MEMORANDUM TO:
OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary Principals
Officers-In-Charge
Public and Private Schools

1ST CHAPTER YOUTH ASSEMBLY ON MARIKINA CITY CHAPTER

Attached herewith is a letter from Ms. Jennifer E. De Guzman, Chapter Administrator, Philippine Red Cross – Marikina dated July 30, 2019 re: "1st Chapter Youth Assembly on Marikina City Chapter" on August 17, 2019, 7:30 am – 5:00 pm at Concepcion Elementary School Gabaldon Hall, content of which is self-explanatory, for information and appropriate action.

Participation of both public and private schools shall be subject to the DepEd Order No. 9, s. 2005 entitled “Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith” and “No Collection Policy” as stated in Section 3 of Republic Act No. 5546.

Wide dissemination of this Memorandum is desired.

For:

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent

By:

GALICOSO C. ALBURO
Education Program Supervisor, CID
Office-In-Charge
Office of the Schools Division Superintendent
REQUEST FOR THE USE OF SCHOOL FACILITIES
EVALUATION FORM

Name of Organization: RED CROSS MANILA
Target Date of Activity: AUGUST 17, 2019 7:30 AM - 5:00 PM

Please check the appropriate box

1. Purpose: Related to education/students welfare/other government agencies activities?
   □ YES □ NO

2. Duration and exact date of the activity is specified
   □ YES □ NO

3. Target date does not conflict with the school activities
   □ YES □ NO

4. Assurance/Provisions for keeping the safety and orderliness of the school facilities is specified in the letter
   □ YES □ NO

5. Willingness to shoulder the expenses for damages to property, electricity and water consumption, and other related expenses during the activity.
   □ YES □ NO

6. Payment shall be made to the following:

   6.1 School cashier for implementing Units

   6.2 Division cashier for Non-Implementing Units

   Recommending for approval
   □

   Not recommending for approval for the following reason:

   ___________________________

   ELIZA DE Q. CENA
   Chief Education Supervisor, SGOD

   CLARO L. CAPCO
   Administrative Officer V

   CEASAR AUGUSTO E. CEBUJANO
   Attorney III

   LILIA G. GARPERIO
   Public Schools District Supervisor

   REINAN M. IGNACIO
   Education Program Specialist II
Greetings from the Officer and Members of PRC- Marikina City Chapter Board of Directors and Staff!

The Red Cross Youth (RCY) is one of the six (6) major services and is the youth volunteering program of the Philippine Red Cross. Its mission is to educate and empower children and youth in the spirit of the Red Cross through constructive trainings and effective leadership and provide opportunities for directing and harnessing their energies and idealism into worthwhile humanitarian activities.

The Red Cross Youth (RCY) seeks to:
   a. Inculcate humanitarian values;
   b. Instill the practice of healthy lifestyle;
   c. Enhance youth leadership skills through service delivery; and
   d. Advocate national/international friendship.

The PRC – Marikina City Chapter, spearheaded by the Red Cross Youth Service is planning to conduct the 1st CHAPTER YOUTH ASSEMBLY. The Chapter Youth Assembly aims to elect Chapter Youth Council of Red Cross Youth Marikina City Chapter that embodies the whole RCY of Marikina City through Red Cross Youth Councils, and represent the Chapter to the National Youth Council and involve national and local activities of the RCY Department of National Headquarters.

Relative thereto, we would like to request the presence of three (3) RCY officers and one (1) RCY adviser of your RCY council to attend on August 17, 2019 (Saturday) from 7:30 AM to 5:00 PM at Concepcion Elementary School, Gabaldon; J. Molina Street, Concepcion Uno, Marikina City.

Should you have any clarifications, Mr. Vernon Jay Z. Flores, Red Cross Youth – Staff in Charge of Philippine Red Cross Marikina City Chapter will further coordinate with you. You may also contact us at (+63) 997-6021-206 or floresvernon005@gmail.com.

