



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAY 10 2024

MEMORANDUM

**PROJECT CITIZEN (PC) TEACHER TRAINING PLANNING - WORKSHOP**

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

1. Attached is a letter from Ms. Natalie Christine V. Jorge, Chief of Party, Youth Leadership for Democracy (YouthLEd) of the Asia Foundation, on the conduct of **Project Citizen (PC) Teacher Training Planning – Workshop** to be held on **May 10 – 12, 2024**, 8:00 AM to 5:00 PM in Crimson Hotel, Alabang, Muntinlupa City.

2. This 2024, YouthLEd will finally roll out a series of PC Teacher Training through select Sibika Hubs nationwide. Sibika Hubs are partner institutions from different parts of the country supported by YouthLed to implement a localized civic education program in their respective areas. The PC Teacher Training will be in partnership with the different DepEd Regional Offices and SDOs. In the past two (2) years, YouthLEd developed the enhanced framework and learning resources such as lesson exemplars, teacher's guide, student workbook, and video lessons that underwent a series of reviews, pilot implementation, and validation in select schools in Muntinlupa City, Tagbilaran City, and Dapitan City.

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

	<b>Name of Participant</b>	<b>Organization</b>	<b>Designation</b>
1	Mariel Eugene L. Luna	SDO Muntinlupa City	EPS for AP and HumSS
2	Filipina L. Malapad	Muntinlupa National HS	Teacher II
3	Audepaz E. Benitez	Muntinlupa National HS	Master Teacher II
4	Marian C. Muyot	Pedro E. Diaz HS	Teacher III

4. Transportation, board and lodging of the participants who are in the face-to-face planning-workshop shall be provided by The Asia Foundation. This **memorandum shall also serve as authority to travel of the participants** in the face-to-face activity. Indicative program for the three-day activity is attached in the Memorandum.

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. For the information and guidance of all concerned.

For:

**VIOLETA M. GONZALES, CESO VI**

Assistant Schools Division Superintendent

OIC, Office of the Schools Division Superintendent

By:



**NOEMI A. VALDEZ**

Administrative Officer V

Officer-In-Charge

Reference: Emailed Letter from Ms. Jorge of YouthLed PH

To be indicated in the **Perpetual Index**

Under the following subject:

TRAINING OF TRAINERS PROGRAMS

CIVIC EDUCATION

ARALING PANLIPUNAN

MELL / PROJECT CITIZEN (PC) TRAINING PLANNING-WORKSHOP

**156** May 9, 2024



29 April 2024

**DR. EVANGELINE P. LADINES, CESO V**

Schools Division Superintendent

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

Dear **Dr. Ladines**:

Greetings of peace and good health!

The Youth Leadership for Democracy (YouthLed) is a program of The Asia Foundation supported by 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.

Since 2020, YouthLed and its implementing partners have conducted an in-depth assessment of civic education programs and curriculum, developed various learning resources, organized summits, and established platforms for civic engagement such as Sibika Hubs, among others. YouthLed is also implementing Project Citizen (PC), a co-curricular initiative that seeks to impart the critical skills high school students need to seek public policy interventions in solving community problems. Originally a program of the Center for Civic Education in the United States, PC has already been adapted as early as 2007 under the Philippine Center for Civic Education and Democracy (PCCED).

In the past two (2) years under the YouthLed program, we have developed the enhanced framework and learning resources such as lesson exemplars, teacher's guide, student workbook, and video lessons that underwent a series of reviews, pilot implementation, and validation in select schools in Muntinlupa City, Tagbilaran City, and Dapitan City. We also conducted two (2) batches of PC Training of Trainers (TOT) last June and September 2023 with our teachers from the Schools Division Offices (SDO) of Muntinlupa City, Las Piñas City, and Dapitan City who are PC experts. This was followed by our initial PC Teacher Training attended by 28 teachers from select areas such as National Capital Region (NCR), Southern Luzon, Bicol, Western Visayas, Central & Eastern Visayas, Northern Mindanao, and the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) on September 2023. Our objective was to introduce PC to a new pool of educators who will implement the project in their classes.

