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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID – 2025 - 0596

To : Chief of Curriculum Implementation Division (CID)
Education Program Supervisor In-Charge of SPFL
Public Schools District Supervisors - Secondary
School Principal of Panabo City National High School

Subject : **PARTICIPATION IN THE 2025 INTERNATIONAL KOREAN EDUCATION YOUTH CAMP**

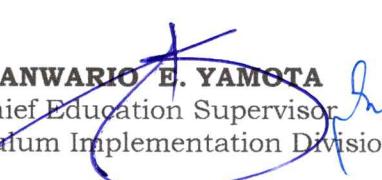
Date : September 23, 2025

With reference to Regional Memorandum No. CLMD-2025-530, please be informed of the participation of **Janelle L. Fabian**, an outstanding SPFL-Korean learner and **Estela Bea C. Allawan**, SPFL-Korean Coordinator of Panabo National High School in the **2025 International Korean Education Youth Camp** on November 16-21, 2025 (inclusive of travel time) at the Hana Global Campus in Cheongna, Incheon, South Korea.

The attached memorandum provides further information on the preparation of documents for travel, guidelines, and sources of funds.

For your guidance and compliance.

For and in the absence of the Schools Division Superintendent:


JANWARIE E. YAMOTA
Chief Education Supervisor
Curriculum Implementation Division

RELEASED

SEP 24 2025

RECORDS SECTION SDP PANABO CITY

Enclosed : As stated
CID-jey/mpags



Schools Division of Panabo City
City Hall Compound, Panabo City
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Email: panabocity.division@deped.gov.ph



DepEd Panabo:
Empowering Champions in Education
through Journeying, Learning and Pioneering commitment in
providing quality education, MATATAG for all.

RECORDS



Republic of the Philippines
Department of Education
DAVAO REGION

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September 16, 2025

REGIONAL MEMORANDUM
CLMD-2025-530

PARTICIPATION IN THE 2025 INTERNATIONAL KOREAN
EDUCATION YOUTH CAMP

To: Schools Division Superintendent
Division of Panabo City

1. Pursuant to Memorandum No. DM-LS-2025-064, this Office announces the participation of **Janelle L. Fabian**, an outstanding SPFL-Korean learner, who shall be accompanied by **Estela Bea Closa Allawan**, SPFL-Korean Coordinator in Panabo City National High School, at the **2025 International Korean Education Youth Camp**, on November 16-21, 2025 (inclusive of travel time) at the Hana Global Campus in Cheongna, Incheon, South Korea.

2. The participation of the teacher shall adhere to the provisions of DepEd Order No. 12, s. 2025; DepEd Order No. 9, s. 2005; 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. In particular, a relieving teacher will handle the classes of the participating teacher.

3. In addition, the travel authority of the teacher shall adhere to DepEd Order No. 18, s. 2024, while the travel documents of the learners shall be secured from the Department of Social Welfare and Development office. The parents' consent/waiver form, in Annex A, should be completed and submitted to bcd.scpd.spfl@deped.gov.ph on or before October 3, 2025.

4. The preparations for the activity that include the safety and security measures of the learners must follow DepEd Order No. 66, s. 2017, or the Implementing Guidelines on the Conduct of Off-campus Activities.

5. The International Korean Education Foundation shall shoulder the international travel expenses, insurance, and accommodation. The domestic travel and incidental expenses shall be charged against MOOE and other local funds, subject to the usual auditing rules and regulations.

6. For inquiries, refer to the enclosures or contact Restituto M. Mendoza, SPFL-Korean Focal Person, or Janinn M. Almeyda-Mendoza, SPFL Lead Focal Person, through janinn.almeyda@deped.gov.ph or restitutomendoza001@deped.gov.ph.

7. Immediate dissemination of this Memorandum is earnestly desired.

BY EDUCATION

RECORDS SECTION

RELEASED

ALLAN G. FARNAZO
Director IV

Enclosure: As Stated
ROC05/mcde

Address: F. Torres St., Davao City (8000)

Telephone Nos.: (082) 291-1665; (082) 221-6147

Email Address: region11@deped.gov.ph

Website: www.depedroxi.ph



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

These learners shall be accompanied by the following teacher in charge of SPFL-Korean:

| Name | School/Office | Region |
|--------------------------|----------------------------------|-----------|
| Estela Bea Closa Allawan | Panabo City National High School | Region XI |

The participation of the teacher shall adhere to the provisions of DepEd Order No. 12, s. 2025, titled *Multi-Year Implementing Guidelines on the School Calendar and Activities*, DepEd Order No. 9, s. 2005 titled *Instituting Measures to Increase Engaged Time-On-Tasks and Ensuring Compliance Therewith*, 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*.

In addition, the travel authority of the teacher shall be recommended for approval by the Schools Division Superintendent and Regional Director and for approval of the Undersecretary for Human Resource and Organizational Development as stipulated in DepEd Order No. 18, s. 2024 titled *Delegation of Signing Authority for Foreign Travel*.

Meanwhile, the travel documents of the learners shall be secured from the Department of Social Welfare and Development office. The parent's consent/waiver form, as attached in Annex A, shall be accomplished and submitted to this office on or before **October 3, 2025**. In addition, the preparations for the activity that include the safety and security measures of the learners must follow DepEd Order No. 66, s. 2017 or the Implementing Guidelines on the Conduct of Off-campus Activities.

The international travel expenses, insurance, and accommodation shall be sponsored by the organizer, the International Korean Education Foundation, while local travel and incidental expenses shall be charged against MOOE and other local funds subject to the usual auditing rules and regulations.

For inquiries, all concerned may contact Restituto M. Mendoza, SPFL-Korean Focal Person, or Ms. Janinn M. Almeyda-Mendoza, SPFL Lead Focal Person, through email at restituto.mendoza001@deped.gov.ph, janinn.almeyda@deped.gov.ph, and bcd.scpd.spfl@deped.gov.ph.

Immediate dissemination of this memorandum is requested.

Copy furnished:

MALCOM S. GARMA
Undersecretary for Operations

WILFREDO E. CABRAL
Undersecretary for Human Resources and Organizational Development



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Annex A

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 2025 International Korean Education Youth Camp organized by the International Korean Education Foundation through the Korean Cultural Center in the Philippines, endorsed by the Department of Education (DepEd). By signing this form, I understand and accept the potential risks associated with participating in the activity abroad and release the International Korean Education Foundation/Korean Cultural Center in the Philippines (KCC) and DepEd, and their representatives and affiliated personnel from any liability.

1. Program Details

- Program Name: 2025 International Korean Education Youth Camp
- Destination(s): Hana Global Campus in Cheongna, Incheon, South Korea
- Dates of Travel: November 16-21, 2025 (inclusive of travel time)

2. Assumption of Risks

I understand that participation in the activity abroad 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.
- Cultural differences, customs, and local laws that may differ from those of my home country.

3. Health and Medical Considerations

I certify that my child is physically and mentally fit to participate in the activity abroad. 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 International Korean Education Foundation /Korean Cultural Center in the Philippines (KCC) 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 abroad. 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 International Korean Education Foundation /Korean Cultural Center in the Philippines (KCC) 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 International Korean Education Foundation /Korean Cultural Center in the Philippines (KCC) and DepEd.

5. Waiver and Release

I hereby waive and release International Korean Education Foundation /Korean Cultural Center in the Philippines (KCC) 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.

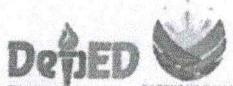
6. Emergency Contact Information

Name:

Relationship to Participant:

Contact Number:

SIGNATURE ABOVE PRINTED NAME
DATE:



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