We thank you for your anticipation and support for the Philippine Red Cross Marikina City Chapter.

May the Almighty God richly bless you!

Yours in Service to Humanity,

MS. JENNIFER E. DE GUZMAN
Chapter Administrator
PHILIPPINE RED CROSS
MARIKINA CITY CHAPTER
RED CROSS YOUTH DEPARTMENT

1st Chapter Youth Assembly of Marikina City Chapter
August 17, 2019 | 7:30 am – 5:00 pm
Concepcion Elementary School, Gabaldon
J. Molina Street, Concepcion Uno, Marikina City

GUIDELINES

Section 1 RATIONALE

The Red Cross Youth - Chapter Youth Assembly is the supreme deliberate body of the Chapter Youth Council which shall be held biennially to convene the Red Cross Youth leaders in Marikina for the election of Chapter Youth Council officers. The Philippine Red Cross recruits and trains youth volunteers through various programs and activities of the Red Cross Youth. The Red Cross Youth organizes youth councils in schools and communities to allow members to plan and implement Red Cross Youth projects and activities. The success of each council depends on the leadership of its officers and support of each member.

Section 2 OBJECTIVE:

General:
The Chapter Youth Assembly aims to elect the Chapter Youth Council of Red Cross Youth Marikina City Chapter that embodies the whole RCY of Marikina City through Red Cross Youth Councils, and represent the Chapter to the National Youth Council and involve national and local activities of the RCY Department of National Headquarters.

Specific:
- a. To give the RCY officers an overview about the council management training, program and activities of Red Cross Youth Department.
- b. To help the RCY officers to build and nurture their confidence and self-appreciation to guide and manage their respective RCY councils.
- c. To build camaraderie and friendship among Red Cross Youth volunteers of different councils in Marikina City.

Section 3 THE RED CROSS YOUTH CHAPTER YOUTH ASSEMBLY

- a. The Red Cross Youth - Chapter Youth Assembly is the supreme deliberate body of the Chapter Youth Council which shall be held biennially at such date and place as maybe determined by the incumbent CYC Officers, Chapter Service Representative of RCY, upon due approval of the Chapter Administrator or Chairman of the Board of Directors.
- b. Membership in the Chapter Youth Assembly (CYA) is open to all bona fide Red Cross Youth volunteers.
- c. Chapter Youth Council Accomplishment Reports are presented during the assembly.

1ST CHAPTER YOUTH ASSEMBLY OF MARIKINA CITY CHAPTER
d. Resolutions and declarations of the youth are ratified during the assembly.

Section 4. REGISTRATION, DATE AND VENUE

a. The 1st Chapter Youth Assembly shall be on the 17th of August 2019 at Concepcion Elementary School, Gabaldon. All participants are expected to arrive at the venue on or before 7:30 in the morning;

b. There shall be NO registration fees to be borne from the participants. However, as stated above, all participants must be enrolled in the Membership Accident Assistance Benefit;

c. Delegates shall wear the formal attire;

d. The following documents shall be asked as registration:
   1. Accomplished Registration Forms
   2. Endorsement Letter from School Head
   3. Photocopy of MAAB ID
   4. Parental Waiver

e. Deadline of the registration forms and endorsement forms shall be on 14th of August 2019. No extensions shall be entertained.

f. Registration forms of delegates, and advisers must be sent to Marikina City Chapter through email or courier. If sent through email, the documents shall be received through marikina@redcross.org.ph with the subject “SchoolName_CouncilCategory 1st CYA Registration” (e.g. “SEHS_SRCY 1st CYA Registration”). If through courier, please send the forms at:

1st CYA Secretariat c/o RCY Department
 Philippine Red Marikina City Chapter
 #2 V. Gomez St., cor J.P. Rizal, St., San Roque, Marikina City

Section 5. DELEGATES

a. All incumbent Chapter Youth Council Officers are delegates to the Assembly;

b. Each established Red Cross Youth Council is allowed three (3) delegates in the Assembly. These delegates shall have voting powers and will elect the next set of Chapter Youth Council Officers.

