education Program Supervisor

Schools Division Office of Muntinlupa City – Department of Education (DepEd)

Dear. Ms. Sedilla:

Good day! The Youth Leadership for Democracy (YouthLed) of The Asia Foundation and USAID will be implementing Project Citizen (PC) in the coming months, a civic education program that seeks to impart the critical skills students need to seek public policy interventions to solve community problems. We are currently enhancing and updating the framework and design of PC to keep up with the times especially in the age of digital revolution.

In this regard, I would like to request permission from your good office to allow select personnel to travel and participate in the YouthLed x Project Citizen Writeshop on **September 29-October 2, 2022 (Thu-Sun)**, inclusive of travel dates, in **Pasay City** (hotel to be confirmed). Transportation, meals, and accommodation expenses will be shouldered by The Asia Foundation.

Attached is the formal letter with the latest program and more details about YouthLed and Project Citizen. For any questions, you may contact me here or at **+63 917 145 2248**. Thank you and we look forward to hearing from you.

Regards,  
Marion

**MARION JOSEPH A. VILLAR**

Program Officer - YouthLed | The Asia Foundation

20/F Greenfield Tower, Mayflower corner Williams Streets,

Greenfield District, Mandaluyong City 1550, Philippines

(+63) 917 145 2248 | (+63) 2 8722 9999

[youthledph.org](http://youthledph.org) | [asiafoundation.org](http://asiafoundation.org)**The Asia Foundation**

Improving Lives, Expanding Opportunities

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**Muntinlupa\_Letter for DepEd SDS\_YouthLed-Project Citizen.pdf**

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**The Asia Foundation**

13 September 2022

**CARLEEN S. SEDILLA, CESO V**

Schools Division Superintendent

Schools Division of Muntinlupa City – Department of Education (DepEd)

Centennial Ave., Laguerta, Brgy. Tunasan, Muntinlupa City

Dear Ms. Sedilla:

The Asia Foundation is a nonprofit international development organization committed to improving lives across a dynamic and developing Asia-Pacific. It is implementing a youth and education-focused program called the Youth Leadership for Democracy (YouthLed) in partnership with the United States Agency for International Development (USAID). YouthLed aims to increase civic engagement leading to strengthened participation in Democratic Governance of the Filipino youth through leadership development, coalition-building, and civic education and engagement activities.

Under its Civic Education component, YouthLed will be implementing Project Citizen (PC), a civic education program that seeks to impart the critical skills students need to seek public policy interventions to solve community problems. Our goal is to have an increased knowledge, skills, disposition on civic rights, duties, and responsibilities among the Filipino youth. PC has already been implemented as early as 2007 under the Philippine Center for Civic Education and Democracy (PCCED). Under YouthLed, we aim to enhance and update the framework and design of PC to keep up with the times especially in the age of digital revolution.

In this regard, I would like to request permission from your good office to allow the following personnel to travel and participate in the **YouthLed x Project Citizen Writeshop** on **September 29-October 2, 2022 (Thu-Sun)** in **Pasay City (hotel venue to be confirmed)**:

|   | FULL NAME                   | ORGANIZATION                                      | POSITION                              | ROLE                |
|---|-----------------------------|---------------------------------------------------|---------------------------------------|---------------------|
| 1 | GRACE B. COLUMBINO          | Muntinlupa National High School<br>SDO-Muntinlupa | Master Teacher I                      | Validator           |
| 2 | AUDEPAZ E. BENITEZ          | Muntinlupa National High School<br>SDO-Muntinlupa | Master Teacher II                     | Writer              |
| 3 | MARIAN C. MUYOT             | Pedro E. Diaz High School                         | Teacher III/Guidance<br>Teacher       | Writer              |
| 4 | MARK JOSEPH C.<br>FERNANDEZ | SDO-Muntinlupa                                    | Public Schools<br>District Supervisor | Validator           |
| 5 | MARIEL EUGENE L.<br>LUNA    | SDO-Muntinlupa                                    | Education Program<br>Supervisor       | Core<br>Team/Writer |
| 6 | FILIPINA L. MALAPAD         | Muntinlupa National High School                   | Teacher II                            | Core<br>Team/Writer |

The objectives of the writeshop are as follows:

- To give a refresher training among teacher-writers on Project Citizen;
- To map the civic education themes for Project Citizen;
- To write the lesson exemplars which will serve as guides for students and teachers who will implement Project Citizen; and
- To produce materials for teachers in the integration of Project Citizen towards the goal of popularizing Civic Education in the basic education in the Philippines.



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**The Asia Foundation**

Attached in this letter is the latest program and more details about YouthLed and Project Citizen. Transportation, meals, and accommodation expenses will be shouldered by The Asia Foundation. Honoraria and certificate will also be provided.

