


Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:
SGOD-UN-8-08-2023/MLMS

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Public Schools District Supervisors
Secondary School Heads
All Concerned Officials

FROM : 
SOCORRO V. DELA ROSA
Schools Division Superintendent

SUBJECT : **24th Civitas Asian National Student Conference (civAsia)**

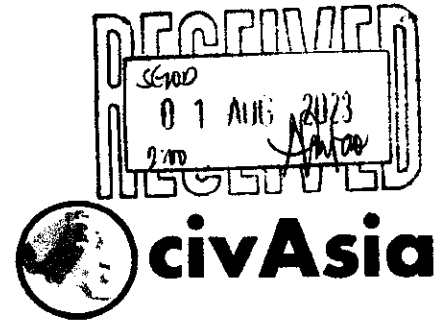
DATE : August 8, 2023

1. Relative to the letter of the Office of Student Development-Civics of the University of Asia and the Pacific (UA&P), they will be conducting its **24th Civitas Asia National Student Conference (civAsia)** with the theme **HILOM: Empowering the Youth in Shaping a Future of Peace**, on **September 20, 2023**.
2. It aims to provide a venue for meaningful discourse among high school and college student leaders from all over the Philippines.
3. The three-day conference aims to impart among its participants a deeper understanding of the problems that affect Philippine society and institutions in relation to the SDG16, the knowledge to help remedy these dilemmas and how youth participation in the development of strong institutions can help lead the youth.
4. High School Students are invited to take part in this conference, onsite or online. Onsite participation is on a first-come-first serve basis, and online participation is available for group streaming (minimum of 10 participants).
5. Please confirm participation not later than September 1, 2023, or contact civasia@uap.asia or any of the representatives: Andrei Wilson Barredo (adriwilson.barredo@uap.asia; 0928 077 9509), or Paolo Joaquin Carreon (paolo.carreon@uap.asia; 0998 562 8607).
6. Attached is the conference details for a more detailed information.
7. For information and dissemination.





UA&P
UNIVERSITY OF ASIA AND THE PACIFIC



28 July 2023

Dear School Administrators:

Greetings!

The Office of Student Development - Civics, under the Center for Student Affairs of the **University of Asia and the Pacific (UA&P)** is pleased to announce the conduct of its **24th Civitas Asia National Student Conference (civAsia)** with the theme **HILOM: Empowering the Youth in Shaping a Future of Peace**, which will be held on campus from **September 20 to 22, 2023**.

This year, as the conference focuses on **SDG 16 (Peace, Justice and Strong Institutions)**, civAsia seeks to promote peaceful and inclusive societies, providing access to justice and building effective, accountable and inclusive institutions at all levels. Hence, the conference aims to provide a venue for meaningful discourse among high school and college student leaders from all over the Philippines, who seek to capably exercise their citizenship and thereby contribute to the dynamic development of Asian Civilization.

The **first** day of the conference will cover an overview of UNDP's Sustainable Development Goals, with an in-depth discussion of SDG 16. This will be followed by plenary sessions focusing on "Peace" and "Justice" respectively, and a workshop on *Action Plan Writing*. For the **second** day, there will be another plenary session on "Strong Institutions," a *Youth Chat* (panel discussion), and a breakout session for the *Action Plan Writing*. The **third** day will be dedicated for the *Group Dynamics Activity*, and the *presentation of the Top 5 Action Plan finalists*. The awarding of the winning action plan will be announced at the later part of the program.

Furthermore, by the end of three-day conference, civAsia aims to impart among its participants (1) *a deeper understanding of the problems that affect Philippine society and institutions in relation to the SDG 16*; (2) *the knowledge to help remedy these dilemmas*; and (3) *how youth participation in the development of strong institutions can help lead the youth in developing a future society that shapes peace and justice*.

In this regard, we are humbly inviting your institution to take part in this conference by sending student representatives, who will join us onsite or online. Kindly note that *onsite participation is on a first-come-first serve basis*. On the other hand, the *online participation is available only for group streaming* (minimum of 10 participants; at your preferred venue), and will be *offered only for institutions located outside NCR, CALABARZON, and Central Luzon*.


We are attaching herewith a copy of the conference details. Furthermore, *kindly accomplish and submit the attached reply form, to confirm your participation and reserve a slot, no later than September 1, 2023*.

University of Asia & the Pacific, Pearl Drive, Ortigas Center, Pasig City, 1605


For further inquiries, please do not hesitate to contact civAsia@uap.asia or any of the following representatives: **Andrei Wilson Barredo** (andrewilson.barredo@uap.asia; 0928 077 9509), or **Paolo Joaquin Carreon** (paolocarreon@uap.asia; 0998 562 8607).

