



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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DIVISION OF CITY SCHOOLS  
MARIKINA




April 10, 2018

**MEMORANDUM TO:**

Chief Education Supervisors, SGOD and CID  
Secondary Principals  
Officer-In-Charge  
Public Schools  
Private Schools

Enclosed is a letter from Ms. Jennifer E. De Guzman, Officer-in-Charge, Chapter Administrator, Philippine Red Cross Marikina dated April 3, 2018 re: **“Red Cross Youth Facilitator’s Workshop”** on April 18-20, 2018, 8:00 am - 5:00 pm at 2F Training Hall, PRC Marikina Chapter, 2 V. Gomez St., Sta. Elena, Marikina City, the content of which is self-explanatory, for information and appropriate action.

Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Officer-in-Charge

Office of the Schools Division Superintendent

Incl:  
Reference:

As Stated  
letter from Ms. Jennifer E. De Guzman, Officer-in-Charge, Chapter Administrator, Philippine Red Cross Marikina dated April 3, 2018



**MARIKINA CITY CHAPTER**

#2 V. Gomez St. cor J.P. Rizal St.

San Roque, Marikina City

Tel. Nos: (02) 398-0836

Email: [marikina@redcross.org.ph](mailto:marikina@redcross.org.ph)

Website: [www.redcross.org.ph](http://www.redcross.org.ph)

April 3, 2018

TO: **SCHOOLS DIVISION SUPERINTENDENT  
SCHOOL HEADS  
RED CROSS YOUTH ADVISERS**

FROM: **THE OFFICER-IN-CHARGE**

SUBJECT: **RED CROSS YOUTH FACILITATORS' WORKSHOP 2018**

Greetings from Marikina City Chapter Red Cross Youth,

We are pleased to announce that Red Cross Youth Service of Philippine Red Cross-Marikina City Chapter is searching for potential young leaders who are willing to facilitate the advocacy in educating the youth with Leadership Development Program.

Relative thereto, we will be conducting this year's **Facilitators' Workshop** on April 18-20, 2018, 8:00AM to 5:00PM at the 2F Training Hall, PRC Marikina City Chapter, 2 V. Gomez St. cor. JP Rizal St., San Roque, Marikina City. There would be *at least 2 and at most 4 RCY members* per council to participate in the said training. The deadline of registration is on or before **April 13, 2018, 5:00PM**.

Attached herewith is the primer of the Workshop and the registration forms. **Mr. Mark Justin C. Cueto**, Staff-in-Charge for the Red Cross Youth and **Ms. Princess Joy G. Raquel**, Chapter Youth Council Vice President will coordinate with you regarding this matter at 0921.713.4349/ 398-0836.

We thank you for your anticipation and utmost support to the advocacies of Red Cross Youth. Together, we empower the youth in delivering services to mankind!

Yours in humanitarian service,

  
**JENNIFER E. DE GUZMAN**

DEPED MARIKINA CITY  
RECORDS UNIT

**RECEIVED**

Thu, Apr 05, 2018 11:27am

DTS NO: **190873**

by: Taroy, Aaron 





# RED CROSS YOUTH FACILITATORS' WORKSHOP 2018

## RATIONALE

Red Cross Youth is one of the Six Major Services of the Philippine Red Cross that aims to educate children and youth in the spirit of Red Cross and provide opportunities for directing and harnessing their energy and idealism into worthwhile activities within the framework of the organization.

In connection with this, the Red Cross Youth department is proposing to conduct a "Facilitators' Workshop". The said workshop is an annual activity conducted by the Philippine Red Cross - Marikina Chapter that aims to prepare and train the Youth to become future Red Cross Youth (RCY) Trainers specifically on the Leadership Development Program. It is where the youth's facilitation skills and capabilities are being harnessed through various workshop activities that aim to develop their self-confidence and effective presentation techniques. It also serves as an avenue to evaluate aspiring RCY Volunteers to become effective and reliable trainers on the Leadership Development Program and the other trainings of the Red Cross Youth.

## OBJECTIVE:

### General:

The project aims to hone future red cross youth facilitators and participants to the in-house Youth Instructors' Training Course.

### Specific:

- It aims to develop the Red Cross Youth volunteers' facilitation skills and capabilities.
- It will help them build their confidence and develop their self-appreciation.
- It will build camaraderie and friendship among Red Cross Youth volunteers.

## TIME FRAME AND VENUE:

### FACILITATORS' WORKSHOP

April 18 – 20, 2018 (Wednesday – Friday), 8:00 am – 5:00 pm  
2<sup>nd</sup> Floor, Training Hall, Philippine Red Cross Marikina Chapter



## TARGET PARTICIPANTS:

In School and Community Youth (High Students, College Students, Out of School Youth/Young Professionals) between the ages of 14 – 25 years, who are highly motivated to cause change in their lives and the lives of others.

