



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



July 08, 2016


DIVISION MEMORANDUM

No. 353, s. 2016

**2016 SSG OFFICERS & ADVISERS FOR KOOL ADVENTURE
CAMP TEAMBUILDING TRAINING**

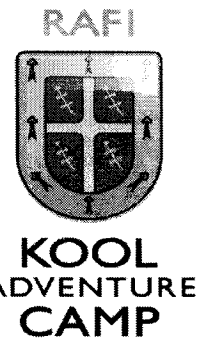
**To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools**

1. This office announces the conduct of the **2016 SSG Officers & Advisers for Kool Adventure Camp Teambuilding Training** at Cansamuroy, Balamban, Cebu between the month of November, 2016 to March 2017.
2. Objectives for this conference workshop are as follows:
 - a. To create a fun learning environment that is conducive for personal growth and healthy interaction among SSG Officers;
 - b. To provide opportunities for the participants to enhance self-confidence and develop deeper understanding of their roles and responsibilities;
 - c. To strengthen fundamental personal competencies necessary for effective leadership such as goal setting, decision-making, effective communication, trust, cooperation, teamwork and collaboration;
 - d. To plan, implement or review change projects for the school.
3. SSG Officers & Advisers in both public and private schools are enjoined to participate in this training.
4. Relative to this, be sure to accomplish the necessary forms and requirements needed by the Kool Adventure Camp, and make the final arrangement with your participation and accommodation. Contact RAFI c/o Richard on Cel. No. 09326351820
5. Registration fee of **Six hundred pesos (Php 600.00)** shall be collected for the duration of three (3) days training. Traveling, per diem, and other incidental and related expenses incurred in connection with the participants' attendance to the said training shall be chargeable against **Local School MOOE/ SEF/ PTA Funds / SSG Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
6. This Memorandum serves as Travel Authority of the participants.


REA MAR A. ANGTUD, ED.,D., CESO V1
Schools Division Superintendent 

July 7, 2016

Kool Adventure Camp - Youth Development Program
Change Project Program Proposal
Department of Education Cebu Province



Organization: DepEd Cebu Province Schools Supreme Student Government
Program Dates: November 2016-March 2017
Venue: KAC Adventure Education Center, Cansomoroy, Balamban, Cebu
Participants: Supreme Student Government Officers and Advisers

I. PROGRAM OBJECTIVES

Kool Adventure Camp, Inc. (KAC, Inc.) would like to propose a leadership program using games, initiatives, and low and high ropes course elements with the following objectives:

- a. To create a fun learning environment that is conducive for personal growth and healthy interaction among SSG officers/ student leaders
- b. To provide opportunities for the participants to enhance self-confidence and develop deeper understanding of their roles and responsibilities
- c. To strengthen fundamental personal competencies necessary for effective leadership such as goal setting, decision-making, effective communication, trust, cooperation, teamwork and collaboration
- d. To plan, implement or review change projects for the school.

II. PROGRAM DESCRIPTION

Kool Adventure Camp's adventure-based learning process introduces experiential activities that are apt metaphors for dealing with the dynamics of a leader at work. These initiatives are highly effective and have an element of risk, inconvenience and uncertainty. With the supervision of our professional staff, real risk is minimized without reducing the excitement of an active adventure challenge.

The following are the range of activities that comprise an adventure program:

- a. **Ice-breaker / Acquaintance Activities** provide opportunities for the group to get to know one another and to begin feeling comfortable with each other through group activities, initiatives and games that are primarily fun and non-intimidating.
- b. **De-Inhibitizers** are activities that encourage group participants to take risks and break self-imposed boundaries in order to enhance their willingness and commitment to fully participate in the program.
- c. **Personal Awareness Activities** challenge participants to reflect, become aware and responsible of his or her own thoughts, feelings and behaviour.
- d. **Trust and Empathy Activities** provide opportunities for group members to entrust their physical and emotional safety to his or her group by attempting a graduated series of activities, which involve taking some physical and/or emotional risks.
- e. **Communication Activities** present opportunities for group members to enhance their ability and skill to communicate thoughts, feelings, and behaviours more appropriately through initiatives that emphasize listening and self-expression skills in the group decision-making process.