c. Delegates shall come from Senior Red Cross Youth, Senior Plus Red Cross Youth, College Red Cross Youth, and Community Red Cross Youth Councils.

d. They shall have the following minimum qualifications:
   - Must be an active member of an accredited council duly certified by the School Council Adviser and School Head;
   - Must be willing to serve the Chapter Youth Council for two (2) years;
   - Enrolled in the Membership Accident Assurance Benefit of the Philippine Red

1st CHAPTER YOUTH ASSEMBLY OF MARIKINA CITY CHAPTER
Cross; and
- Endorsed by the RCY School Council Adviser.

Section 6  ADVISERS

a. One Red Cross Youth Adviser is allowed to participate in the Chapter Youth Assembly.
b. The adviser shall be enrolled in the Membership Accident Assistance Benefit.

Section 7  CANDIDATES FOR CHAPTER YOUTH COUNCIL OFFICERS

a. Councils may send a maximum of two (2) applicants to be a candidate for the Chapter Youth Council Officers.
b. An Incumbent Chapter Youth Council Officer may nominate a maximum of one (1) applicant from any of the delegates to be a candidate for the Chapter Youth Council Officers.
c. All nominees shall be subjected to a screening process set forth by the Commission on Nominations and Elections (CONE).
d. The CONE shall determine the final list of qualified candidates to run for office for the Chapter Youth Council.
e. An applicant must meet the following minimum qualifications;
   - Must be an active member of an accredited council duly certified by the School Council Adviser and School Head or an incumbent Chapter Youth Council Officer;
   - Must be of good moral standing;
   - Must be a delegate of the Chapter Youth Assembly;
   - Must be 15 to 23 years old, if below 18 years of age, must have consent of his/her parents for his/her candidacy.
   - Must NOT be a high-ranking officer in any organization; and
   - Enrolled in the Membership Accident Assurance Benefit of the Philippine Red Cross.

f. The following shall be required from the CYC Aspirants:
   - Duty accomplished registration forms;
   - Duty accomplished nomination forms;
   - Application Letter to become a Chapter Youth Council Officer;
   - Medical Certificate fit to perform duties as a CYC Officer;
   - Good Moral Certificate or NBI Clearance;
   - Membership Accidental Assurance Benefit ID; and
   - Curriculum Vitae.

1ST CHAPTER YOUTH ASSEMBLY OF MARIKINA CITY CHAPTER
# NOMINATION FORM

**Instructions:** Please write legibly and use **black ink** only. Submit the original copy with one (1) photocopy and two (2) colored 2x2 photos of nominee. Please follow instructions carefully.

**AREA:** 4  
**CHAPTER:** MARIKINA CITY

## I. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE OF BIRTH</th>
<th>AGE</th>
<th>GENDER</th>
<th>ILESLIP</th>
<th>WEIGHT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONTACT NUMBER</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EDUCATIONAL BACKGROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL</td>
</tr>
</tbody>
</table>

## RED CROSS EXPERIENCE

<table>
<thead>
<tr>
<th>CATEGORY: (SRCY, SPRCY, CRCY or ConnCY)</th>
<th>COUNCIL NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SEMINARS/TRAININGS/ACTIVITIES ATTENDED</th>
<th>DATE/S</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OTHER ORGANIZATIONS AFFILIATED</th>
<th>YEAR</th>
<th>POSITION</th>
</tr>
</thead>
</table>

## SIGNED STATEMENT

*I HEREBY CERTIFY THAT THE ABOVE WRITTEN INFORMATION REGARDING THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.*

**SIGNATURE OVER PRINTED NAME**  
**DATE:**

## II. PARENTS' CONSENT

I, _____ Name of Parent/Guardian, hereby allow my son/daughter to become a nominee of the 1st Chapter Youth Assembly of the Philippine Red Cross (PRC)- Marikina City Chapter.