This 2024, we will finally roll out our series of PC Teacher Training through select Sibika Hubs nationwide. Sibika Hubs are partner institutions from different parts of the country supported by YouthLed to implement a localized civic education program in their respective areas. The PC Teacher Training will be in partnership with the different DepEd Regional Offices and SDOs.

To prepare for this, YouthLed is set to conduct first a **three-day workshop with our core team composed of PC expert trainers whom we have regularly engaged in the past two (2) years. This is to thoroughly discuss with them the best approach to conduct the training sessions including the schedule and necessary revisions in the PC materials in alignment with the MATATAG Curriculum.**



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In this regard, we would like to **request permission from your good office to allow the following personnel to participate in the said workshop this May 10-12, 2024 (Friday-Sunday) in Metro Manila (venue for confirmation):**

	NAME	OFFICE/SCHOOL	POSITION
1	<b>MARIEL EUGENE L. LUNA</b>	DepEd - Schools Division Office (SDO) of Muntinlupa City	Education Program Supervisor - Araling Panlipunan (AP)
2	<b>AUDEPAZ E. BENITEZ</b>	Muntinlupa National High School (MNHS)	Master Teacher II
3	<b>FILIPINA L. MALAPAD</b>	Muntinlupa National High School (MNHS)	Teacher II
4	<b>MARIAN C. MUYOT</b>	Pedro E. Diaz High School (PEDHS)	Teacher III/Guidance Teacher


We will shoulder the expenses related to the workshop such as **accommodation and meals**. We will also provide the necessary documents afterwards as proof of their participation such as **Certificates of Attendance** and **Certificates of Recognition**.

Should you grant our request, we would like to **ask for a certification/memorandum or any documentation allowing them to be engaged by The Asia Foundation**.

For confirmation, please feel free to contact **Jenica Mendez, Assistant Program Officer** at [jenicaczarina.mendez@asiafoundation.org](mailto:jenicaczarina.mendez@asiafoundation.org) or **+63 906 624 2110 (SMS/Viber)**.

We look forward to your favorable response. Thank you very much!

Sincerely,

  
**NATALIE CHRISTINE A. JORGE**  
Chief of Party, Youth Leadership for Democracy  
The Asia Foundation



## **A. About YouthLed**

The Youth Leadership for Democracy (YouthLed) is a five-year program implemented by The Asia Foundation in partnership with the United States Agency for International Development (USAID) that aims to increase civic engagement of the Filipino youth leading to strengthened participation in democratic governance. YouthLed's approach is anchored on the principles of Positive Youth Development, creating an enabling and productive environment for youth development. YouthLed seeks to strengthen youth participation in democratic governance, support youth leaders to develop formidable networks around priority issues, and enhance civic education to drive youth participation in democratic governance. YouthLed believes that developing strong and resilient youth leads to greater contribution to nation-building.

Among the goals of YouthLed, specifically under its Civic Education component, is to institutionalize Civic Education with the goal of increasing the knowledge, skills, disposition, and actions on civic rights, duties, and responsibilities among the Filipino youth. YouthLed believes that civic education is fundamental to building the capacity of the youth for meaningful participation in nation-building and sustaining their engagement to strengthen the country's democracy.

## **B. Background and Rationale of Project Citizen**

Project Citizen (PC) is one of the pioneer programs of the Philippine Center for Civic Education and Democracy (PCCED) in the fulfillment of its mission of promoting good citizenship and participatory democracy through education (PCCED, 2013). Adhering to the Filipino core values and aspirations for every Filipino citizen as defined by the Philippine constitution and supported by the development plans crafted to be responsive to the needs of the citizens, PC further establishes the value of citizenship towards inculcating active civic engagement among the learners and the youth through enhancing civic education in the country.

In 2022, The Asia Foundation, through its program Youth Leadership for Democracy (YouthLed), led the enhancement of PC as part of its efforts to increase civic engagement by strengthening youth participation in democratic governance.