- f. **Decision-Making and Problem Solving Initiatives** create opportunities for group members to effectively communicate, cooperate, and work with each other through active participation in a graduated series of problem-solving activities that involve a range of simple to more complex problems.
- g. **Team Peak Adventure** is a setting wherein group participants can build upon previous gains in areas of acquaintance, trust, communication, and decision-making; and to further develop skills in assessing and working effectively while considering the strengths and weaknesses of individuals in a group.

Through these activities, individual participants and teams are able to explore possibilities, take risks, and practice leadership skills. The learning model is intended to call upon every member of the team to participate and work with each other by establishing an environment characterized by trust, support, open communication and fun.

III. PROPOSED PROGRAM DESIGN

TIME	ACTIVITY
9:00 AM	Arrival and Registration
10:00	Welcoming and Mood-Setting
	Morning Snacks
	Program and KAC Center Orientation
	Getting-to-Know-You
12:00	Lunch
1:00	Leadership Awareness
	Height Activity: Belay School
6:00	Dinner
7:00	Full Value Contract
8:00	Briefing for Day 2
9:00	Lights Out

6:00 AM	Morning Exercise and Fitness
7:00	Breakfast
8:30	Challenge Ropes Course 1: Personal Visioning
12:00	Lunch
1:00 PM	Challenge Ropes Course 2: Teamwork
6:00	Dinner
7:00	Reflection: Reintegration to Self
8:00	Briefing for Day 3
9:00	Lights Out

6:00 AM	Morning Exercise and Fitness; Early check-out and clearing of stores/equipment
7:00	Breakfast
8:00	Integration Activity: Personal Action Plan and SSG Full Value Contract
11:00	Evaluation
11:30	Closing and Graduation
12:00 PM	Lunch
1:00	Departure (w/ Take home snacks)

Please note that program design indicated may change pending joint assessment of KAC and Organizers as well as other concerns that need to be considered such as participants profile (physical or medical conditions), among others.

IV. PROGRAM PARTICIPANTS & SCHEDULE

The following SSG Officers and schools are invited to participate in this program:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Auditor
6. Peace Officer
7. Public Information Officer
8. Grade 7-10 Level Representatives
9. SSG Adviser
10. SSG Partners/ Allies (officers from club organizations and homeroom)

Program Dates: NOV. 17 – 19, 2016 (THURS – SAT); Orientation: OCT. 24, 2016 (MON)		
	MUNICIPALITY	SCHOOL
1	Minglanilla	Tulay MHS
2	Minglanilla	Tungkil NHS
3	Minglanilla	Tungkop NHS
4	Minglanilla	Camp 7 NHS
5	Minglanilla	Guindaruhan National High School
6	Minglanilla	Lipata NHS
7	Minglanilla	Minglanilla Science HS
8	Minglanilla	Tubod National High School
9	Minglanilla	Vito National High School
10	Alcoy	Alcoy NHS
11	Alcoy	Nug-as NHS
12	Alcoy	Pasol-Pugalo Integrated School

Program Dates: NOV. 21 – 23, 2016 (MON-WED); Orientation: NOV. 7, 2016 (MON)		
	MUNICIPALITY	SCHOOL
1	San Fernando	Balud NHS
2	San Fernando	Balungag NHS
3	San Fernando	Greenhills NHS
4	San Fernando	Lantawan Integrated School
5	San Fernando	Magsico NHS
6	San Fernando	Pitalo NHS
7	San Fernando	San Fernando NHS
8	San Fernando	Tubod NHS (San Fernando)
9	San Fernando	Sangat NHS
10	Boljoon	Boljoon NHS
11	Boljoon	Lunop NHS
12	Boljoon	El Pardo NHS