We hope to see you in the 24th civAsia!

Sincerely yours,


MA. MICHELLE I. ALEJANDRO
Project Moderator, civAsia / SAO - Civics

Endorsed by:


JOSEPH NOEL R. PARCON
Vice Chair, Center for Student Affairs/
Head, Office of Student Development

CONFERENCE DETAILS

Date	20 to 22 September 2023 (Wednesday to Friday)
Venue	Onsite: PLDT Hall, 4/F APEC Communications Building (ACB), University of Asia & the Pacific Online: Zoom (available only for institutions/organizations located outside NCR, CALABARZON, and Central Luzon; group streaming only)
Participants	Open to all secondary and tertiary students, faculty and professionals
Registration	Email conasia@uaap.edu.ph
Fees	Onsite fee is inclusive of food (am snacks, lunch, and pm snacks) and conference kit

Regular Rates	Special Rates
<i>Onsite:</i> Public HS/College: Php 1,500 Private HS/College: Php 1,800 Faculty/Professionals: php 2,000 <i>Online:</i> Public HS/College: Php 450 Private HS/College: Php 600 Faculty/Professionals: Php 800	<i>Onsite early bird rates:</i> Public HS/College Student: Php 1,200 Private HS/College Student: Php 1,500 Faculty/Professionals: php 1,800 <i>Onsite group packages:</i> 10 paying + 1 free (student or faculty) *applicable for both early bird and regular rate <i>Online group packages (group streaming):</i> Public HS/College: Php 300 Private HS/College: Php 450 Faculty/Professionals: php 600 *minimum 10 participants *1 free (facilitator - teacher/school administrator) for every group of 10 students

**Early Bird Rates available until September 1, 2023 only.*

Payment	<p>Cash payments may be made at the UA&P cashier. For online bank transfer or bank deposit payments: Account Name: University of Asia and the Pacific Foundation, Inc. Branch: Bank of the Philippine Island Checking Account No. 0201-0414-73 Bank Swift Code: BOPIPHMM</p> <p>A copy of the proof of payment must be submitted to conasia@uaap.edu.ph or presented during the onsite registration.</p>
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University of Asia & the Pacific, Pearl Drive, Ortigas Center, Pasig City, 1605

TENTATIVE SCHEDULE

24th CIVITAS ASIA NATIONAL STUDENT CONFERENCE (civAsia)
HILOM: Empowering the Youth in Shaping a Future of Peace
September 20 to 22, 2023

DAY 1 [September 20, 2023]	
8:00 - 9:00	Registration
9:00 - 9:15	Invocation and Flag Ceremony
9:15 - 9:30	Opening Remarks
9:30 - 10:00	Introduction to SDGs <i>[SDG 16 - Peace Pillar]</i>
10:00 - 10:05	Introduction of the Speaker 1
10:05 - 10:45	Talk 1 : Recognizing the Face of PEACE in the 21st Century
10:45 - 11:05	Question and Answer
11:05 - 11:10	Awarding of Certificate to the Speaker
11:10 - 12:00	Networking <i>[Get to know their Breakout Session and Facilitators]</i>
12:00 - 1:10	LUNCH
1:10 - 1:30	ICE BREAKER
1:30 - 1:35	Introduction of the Speaker 2
1:35 - 2:15	Talk 2: The Relevance of Inclusive JUSTICE in Achieving Sustainability
2:15 - 2:35	Question and Answer
2:35 - 2:40	Awarding of Certificate to the Speaker
2:40 - 3:10	SNACK
3:10 - 3:15	Introduction of the Workshop Speaker
3:15 - 3:55	ACTION PLAN Writing Workshop

3:55 - 4:15	Question and Answer
4: 15 - 4:20	Awarding of Certificate to Workshop Speaker
4:20 - 5:00	Final Reminders, Evaluation Form for Day 1, Photo Ops

DAY 2 [September 21, 2023]	
8:00 - 9:00	Registration
9:00 - 9:10	RECAP OF DAY 1
9:10 - 9:20	Introduction of the Speaker 3
9:20 - 10:00	Talk 3: Forging STRONG INSTITUTIONS through Collaborative and Transformational Leadership
10:00 - 10:20	Open Forum
10:20 - 10:25	Awarding of Certificates to the Speaker
10:25 - 10:30	Introduction of the Youth Chat and the Panelists
10:30 - 11:30	YOUTH CHAT
11:30 - 11:50	Question and Answer
11: 50 - 11:55	Awarding of Certificates to the Panelists
11:55 - 1:10	LUNCH
1:10 - 1:30	ICE BREAKER
1:30 - 5:00	Breakout Session Crafting of the Action Plan
5:00 - 5:30	Final Reminders, Evaluation Forms, Photo Ops