If elected, I understand that I am allowing my son/daughter to commit him/herself to conduct the duties and responsibilities of such office, to attend to the CYC meetings and activities and to perform such other duties as may be designated to me in my capacity as officer.

Signature over Printed Name of Parent/Guardian
III. NOMINATION LETTER

I, ___________________________ of the ___________________________ of the ___________________________, do hereby nominate ___________________________ for the 1st Chapter Youth Assembly of Marikina City Chapter to be a Chapter Youth Council Officer.

(Name of Nominator) (Position) (Name of Council/School)

(Name of Nominee)

City Chapter to be a Chapter Youth Council Officer.

Signature over Printed Name of Nominator

IV. CERTIFICATION BY THE NOMINEE

TO THE CONE:

This is to certify that I voluntarily submit to the rules of the Election. I agree to provide the supporting documents and hereby authorize the Committee on Nominations and Elections (CONE) to verify the same and to conduct background investigation. I attest to all the facts contained in this form and I am aware that any misrepresentation of facts can and will be used as basis for disqualification.

I hereby give consent to my nomination as RCY Council Representative in the Chapter Youth Assembly. If elected, I commit myself to conduct the duties and responsibilities of such office effectively, to attend to the Chapter Youth Council meetings and activities, and to perform such other duties as may be designated to me in my capacity as an officer.

Further, I commit to initiate and undertake activities for my area within my term of office and to report regularly to the Red Cross Youth Department of the Philippine Red Cross-Marikina City Chapter.

Signed this __________ day of __________ of __________ (Day) (Month, Year) (Place)

Signature over Printed Name of the Nominee

V. COUNCIL RECOMMENDATION

This is to formally endorse ___________________________ of ___________________________ to run for a position in the Chapter Youth Council. We believe that he/she is more than capable and eligible to be part of the Chapter Youth Council.

(Name of Nominee) (Name of School/Council)

Signature over Printed Name of RCY Adviser Signature over Printed Name of Head/Principal/OIC

1ST CHAPTER YOUTH ASSEMBLY OF MARIKINA CITY CHAPTER
PARENT/GUARDIAN CONSENT REQUEST FORM
(PARTICIPANTS BELOW 18 YEARS OLD ONLY)

SCHOOL/COMMUNITY: ________________________________

To whom it may concern:

This is to certify that I allowed my son/daughter to join the Chapter Youth Assembly:

Name of son/daughter: ________________________________

Date and Venue:

1st Chapter Youth Assembly of Marikina City Chapter
August 17, 2019 | 7:30 am – 5:00 pm
Concepcion Elementary School, Gabaldon
J. Molina Street, Concepcion Uno, Marikina City

As part of my son/daughter’s school activity and training, I do hereby pledge that:

1. In consideration of my son/daughter being permitted to participate in this event, I will encourage my minor to obey and abide the rules and regulations promulgated and enforced by the organizers and trainers for the protection and safety of all.

2. I know the nature of the event and the minor’s experience and capabilities, and believe the minor to be qualified to participate in the event.

3. I understand the objectives of the activity thus; I will thoroughly explain it to my minor son/daughter as I find them to be essential to his/her role in this organization. I agreed to let my minor son/daughter join with the knowledge that it will be an off-campus activity. As such, I am fully aware and will instruct the minor that the ORGANIZERS, SPONSORS, SUPPLIERS, THIRD PARTY, AGENCIES, TOGETHER WITH THE STAFF AND EMPLOYEES will not be liable for any untoward incident was beyond their control. Thus, I hereby waive and renounce my rights to all damages, hospitalization, and the like if the cause which will be attribute to my minor son/daughter’s acts of disobedience, negligence, and offense in heeding to advise, warning, precaution and safety rules that were read to my minor by the advisor before the start of the activity.

That the content of this waiver was read and explained to me before I affix my name and signature this ___ day of August freely and voluntarily.

Thank you very much!

Yours truly,

[Signature Over Printed Name]

Note: Kindly attach a photocopy of an ID of the Parent/Guardian signatory