Program Dates: NOV. 24 – 26, 2016 (THURS- SAT); Orientation: NOV. 7, 2016 (MON)		
	MUNICIPALITY	SCHOOL
1	Sibonga	Julian Enad MNHS
2	Sibonga	Manatad NHS
3	Sibonga	Mangyan NHS
4	Sibonga	Sibonga National High School
5	Sibonga	Simala NHS
6	Sibonga	Teodorodela Vega MNHS
7	Dalaguete	Caleriohan National High School
8	Dalaguete	Caliongan NHS
9	Dalaguete	Casay NHS
10	Dalaguete	Cawayan NHS
11	Dalaguete	Dalaguete NHS
12	Dalaguete	Manlapay National High School
13	Dalaguete	Mantalongon NHS

Program Dates: NOV. 30 – DEC. 2, 2016 (WED-FRI); Orientation: NOV. 14, 2016 (MON)		
	MUNICIPALITY	SCHOOL
1	Argao	Argao National High School
2	Argao	Talaga NHS
3	Argao	Cansuje National High School - Usmad Ext.
4	Argao	Colawin NHS
5	Argao	Mandilikit NHS
6	Argao	Usmad NHS
7	Argao	Bulasa NHS
8	Argao	Calagasan NHS
9	Oslob	Cañang-Marcelo Luna NHS
10	Oslob	Cansaloay Integrated School
11	Oslob	Oslob NHS
12	Oslob	Pungtod NHS
13	Oslob	Tan-awan NHS

Program Dates: JAN. 9 – 11, 2017 (MON-WED); Orientation: DEC. 12, 2016 (MON)		
	MUNICIPALITY	SCHOOL
1	San Remigio	Tambongon Integrated School
2	San Remigio	Libaong NHS
3	San Remigio	Lambusan NHS
4	San Remigio	Luyang NHS
5	San Remigio	Kinawahan Integrated School
6	San Remigio	Calambua Integrated School
7	San Remigio	Busogon Integrated School
8	San Remigio	Anapog Integrated School
9	San Remigio	San Miguel NHS
10	San Remigio	San Remigio NHS
11	San Remigio	Argawanon Integrated School
12	San Remigio	Dapdap NHS
13	San Remigio	Jose R. Martinez Mem. NHS

Program Dates: JAN. 11 – 13, 2016 (THUR-SAT); Orientation: DEC. 13, 2016 (TUES)		
	MUNICIPALITY	SCHOOL

1	Medellin	Curva NHS
2	Medellin	Almacen-Torrevillas National High School
3	Medellin	Gibitngil Integrated School
4	Medellin	Kawit NHS
5	Medellin	Medellin National High School
6	Medellin	Medellin National Science and Technology School
7	Tabogon	Doña Liling Neis Negapatan MNHS
8	Tabogon	Loreto-Remedios Montebon NHS
9	Tabogon	Horacio Franco MNHS
10	Tabogon	Ilihan Integrated School
11	Tabogon	Kal-anan NHS
12	Tabogon	Daantabogon NHS
13	Tabogon	Salag NHS
14	Tabogon	Don Esteban Nolasco Memorial NHS

Program Dates: JAN. 18 – 20, 2017 (WED-FRI); Orientation: DEC. 14, 2016 (WED)		
	MUNICIPALITY	SCHOOL
1	Borbon	Bongdo NHS
2	Borbon	Borbon NHS
3	Borbon	Campusong NHS
4	Borbon	Mar and Dorie Darunday NHS
5	Borbon	Tabunan NHS
6	Borbon	Doña Milagros MNHS
7	Sogod	Cabalawan NHS
8	Sogod	Calumboyan NHS
9	Sogod	Liki NHS
10	Sogod	Mohon NHS
11	Catmon	Tinabyonan NHS
12	Catmon	Ceferino Sususco MNHS
13	Catmon	Catmon Integrated School
14	Catmon	Catmon NHS

