



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF PALAWAN

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

UNNUMBERED MEMORANDUM

TO: **PABLO E. ABON- PSDS TAYTAY I**
School Head- Sandoval National High School
School Head- Sandoval Elementary School
School Head- Silanga National High School
School Head- Silanga Elementary School
School Head- Dipla Elementary School
All others concerned

FROM:  **ELSIE T. BARRIOS, Ph.D.**
Schools Division Superintendent

SUBJECT: **ATTENDANCE TO THE MARINE ENVIRONMENT CHILDREN'S BOOK WORKSHOP**

DATE: June 05, 2023

1. As part of the partnership initiative of the Division with Sulubaai Foundation in Taytay, Palawan, the Marine Environment Children's Book Workshop will be conducted in Sandoval National High School, Taytay I.
2. The activity will be conducted on June 09, 2023 and will be participated by One (1) teacher and Five (5) learners from each school namely:
 - A. Sandoval Elementary School
 - B. Sandoval National High School
 - C. Dipla Elementary School
 - D. Silanga Elementary School
 - E. Silanga National High School
3. Participation of the teachers to the said activity shall be on official time. The school heads are also reminded to institute measures to increase engaged time-on-task in compliance with DepEd Order 09, series of 2005 to the learners while the teacher participants are attending this activity.
4. Expenses to be incurred by the attendees to the said activity shall be shouldered by the requesting party. Enclosed is the communication from Sulubaai Foundation for reference.
5. For information and guidance of all concerned.





2nd June 2023

Dr. Elsie T. Barrios
Schools Division Superintendent
Department of Education
Puerto Princesa

Dear Dr. Elsie T. Barrios,

I hope this letter finds you in good health and high spirits. In the framework of our Memorandum of Agreement (dated on November 2021) on between the Department of Education and Sulubaaï Environmental Foundation regarding the Sea Academy Program, Sulubaaï intends to publish a marine environmental children's book with a narrative created collaboratively by students. One method for achieving this is to hold a workshop and brainstorming session with students from each school. I am writing to inform you of an upcoming book workshop at **Sandoval National High School on Friday, June 9 from 8:00 a.m. to 12:00 p.m** which would involve 5 teachers and 5 selected students from the 5 schools taking part into the Sea Academy Program.

Before I begin describing the book workshop and student safety, I would like to thank you for your constant support of the SEA ACADEMY Project and the five schools of Shark Fin Bay environmental activities that we undertook. We regularly report on our activities thru Ms. Maylyn Dilig who is part of our project committee.

This book workshop aims to foster students' creativity and give them a sense of ownership over the book that will should be published by the end of the year. We plan to print about 100 copies and distribute it in the five participating schools during the next school year. The digital version of the book will be available for the DepEd for any school who would like to get it.

For the workshop happening on June 9th, five student representatives and one teacher-in-charge will be selected by Depla, Sandoval, and Silanga elementary and high schools. To ensure the success of the workshop, we have meticulously planned for the safety and well-being of our pupils.

Here are some measures we have taken to guarantee student safety during the workshop:

- 1. Venue Selection:** The workshop will be held within the school premises. This controlled environment allows us to maintain a secure setting that is familiar to the students.
- 2. Adequate Supervision:** Five project staffs, and 5 teachers will be present throughout the duration of the workshop to monitor student activities, facilitate discussions, and ensure student safety.
- 3. Permission Slips and Emergency Contact Information:** Prior to the workshop, all participating students will be required to submit permission slips signed by their parents or guardians. These slips will also contain updated emergency contact information, enabling us to quickly reach parents or guardians in case of any unforeseen circumstances.
- 4. Code of Conduct:** We will establish clear guidelines and expectations for student behavior during the workshop. All participants will be briefed on appropriate conduct, respect for others' opinions, and the importance of maintaining a safe and inclusive environment.

Sulubaaï Environmental Foundation Inc. Pangatalan Island. Barangay Depla. Taytay 5312. Palawan.
Company n°: CN201212105. Company TIN: 008-320-121.
contact@sulubaaï-foundation.com. 0999 198 4125



5. **First Aid Preparedness:** Trained staff members will be equipped with basic first aid supplies in case of minor injuries or illnesses.

6. **Logistics and transportation:** We will provide speedboat and vehicle to pick-up and transport the students and teachers. Snacks and lunch will be provided to all participants.

We understand that student safety is an utmost importance, and we assure you that every effort will be made to guarantee a secured environment throughout the book workshop. The event will be conducted in accordance with the school safety protocols and guidelines.

If you have any further questions or concerns, please do not hesitate to contact me at +63 928-642-1719 or lauretva@gmail.com. Thank you for your time, understanding, and unwavering commitment to the success and safety of our students.

Sincerely,

Dr. Laure Thierry de Ville d'Avray
Project Manager « Sea Academy »
Sulubaaï Environmental Foundation

Event's title : Marine Environment Children's Book Workshop

Location of the event: Sandoval National High School

Date of the Event: 9 June 2023, 8:00- 12:00

TIME	ACTIVITY	PERSON IN-CHARGE
8:00-9:00	Transportation of participants to Sandoval National High School	4 Sulubaaï staff & teachers in-charge
9:00-9:15	Opening program Welcome message Jesus Magdayao- SNHS Principal Introduction of Participants Rationale of the Book Workshop	Laure Thierry de Ville d'Avray (Sulubaaï)
9:15-9:30	Review of the Ecosystems Connectivity	May Saludsod (Sulubaaï)
9:30-9:45	Brainstorming of the protagonist character+ storyline	Nathalie de la Tour (Sulubaaï)
9:45-11:00	Break Out Session based on the 3 ecosystem + MPA Working Snacks	Nathalie de la Tour (Sulubaaï)
11:00- 11:30	Group presentation of output	By school
11:30-12:00	Brainstorming for the final storyline	Nathalie de la Tour (Sulubaaï)
LUNCH		
Transportation of the participants back to school		

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