At the start of the project, **minimum of two (2) participants per school and a maximum of four (4) participants per school**, students/members from different secondary schools will be taken for a three (3) day non-residential training.

**Expected No. of Participants: 30**

## ELIGIBILITY OF PARTICIPANTS:

The following are the requirements to qualify as participant to the 2018 Facilitators' Workshop:

1. Age ranges from 14-25 years old.
2. Has undergone and graduated the Leadership Development Program.
3. Endorsed by the Council Adviser and School Head.
4. At least 3 months as a member/volunteer.
5. *Willing to attend 16 or 18 days Youth Instructors' Training Course on May 2018.*
6. Committed to organize and conduct Trainings within the Areas of Marikina Chapter.
7. Must be willing to organize Red Cross Youth Councils.

## REGISTRATION

### Pre-registration

All participants must pre-register to be considered as official participants.

- A fully accomplished Registration Form
- Signed Parent/Guardian Consent
- Medical Certificate
- Photocopy of MAAB ID
- Must be sent through either of the following:  
Email Address: [marikina@redcross.org.ph](mailto:marikina@redcross.org.ph)  
Marikina Chapter: #2 V. Gomez St. cor. J. P. Rizal St., San Roque Marikina City

Deadline for pre-registration is on or before **April 13, 2018 / 5:00PM**

**NOTE: The training is free of charge. Meals such as breakfast, lunch and snacks must be provided by the participants.**



**PHILIPPINE RED CROSS  
MARIKINA CITY CHAPTER**

#2 V. GOMEZ ST. COR. JP RIZAL ST., SAN ROQUE, MARIKINA CITY



**REGISTRATION FORM**

Instructions:

Please write legibly. Strictly use **black ink** in filling out this form. Submit the original copy and attach two (2) 2x2 photos of the Participants. Please follow Instructions carefully. Please give it to Marikina City Chapter office, #2 V. Gomez St., San Roque, Marikina City on or before **April 13, 2018, 5:00PM** or a scanned copy at [marikina@redcross.org.ph](mailto:marikina@redcross.org.ph).



**PERSONAL INFORMATION** (Surname, First Name, Middle Name, Nickname, one letter per box)


Complete Address: \_\_\_\_\_  
 Name of Council: \_\_\_\_\_  
 Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Allergies: \_\_\_\_\_ Medications: \_\_\_\_\_  
 Food Restrictions: \_\_\_\_\_

In case of emergency, please call:  
 Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PARENT'S CONSENT FORM**

I understand that the Philippine Red Cross-Marikina City Chapter Red Cross Youth department aims to educate and expose youth volunteers (ages 8-25 years old) with different humanitarian services offered by the organization through their Facilitator's Workshop 2018.

In connection with this, I hereby allow my son/daughter, \_\_\_\_\_ to participate in the said event on April 18-20, 2018, 8:00AM to 5:00PM at the 2F Training Hall, Philippine Red Cross-Marikina City Chapter, #2 V. Gomez St. cor JP Rizal St., San Roque, Marikina City.

Signature over Printed Name of the Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



**PHILIPPINE RED CROSS  
MARIKINA CITY CHAPTER**

#2 V. GOMEZ ST. COR. JP RIZAL ST., SAN ROQUE, MARIKINA CITY



**MEDICAL CERTIFICATE**

This is to certify \_\_\_\_\_, \_\_\_\_\_ years old, physically and mentally fit, and (1) no cardiorespiratory problem, (2) can stand activities that requires excessive body movements, (3) Not in the "family way" (female only), and (4) has no contagious disease.

\_\_\_\_\_  
Signature over Printed Name  
of the Physician

**CERTIFICATE OF ENDORSEMENT  
TO THE SECRETARIAT:**

Sir/Madam:

We hereby certify that Mr/Ms \_\_\_\_\_ is an eligible candidate to participate in the 2018 Facilitators' Workshop on April 18-20, 2018, 8:00AM to 5:00PM at the 2F Training Hall, Marikina City Chapter, #2 V. Gomez St. cor. JP Rizal St., San Roque, Marikina City.

He/She is a bona fide member of \_\_\_\_\_  
(Council)

\_\_\_\_\_  
Signature over Printed Name of RCY Adviser

\_\_\_\_\_  
Signature over Printed Name of Principal

**FOR SECRETARIAT USE ONLY**

- Registration Form
- Accomplished Parent's Consent Form
- Accomplished Medical Certificate
- Accomplished Certificate of Endorsement
- Photocopy of MAAB ID

Checked by: \_\_\_\_\_

Date Checked: \_\_\_\_\_

Signature: \_\_\_\_\_