Program Dates: JAN. 25 – 27, 2017 (WED-FRI); Orientation: DEC. 15, 2016 (THURS)		
	MUNICIPALITY	SCHOOL
1	Daanbantayan	Bakhawan NHS
2	Daanbantayan	Bateria NHS
3	Daanbantayan	Calape NHS
4	Daanbantayan	Carnaza NHS
5	Daanbantayan	Daanbantayan NHS
6	Daanbantayan	Logon NHS
7	Daanbantayan	Malingin NHS
8	Daanbantayan	Maya NHS
9	Daanbantayan	Paypay NHS
10	Daanbantayan	SK Luis P. Canete NHS
11	Daanbantayan	Tapilon National High School
12	Daanbantayan	Tominjao National High School
13	Cordova	Cordova NHS

Program Dates: FEB. 1 – 3, 2016 (WED-FRI); Orientation: JAN. 5, 2017 (THURS)		
	MUNICIPALITY	SCHOOL
1	Carmen	Caurasan NHS

2	Carmen	Cantumog NHS
3	Carmen	Carmen National High School - Night
4	Carmen	Carmen NHS-Day
5	Compostela	Bagalinga Integrated School
6	Compostela	Compostela National High School
7	Compostela	Compostela Science & Technology High School
8	Compostela	Sapak NHS Extension
9	Compostela	Mulao NHS
10	Liloan	Lataban NHS
11	Liloan	Liloan NHS
12	Liloan	Arcelo Memorial National Night High School
13	Liloan	Arcelo MNHS

Program Dates: FEB. 6 – 8, 2016 (MON-WED); Orientation: JAN. 5, 2017 (THURS)		
	MUNICIPALITY	SCHOOL
1	Consolacion	Consolacion NHS - Day Class
2	Consolacion	Cabangahan NHS
3	Consolacion	Consolacion NHS - Evening Class
4	Consolacion	Garing NHS
5	Consolacion	Pulpogan NHS
6	Consolacion	Tayud NHS
7	Consolacion	Jugan NHS
8	Consolacion	Tolotolo NHS
9	Consolacion	Tugbongan NHS
10	Consolacion	Lanipga NHS
11	Aloguinsan	Rosario NHS
12	Aloguinsan	Aloguinsan NHS
13	Aloguinsan	Angilan NHS

Program Dates: FEB. 9 – 11, 2017 (THURS-SAT); Orientation: JAN. 6, 2017 (FRI)		
	MUNICIPALITY	SCHOOL
1	Barili	Balao NHS
2	Barili	Bartolome & Manuela Pañares MNHS
3	Barili	Cagay NHS
4	Barili	Federico & Soledad MNHS
5	Barili	Giloctog NHS
6	Barili	Guibuangan NHS
7	Barili	Lamak National High School
8	Barili	Malolos NHS
9	Barili	Mantalongon NHS
10	Barili	Patupat NHS
11	Barili	Teotimo A. Abellana Sr. Memorial NHS
12	Tabuelan	Mabunao NHS-Juan Pamplona Ext.
13	Tabuelan	Juan Pamplona NHS

Program Dates: FEB. 15 –17, 2017 (WED-FIR); Orientation: JAN. 16, 2017 (MON)		
	MUNICIPALITY	SCHOOL
1	Tuburan	Montealegre NHS
2	Tuburan	Colonia NHS
3	Tuburan	Putat NHS
4	Tuburan	Ireneo V. Diamante NHS

5	Tuburan	Kalangahan NHS
6	Tuburan	Kansi NHS
7	Tuburan	Tuburan National High School
8	Pinamungahan	Anislag NHS
9	Pinamungahan	Lamac NHS
10	Pinamungahan	Anopog NHS
11	Pinamungahan	Pinamungajan NHS
12	Pinamungahan	Pinamungajan NHS – Night
13	Pinamungahan	Lut-od NHS