PC is a civic education program that seeks to impart the critical skills students need to seek for public policy interventions to solve community problems. PC aims to create opportunities for civic engagement and create platforms for civic education in schools and communities. This includes development of resources materials such as modules, teachers' guide, student workbook, and lesson exemplars which have undergone a series of validation activities and pilot implementation to ensure its effectiveness for the use of teachers and learners. Hence, contributing to Intermediate Results (IR) 3.1 and 3.2 which are evidence-based developed civic education and effective civic education modules institutionalized. The resource materials will then be used for the teacher training taking place prior to the roll out happening in School Year (SY) 2024-2025.

The activity shall connect the classroom learning of students with activities such as community immersion that expose the students to the dynamics of public policy formulation, implementation, and evaluation.



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PC specifically 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 students' 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.

The enhanced PC with YouthLed is set to be implemented through the YouthLed Sibika Hubs which are centralized network, resource, and community hubs for civic education and engagement. The PC Teacher Training is targeted to be rolled-out in at least five (5) select areas of YouthLed where Sibika Hubs are strategically located:

1. Baguio City, Benguet (University of the Cordilleras)
2. National Capital Region (Far Eastern University High School)
3. Iloilo City, Iloilo (University of the Philippines Visayas)
4. Zamboanga City, Zamboanga del Sur with participants from Dapitan City, Zamboanga del Norte (Western Mindanao State University)
5. Cagayan de Oro, Misamis Oriental (PHINMA-Cagayan de Oro College)

### **C. Objectives of the Workshop**

The workshop aims to:

- Discuss recommendations for the best strategy in conducting the series of PC Teacher Training to be rolled out through YouthLed's Sibika Hubs;
- Review and update the PC Teacher's Guide in alignment with the recent changes on the ongoing MATATAG Curriculum review by the Department of Education (DepEd); and
- Finalize the PC Teacher Training program design, schedule, and checklist.

### **D. Target Participants**

- Representative/s from YouthLed (1-2 participants)
- YouthLed's PC Technical Lead Consultant (1 participant)
- Teachers with past PC experience including those trained by YouthLed (4-5 participants)

### **E. Expected Outputs**

- Strategic Plan for Implementation and Monitoring of PC Teacher Training
- Updated PC Teacher's Guide
- PC Teacher Training Design and Checklist
- Proposed Schedule of PC Teacher Training Roll-out



**INDICATIVE PROGRAM**  
**YouthLed x Project Citizen**  
**Workshop on the Preparation for Project Citizen Teacher Training Roll-out**  
*Target Date: May 10-12, 2024 (Friday-Sunday)*  
*Target Venue: Crimson Hotel Alabang, Muntinlupa City, Metro Manila*

<b>TIME</b>	<b>DAY 1: May 10 (Friday)</b>	<b>DAY 2: May 11 (Saturday)</b>	<b>DAY 3 May 12 (Sunday)</b>
<b>06:00 AM – 08:00 AM</b>	Arrival of Participants	<i>BREAKFAST</i>	<i>BREAKFAST</i>
<b>09:00 AM – 12:00 NN</b>	Introduction and Expectation Setting  Presentation of Proposed PC Teacher Training Work Plan by YouthLed  Presentation of Summary of Changes from the DepEd’s MATATAG Curriculum	Updating of PC Teacher’s Guide and Lesson Exemplars (continuation)	Discussion: Best Strategy and Design for Project Citizen Teacher Training
<b>12:00 NN – 01:00 PM</b>	<b>LUNCH BREAK</b>		
<b>01:00 PM – 06:00 PM</b>	Updating of PC Teacher’s Guide and Lesson Exemplars  <i>PM SNACKS</i>	Updating of PC Teacher’s Guide and Lesson Exemplars (continuation)  <i>PM SNACKS</i>	Discussion: Proposed Schedule of PC Teacher Training and Checklist  Presentation of Workshop Outputs  <i>PM SNACKS</i>
<b>06:00 PM – 07:00 PM</b>	<i>DINNER</i>	<i>DINNER</i>	<i>END OF WORKSHOP</i>