We look forward to your favorable response. For confirmation, please feel free to contact Marion Villar, Program Officer, at [marionjoseph.villar@asiafoundation.org](mailto:marionjoseph.villar@asiafoundation.org) or **+63 917 145 2248**. Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read "Emil B. Tapnio".

**EMIL BENJAMIN B. TAPNIO**

Senior Youth Leadership Development Specialist  
The Asia Foundation



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## PROGRAM

### YouthLed x Project Citizen Writeshop

September 29 - October 2, 2022 (Thu-Sun)

Pasay City (hotel TBD)

| TIME                   | DAY 0:<br>Sep 29<br>(Thu)    | DAY 1:<br>Sep 30<br>(Fri)                                                                                  | DAY 2:<br>Oct 1<br>(Sat)                                             | DAY 3<br>Oct 2<br>(Sun)                                                                        | EXPECTED<br>OUTPUTS                                                                                    |
|------------------------|------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 8:00 AM –<br>12:00 NN  |                              | Refresher on<br>YouthLed and<br>Project Citizen<br><br>Going through<br>the 12 Steps of<br>Project Citizen | Mapping of<br>Civic<br>Education<br>Themes and<br>Project<br>Citizen | Presentation of<br>Initial Drafts<br>with Project<br>Citizen Core<br>Team and<br>YouthLed Team | <b>Initial Draft<br/>Project Citizen<br/>Integrated<br/>Lesson<br/>Exemplar<br/><br/>Video Lessons</b> |
| 12:00 NN –<br>01:00 PM |                              | LUNCH BREAK                                                                                                |                                                                      |                                                                                                |                                                                                                        |
| 01:00 PM –<br>05:00 PM | Travel to<br>Metro<br>Manila | Going through<br>the 12 Steps of<br>Project Citizen                                                        | Writeshop of<br>Exemplar                                             | Presentation of<br>Initial Drafts<br>with YouthLed<br>Team                                     |                                                                                                        |
| 05:00 PM –<br>07:00 PM |                              | Planning and<br>Discussion on<br>the Parts of<br>Project Citizen<br>Guides and<br>Teacher Guides           | Writeshop of<br>Exemplar                                             | Travel home                                                                                    |                                                                                                        |

After the writeshop, YouthLed will continue to engage with the writers & validators. This will be done online/virtually.

- **September 25-October 10** – Continuation of writing, coaching, mentoring, and coordination meetings with Project Citizen Core Team and YouthLed Team
- **October 11-15** – Production of Video Lessons (teachers are on their own); online submissions through Google Drive
- **October 15-30** – Field Validation and Focus Group Discussions (school heads and teachers)



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### **Background of The Program**

The Youth Leadership for Democracy (YouthLed) is a five-year program being implemented by The Asia Foundation and funded by the United States Agency for International Development (USAID). YouthLed aims to increase and improve civic engagement through its three main components: leadership development, coalition-building, and civic education & engagement activities in contexts that are relevant to the youth, while supporting their meaningful participation in democratic governance.

Putting focus on the third component of YouthLed—Civic Education is the foundation for active citizen participation, understanding of civil rights, duties and responsibilities and enhanced political participation. It is generally understood as the formation of civic knowledge, skills, and disposition for effective democratic participation<sup>1</sup>. A well-informed civic education program especially for the youth provides a strong foundation for leadership, citizenship, community participation leading towards nation building.

YouthLed's strategy of providing opportunities for the youth to engage and learn via online and offline platforms, can prove strategic for civic education. Providing digital engagement learning opportunities in the form of developing students' capacities to create and share media and perspectives is another way to actively engage the youth in issues they feel passionately about. It would also be worthwhile to help youth consume digital media thoughtfully by becoming better judges of the accuracy or credibility of online content.

It is through this lens of civic participation via social interventions, leadership and community programs that promote civic participation and understanding outside of the academic setting; and online and offline interventions and activities that encourage youth political participation that YouthLed will work in the development of **"Project Citizen."**

### *About Project Citizen*

As Project Citizen will be implemented as a civic education program, it will or may be integrated in the school curriculum or can be implemented as a co-curricular project. Both activities aim to impart the critical skills students need to seek public policy interventions to solve community problems. As a Service-Learning pedagogy, it will provide learning activities at the community to immerse and expose students to the dynamics of democratic participation, public policy formulation, implementation, evaluation and monitoring. Specifically, Project Citizen aims to:

1. Introduce the concept and importance of good citizenship through classroom-based learning;
2. Provide opportunities for students to learn the public policy process, from problem identification to solution-making;
3. Improve student's communication and lobbying skills of proposed community-based policies; and
4. Provide network and application opportunities for students to implement their proposed policies to communities in partnership with either their city, provincial, municipal, or barangay leaders.