Program Dates: FEB. 20 – 22, 2017 (MON-WED); Orientation: JAN. 16, 2017 (MON)

	MUNICIPALITY	SCHOOL
1	Balamban	Buanoy NHS
2	Balamban	Buanoy NHS – Evening Opportunity Class
3	Balamban	Cabagdalan National High School
4	Balamban	Gaas NHS
5	Balamban	Ginatilan NHS
6	Balamban	Jose Chona Jo Memorial National High School
7	Balamban	Lamesa NHS
8	Balamban	Liki Integrated School
9	Balamban	Milan-Cantuod NHS
10	Balamban	Nangka NHS
11	Ronda	Ronda NHS- Langin NHS Ext.
12	Ronda	Langin NHS
13	Alcantara	Alcantara NHS

Program Dates: FEB. 23 – 25, 2016 (THURS-SAT); Orientation: JAN.17, 2017 (TUES)

	MUNICIPALITY	SCHOOL
1	Dumanjug	Bitoon NVHS
2	Dumanjug	Bulak NHS
3	Dumanjug	Cogon NHS
4	Dumanjug	Dumanjug NHS
5	Dumanjug	HipolitoBoquecosa MNHS
6	Dumanjug	TubodDugoan NHS
7	Moalboal	Bala NHS
8	Moalboal	Busay NHS
9	Moalboal	Moalboal NHS
10	Alegria	Inghoy NHS
11	Alegria	consolacion
12	Alegria	Santa Filomena NHS
13	Alegria	Montpeller NHS

Program Dates: MARC 1–3, 2017 (WED-FRI); Orientation: JAN.17, 2017 (TUES)

	MUNICIPALITY	SCHOOL
1	San Francisco	Cabonga-an NHS
2	San Francisco	Camotes National High School

3	San Francisco	Consuelo NHS
4	San Francisco	Lorenzo C. Tanza Memorial National High School
5	San Francisco	Santiago National High School
6	San Francisco	Tulang Integrated School
7	Pilar	Pilar NHS
8	Pilar	Lanao NHS, Pilar
9	Pilar	Don Filomeno M. Torres MNHS
10	Pilar	Dapdap NHS
11	Poros	Luciano B. Rama Sr. MNHS
12	Poros	Zosimo E. Fabroa MNHS
13	Poros	San Jose NHS
14	Tudela	Puertobello NHS
15	Tudela	Puertobello NHS - Pob. Ext.

Program Dates: MARCH 8 – 10, 2017 (WED – FRI); Orientation: JAN. 24, 2017 (TUES)		
	MUNICIPALITY	SCHOOL
1	Sta Fe	Santa Fe NHS
2	Sta Fe	Marikaban Integrated School
3	Sta Fe	Hilantagaan NHS Ext.
4	Sta Fe	Kinartacan NHS
5	Madridejos	Bunakan Integrated School
6	Madridejos	Kodia Integrated School
7	Madridejos	San Agustin NHS
8	Madridejos	Madridejos NHS
9	Bantayan	Bantayan NHS
10	Bantayan	Patao NHS
11	Bantayan	Bantayan Science High School
12	Bantayan	Doong NHS
13	Bantayan	Hilotongan Integrated School
14	Bantayan	Oboob Integrated School

Program Dates: MARCH. 5 – 7, 2017 (WED-FRI); Orientation: JAN. 24, 2017 (TUES)		
	MUNICIPALITY	SCHOOL
1	Badian	Badian NHS
2	Badian	Tubod NHS
3	Malabuyoc	Montañeza NHS
4	Malabuyoc	Sorsogon NHS
5	Malabuyoc	Mahanlud NHS
6	Malabuyoc	Cerdeña NHS
7	Ginatilan	Palanas Integrated School
8	Ginatilan	Guiwanon NHS
9	Ginatilan	Salamanca NHS
10	Samboan	Pedro B. Uy Calderon Memorial NHS
11	Samboan	Samboan National High School
12	Samboan	San Sebastian NHS
13	Santander	Santander NHS
14	Santander	Willy B. Wenceslao MNHS