DAY 3 [September 22, 2023]	
8:00 - 9:00	Registration
9:00 - 9:10	RECAP OF DAY 2

9:10 - 9:40	Campus Tour % JNS and JMC
9:40 - 11:00	Group Dynamics
11:00 - 12:00	LUNCH
12:00 - 12:05	ANNOUNCEMENT OF TOP 5 FINALISTS
12:05 - 12:10	Preparation for Presentations
12:10 - 12:20	Introduction of Rules, Criteria, and Judges
12:20 - 3:40	PRESENTATION OF OUTPUTS <i>[Each finalist has 30 mins to present, and 10 mins to answer questions from the judges]</i>
3:40 - 4:15	Deliberation / Networking / Snack
4:15 - 4:30	Invocation and Flag Ceremony
4:30 - 4:45	Conference Recap <i>[Conference Video will be played]</i>
4:45 - 5:00	Announcement of winners Presentation of the winners
5:00 - 5:10	Closing Remarks % Project Head
5:15 - 5:25	Final Reminders, Evaluation Forms, Photo Ops, Distribution of Certificates

GUIDELINES FOR ONLINE CONFERENCE PARTICIPANTS

1. The online participation is available only for group streaming (w/a minimum of 10 participants)
2. This option is offered only to institutions located outside NCR, Central Luzon and CALABARZON. But kindly note that institutions in these areas are also welcome to join onsite.
3. The selected venue for group streaming must be conducive (good lighting, minimal noise/disturbance), have a good internet connection, and have an available writing/working table.
4. A minimum of (1) facilitator must be assigned for every group with 10 to 20 participants.
5. Each institution may use different rooms/classrooms in their vicinity, as needed. This must be declared together with a photo/video of the venue. Aside from this, the room assignments of the participants and facilitators must be submitted.
6. Accounts used to access the Zoom meeting must be pre-registered. Only (1) account per group/venue will be allowed, but at least (2) devices may be used per account.
7. Equipment/device needed (minimum requirement):
 - a. For a group not exceeding 10 participants
 - i. Laptop/desktop
 - ii. Video cam (built-in or external)
 - iii. Mic (built-in or external)
 - iv. Speakers (built-in or external)
 - b. For a group with more than 10 participants
 - i. Laptop/desktop
 - ii. Projector w/ screen or TV monitor
 - iii. Video cam (built-in or external)
 - iv. Audio system (mic and speakers)
8. The video camera must be open at all times and strategically positioned where all participants may be viewed properly.
9. The mic must be kept muted, unless given permission to unmute.
10. Participants must be reminded to behave and be dressed appropriately (school uniform or in casual/smart casual clothing)
10. Rename the Zoom profile using the ff. format: <Name of School>_<Region> and add number if using more than (1) account i.e. UA&P_NCR(1), UA&P_NCR(2)...
11. Institutions participating online must join the technical rehearsal/dry run. Schedule will be announced later on.

REPLY/CONFIRMATION

This is to confirm that we, from _____,
(Name of Institution/Organization)
 are accepting your invitation to participate to the 24th Civitas Asia National Student Conference (civAsia), which will be held on September 20 to 22, 2023 at the University of Asia & the Pacific.

<p>Type of participation: _____ Onsite _____ Online</p> <p><i>Note: Online participation is available only for group viewing (shared device), and for institutions/ organizations located outside NCR, Calabarzon & Central Luzon.</i></p>	<p>Payment: _____ Online/Bank Transfer _____ Bank Deposit _____ Onsite</p> <hr style="border-top: 1px dashed black;"/> <p>Bank Details <i>Account Name: University of Asia & the Pacific Foundation, Inc.</i> <i>Bank: Bank of the Philippine Islands (BPI)</i> <i>Checking Account No.: 0201-0414-73</i> <i>Bank Swift Code: BOPIPHMM</i></p> <p><i>Note: A copy of the proof of payment must be submitted to civasia@uap.edu.ph or presented during the onsite registration.</i></p>
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CONFORME:

Name of Authorized Representative	Signature	Date Signed
Designation: _____		
Email: _____		
Contact No.: _____		

Nature of Institution/Organization:
Mailing Address:
Email:
Contact No.:

Point-Person:	Email:
Designation:	Contact No.:

University of Asia & the Pacific, Pearl Drive, Ortigas Center, Pasig City, 1605

