



25-39965

Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-0263

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
All Public and Private Secondary School Heads

Subject: **THE LITTLE OFFICIAL**

Date : June 10, 2025

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Attached is the letter from the Office of the City Mayor through the City Youth Development Section dated June 9, 2025, inviting students within the Division of Panabo City to participate in the search for **The Little Official**.

The deadline for the submission of requirements shall be on July 7, 2025.

Further, the required documents and pertinent details are enclosed for reference.

For your guidance and information.

  
JINKY B. FIRMAN PhD, CESO VI  
Schools Division Superintendent

RELEASED

JUN 10 2025

Enclosed.: As stated.  
SGOD/aba/jrm

RECORDS SECTION, SGD PANABO CITY  
BY 



# 39848 SMS

June 9, 2025

**DR. JINKY B. FIRMAN, CESO VI**  
*Schools Division Superintendent*  
*Panabo City*



Ma'am:

Youthful greetings of peace and unity!

On **August 18-23, 2025**, the City Mayor's Office through the City Youth Development Section, will have its celebration for the *Lingga ng Kabataan 2025* or likewise declared as the *Panabo City Youth Festival as mandated in the City Ordinance No. 03-2023* with the theme: "Youth Empowerment for a Sustainable Future". with this, we will be holding a special activity entitled "**The Little Official**" — a youth leadership simulation event that aims to develop awareness, responsibility, and civic engagement among our young citizens.

This initiative will give selected students the unique opportunity to experience and understand the roles of our local government officials by assuming their positions for the whole duration of the event. It also seeks to encourage active youth participation in governance and community development.

We are respectfully inviting your office to allow the participation of student representatives from public and private schools within your division. The event screening is scheduled as follows:

**Date:** July 16, 2025

**Time:** 8:00 am -5:00 pm

**Venue:** New City Hall, 3<sup>rd</sup> Floor, Function Hall, Brgy. J.P Laurel, Panabo City

#### **Participation Requirements:**

1. Endorsement Letter addressed to the City Mayor Hon. Jose E. Relampagos thru the City Youth Development Office II/OIC, Lester John B. Bulfango, LPT,CHRA. The letter must be signed by the adviser and school principal.
2. Scan Copy of Certificate of Candidacy (COC) to be downloaded to this link: <https://tinyurl.com/2uz2vnb7>
3. Scan Copy of birth certificate.
4. Scan Copy of Certificates.
5. Scan Copy of school ID of the nominee with 3 fresh signatures.
6. Must FOLLOW & LIKE the facebook page of Panabo City Youth Development Office (PCYDO) provide screenshot.

**Note:** Scan all the requirements and compile in (1)one pdf file and send to our email: [lydopanabocity@gmail.com](mailto:lydopanabocity@gmail.com)

Subject Name: *City Little Official Applicant*

File Name: *Last Name (Ex. Gonzales File)*





Republic of the Philippines  
Province of Davao del Norte  
CITY OF PANABO  
**CITY YOUTH DEVELOPMENT SECTION**

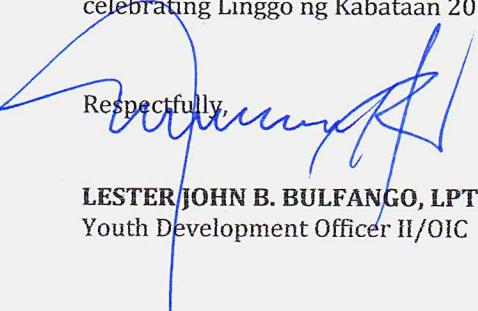
*Service to Panaboans  
Service to God*

Submission of requirements of participating students and their documents to be submitted on or before **July 7, 2025**.

We hope for your favorable response and support in encouraging our young leaders to take part in this meaningful activity. Should you have any questions and concerns you may contact us **0961-672-3442** or email us ***lydopanabocity@gmail.com***.

Thank you very much for your continued support in shaping the future of our youth. We look forward to celebrating Linggo ng Kabataan 2025 with your active participation.

Respectfully,

  
**LESTER JOHN B. BULFANGO, LPT, CHRA**  
Youth Development Officer II/OIC

Noted by,

  
**JO-ANNE RELAMPAGOS-CAPUYAN**  
Executive Secretary





## CERTIFICATE OF CANDIDACY

I hereby announce my candidacy for the position of \_\_\_\_\_ of the **City Little Official 2025** during **Panabo City Youth Festival: Linggo ng Kabataan Celebration** with the theme: "Youth Empowerment for a Sustainable Future" in Panabo City,

**Desired Position:** (1) City Little Mayor, (1) City Little Vice Mayor, (13) City Little Councilor, (1) DILG, (1) Executive Secretary IV, (1) Executive Secretary III.

Last Name	
First Name	
Middle Name	
Complete Address	
Gender	
Age	
Contact Number	
School	

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

### SIGNATURE OF CANDIDATE OVER PRINTED NAME

### PARENT'S CONSENT

I am allowing my son/daughter to run for his/her announced position for the upcoming City Little Official 2025 during Panabo City Youth Festival: Linggo ng Kabataan Celebration.

### SIGNATURE OF PARENT OVER PRINTED NAME

Approved by:

Noted by:

\_\_\_\_\_  
ADVISER

\_\_\_\_\_  
PRINCIPAL