V. PROGRAM INVESTMENT

Total Program Rate: Php7,956.00 per participant

Discounted Program Rate (w/ RAFI subsidy): Php600.00 per participant

The rate is inclusive of the following:

1. Program Development (inclusive of Training Needs Assessment and Program Design)
2. Orientation of Participants and Parents
3. Conduct of 3-day Adventure Education Program
4. Services of Adventure Facilitators (1 Facilitator : 15 Participants)
5. Food Arrangements:
Day 1: AM Snacks, Lunch, Dinner, Night Snacks
Day 2: Breakfast, Lunch, Dinner, Night Snacks
Day 3: Breakfast, Lunch, PM Snacks
6. Group Travel and Accident Insurance (for the training duration)
7. Emergency Medical Assistance for the duration of the Program (including services of medical center, ambulance and EMT Nurse on 24-hour standby at the RAFI-KAC Adventure Education Center)
8. Use of Camp Equipment (mats, webbing and other game gadgets)
9. Use of KAC Adventure Education Center (inclusive of participants' bunk accommodations)

The following are not included in the above program fees stated and should therefore be provided by the School/SSG organizers:

1. Documentation
2. Transfers to and from the KAC Adventure Education Center
3. Equipment Deposit Fee: A reimbursable amount of Php50.00 per participant will be collected on the first day of the course as Equipment Deposit. Damage or loss of assigned equipment will be charged to this account. Otherwise, the full amount will be reimbursed on the last day of the course

Related expenses incurred in connection with the participants' attendance to the program may be charged to the Local School MOOE/SEF/PTA Funds/SSG Funds.

VI. PROGRAM PREREQUISITE

Prior to the conduct of the training, the following are the needed pre-program preparations:

1. Final list of confirmed participants
2. Duly accomplished Course Registration Form (with Organization Representative's signature and Medical Physician's clearance) to be submitted by each attending individual during pre-program orientation
3. A pre-program orientation with participants and parents

In addition, the duly accomplished Course Evaluation Form should also be submitted after the program as a requirement for the participants to receive their Course Certificates.

VII. TERMS & CONDITIONS

Late Payment

Full payment of the training contribution shall be made not later than the last day of the training course. A grace period of seven business days will be provided commencing from the last day of the training. Any program contribution received after said date will be deemed late and subject to a late fee equivalent to 0.5% of the outstanding unpaid amount per day. The organizer/client shall also be

responsible for all attorneys' fees, court costs, and related expenses incurred in the event payment is not made in a timely manner, and proceedings are brought by KAC to collect sums owed.

Cancellation

This program may be postponed, delayed, and/or rescheduled, without penalty or time limit, subject only to mutually agreeable dates, terms and conditions. All payments must be made per existing schedule in this agreement despite the changes.

Cancellation of this camp will incur no penalty if made within 60 days or more from the start date. A penalty of 10% will be incurred if made between 16 and 59 days from start date; and a penalty of 15% if made between 3 to 15 days from start date. Penalties are due at the time of cancellation. No services will be rendered in the event of such cancellations.

In case of fortuitous events (e.g. typhoons, calamities and other safety considerations), a written advice or notice will be given to organizers/participants at least two (2) days before the scheduled activity.

CONTACT INFORMATION

Richard de los Reyes
Facilitator
Youth Development Programs
Kool Adventure Camp, Inc.
Tel: (+63 32) 260-9000 local 1001
Email: richard.de.los.reyes@rafi.org.ph

Daphne R. Dia
Assistant Director
Youth Development Programs
Kool Adventure Camp, Inc.

CONFORME:

I hereby declare that I have read and understood all terms and conditions stated in this proposal and hereby indicate my acceptance and conformity to all the above provisions by affixing my signature hereunder.

Date: _____