




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

UNNUMBERED MEMORANDUM
SGOD-UM 02-29-24/MLMS

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

FROM : 
SOCORRO V. DELA ROSA
Schools Division Superintendent

SUBJECT : **COUNCIL MANAGEMENT TRAINING FOR RED CROSS YOUTH ADVISERS OF CATANDUANES**

DATE : February 29, 2024

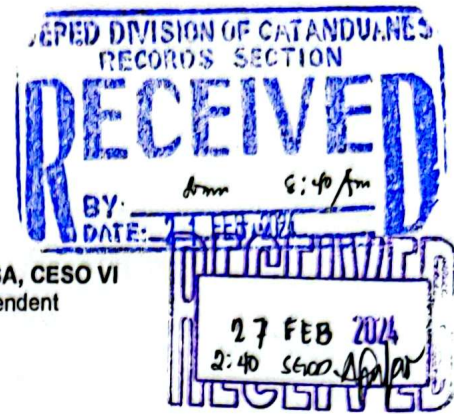
1. Attached is the letter from Philippine Red Cross – Catanduanes Chapter on the conduct of **COUNCIL MANAGEMENT TRAINING FOR RED CROSS YOUTH ADVISERS OF CATANDUANES**.
2. The two-day training will be attended by designated Red Cross Youth Advisers of all public elementary and secondary schools in Catanduanes and will be conducted at Philippine Red Cross – Catanduanes Chapter in three (3) batches.
3. Participation in this training is voluntary and registration of Php1,000.00 is charge to personal account.
4. For immediate dissemination and information.



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**PHILIPPINE RED CROSS
CATANDUANES CHAPTER**



February 20, 2024

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TO : **SOCORRO V. DELA ROSA, CESO VI**
Schools Division Superintendent
Department of Education
Division of Catanduanes
Virac, Catanduanes

SUBJECT : **COUNCIL MANAGEMENT TRAINING FOR RED CROSS
YOUTH ADVISERS OF CATANDUANES**

Red Cross Youth (RCY) is one of the six Major Services of the Philippines Red Cross which aims to develop among the youth the spirit of humanitarianism, leadership and service by giving them opportunities to participate in relevant Red Cross activities.

Part and parcel of RCY program implementation is the involvement of the Red Cross Youth Advisers in council management and guiding our youth volunteers in their volunteering journey.

It is on this note that PRC – Catanduanes Chapter would like to **request your approval** on the conduct of **COUNCIL MANAGEMENT TRAINING FOR RED CROSS YOUTH ADVISERS**, the collection of a minimal registration fee and the issuance of corresponding **service credits** to participants.

This two-day training will be participated by **Designated Red Cross Youth Advisers** of all Public Elementary and Secondary Schools in Catanduanes.

The CMT will be conducted at Philippine Red Cross – Catanduanes Chapter in three (3) batches on the following dates and with the following participants:

Date of Training	Municipal Cluster	No. of Participating Secondary School	No. of Participating Elementary School	Total No. of Participants
March 9-10, 2024	PANDAN	3	22	82 pax
	CARAMORAN	7	22	
	BARAS	2	16	
	GIGMOTO	3	7	
March 16-17, 2024	BAGAMANOC	3	13	83 pax
	PANGANIBAN	2	12	
	VIGA	4	28	
	BATO	3	18	
March 23-24, 2024	VIRAC	7	43	112 pax
	SAN ANDRES	6	30	
	SAN MIGUEL	3	23	

Furthermore, we hereby **request your approval to collect a minimal registration fee of Php1,000.00 per participant** inclusive of meals and PRC MAAB Premier Bronze and such be charged to the MOOE of their respective school budget.

Attached is the Training Outline for your perusal.

Please accept our sincerest gratitude in anticipation of your favorable approval of this request.

REYMONDA REGINALDO
Chapter Administrator

"ALWAYS FIRST.ALWAYS READY.ALWAYS THERE."

Mailing Address: EBMC Compound, San Isidro Village, Virac, Catanduanes
Mobile Number: 095 1103 1624 (TalkNText), 0917 8068528 (Globe)
Email Address: catanduanes@redcross.org.ph
Facebook: [Philippine Red Cross - Catanduanes](https://www.facebook.com/PhilippineRedCross-Catanduanes)



COUNCIL MANAGEMENT TRAINING FOR RCY ADVISERS

I. COURSE DESCRIPTION

Council Management Training is a comprehensive training designed to train and to develop advisers to manage their councils aligned with the vision, mission and objectives of the Philippine Red Cross and Red Cross Youth.

It is a two-day training that will enhance the skills in management and leadership of the advisers to handle and facilitate Red Cross Youth activities in their councils, community and the local chapter.

The module is composed of 10 topics and activities that should be completed by the advisers as a tool for developing the youth and for the holistic delivery of services of the Philippine Red Cross.

II. OBJECTIVES

The advisers will develop enthusiasm in organizing and developing community/ school council, the following specific objectives will be attained:

- a. Acquire knowledge about the history of Red Cross Movement and the Philippine Red Cross;
- b. Establish good foundation about the significance of Red Cross Youth;
- c. Identify the Roles and Responsibilities of Council Adviser;
- d. Understand the importance of the different guidelines and requirements in managing a community/ school council;
- e. Gain knowledge about the RC143;
- f. Identify and apply the SWOT analysis in organizing a council;
- g. Submit an annual RCY Plan of Activities;
- h. Develop teamwork and camaraderie among advisers; and
- i. Inculcate the spirit of volunteerism and its concept in the various humanitarian activities of the Movement.

III. GENERAL INFORMATION

a. CMT SCHEDULE, EXPECTED PARTICIPANTS AND VENUE

The CMT will be conducted at the Philippine Red Cross Catanduanes Chapter in three (3) batches on the following dates and with the following participants:

"ALWAYS FIRST.ALWAYS READY.ALWAYS THERE."

Mailing Address: EBMC Compound, San Isidro Village, Virac, Catanduanes
Mobile Number: 09079338303 (TalkNText), 09178068528 (Globe)
Email Address: catanduanes@redcross.org.ph
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b. COURSE SYLLABUS

Day	Timeframe	Activity
1		Arrival and Registration
	30 minutes	Leveling Off
	30 minutes	Introduction to the Red Cross Movement
	30 minutes	The Philippine Red Cross
	60 minutes	Volunteerism
	120 minutes	Red Cross Youth
	30 minutes	Roles of an RCY Adviser
	90 minutes	Council Management Guidelines
	90 minutes	Red Cross 143
2	90 minutes	SWOT Analysis
	90 minutes	Strategic Planning/ Project Proposal/ Plan Making
	180 minutes	Team Building
	60 minutes	Culmination Program Pledge of Commitment
	30 minutes	Evaluation and Feedbacking

c. PARTICIPATION

Participants are designated and duly recognized Red Cross Youth Advisers of all Elementary and Secondary Schools of the Province of Catanduanes.

d. PARTICIPANT REQUIREMENTS

- i. Certificate of Appointment as RCY Adviser duly signed by the School Principal

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e. REGISTRATION FEE

Each participant shall pay a registration fee of Php1,000.00.

Inclusion:

- Meals (2 Snacks and Lunch/ day)
- PRC Premier Bronze Membership
- RCY Advisers Shirt

The registration fee does not cover the travel expenses and accommodation of the participants.

Prepared by:

JENNELYN V. CHAVEZ, R.N.
CSR-FR/ RCY Focal Person

Noted:

REYMUND A. REGINALDO
Chapter Administrator

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