



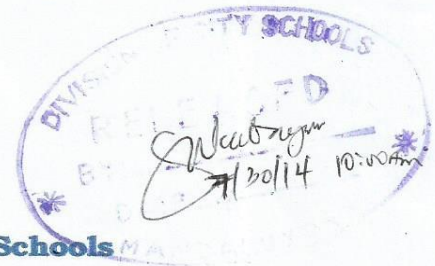
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July 28, 2014

**DIVISION MEMORANDUM**

**TO: Asst. Schools Division Superintendent  
Education / District Supervisors  
Principals, Public Elementary and Secondary Schools**



Attached is a letter from **Roberto R. Dacles**, Branch Administrator, Philippine Red Cross-Mandaluyong City entitled: **"Council Management Training for RCY Advisers on August 2-3, 2014"**, contents of which are self-explanatory for information and guidance.

In support to the organization's noble endeavor, school principals are advised to send RCY Advisers to participate in the said activity.

Please refer to the attached communication for other details of the said activity.

Immediate dissemination of this **Memorandum** is desired.

  
**EVANGELINE P. LADINES**  
Schools Division Superintendent

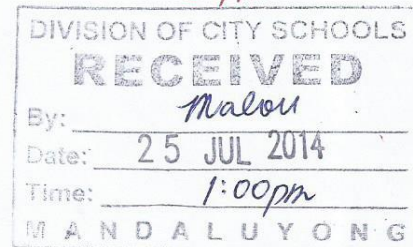


**PHILIPPINE RED CROSS**  
**RIZAL CHAPTER-MANDALUYONG CITY BRANCH**

661 B Lourdes bldg., Boni ave, Iigaya St. Barangay  
Plainview  
Mandaluyong City  
Tel. / Fax #: 986-9952/571-9894/532-5014 loc. 601  
E-mail: prc.mandaluyong@yahoo.com

July 18, 2014

**DR. EVANGELINE P. LADINES, CESO VI**  
**Schools Division Superintendent**  
Mandaluyong City Schools Division  
Department of Education



Dear **Dr. Ladines**:

Warm greeting from Red Cross Mandaluyong City Branch!

The Red Cross Youth is one of the major services of the Philippine Red Cross which aims to educate and empower the children and youth in the spirit of Red Cross through constructive trainings and effective leadership, and provide opportunities for directing and harnessing their energy and idealism into worthwhile humanitarian activities. Among the vital components of the Red Cross Youth Council are its Advisers. The RCY Department is equipping the Red Cross Youth Advisers with proper skills to come up with productive plans, projects, activities and strategies to make their council better.

The PRC is planning to conduct a *Council Management Training for RCY Advisers* on **August 2 & 3, 2014 (Saturday & Sunday), 8:00am to 5:00pm**. Project Proposal Making and SWOT Analysis are some topics that will be discussed which will develop their ability on handling events and to prepare them on managing their respective councils.

In relation to this, we would like to invite your RCY Adviser/s to attend the said training. No registration fee required. Lunch meals will be provided by the branch. Please see attached training details and registration form for your reference.

Kindly let your staff calls us if you have any questions and look for our Red Cross Youth Service Representative Ms. Donna Jean R. Garcia at telephone numbers (02) 571-9894 /986-9952 or email us at [prc.mandaluyong@yahoo.com](mailto:prc.mandaluyong@yahoo.com).

We will be grateful for your approbation regarding this matter. Thank you as we anticipate your favorable response.

Sincerely yours,

  
**Roberto R. Dacles**  
Branch Administrator



Philippine Red Cross
Rizal Chapter
Red Cross Youth

COUNCIL MANAGEMENT TRAINING FOR RCY ADVISERS

Form with fields for Last Name, First Name, Middle Name, and Nick Name, each with a grid of boxes for letters.

Form with fields for Address, Age, Birth Date, Sex, Civil Status, Mobile No., Tel No., E-mail Address, Religion, Food Restrictions, School / Council / Branch, and Tel No.

Signature over printed name of the participant



Medical Certificate

This is to certify that \_\_\_\_\_ is physically and mentally fit to attend the Council Management Training for RCY Advisers scheduled on August 2 & 3, 2014.

Date : \_\_\_\_\_

Signature over printed name of Physician

License No. : \_\_\_\_\_



Endorsement

This is formally endorsing \_\_\_\_\_ to attend the Council Management Training for RCY Advisers scheduled on August 2 & 3, 2014.

Signature over printed name of School Head



**PHILIPPINE RED CROSS**  
**Rizal Chapter - Mandaluyong City Branch**

**COUNCIL MANAGEMENT TRAINING**

**Objectives:**

**General Objectives**

- ❖ To increase the involvement and unity between the RCY Advisers, Staffs and Schools of the Mandaluyong City

**Specific Objectives**

1. To uphold RCY Advisers retention.
2. To promote camaraderie among participating Schools.
3. To inculcate the values of leadership.
4. To showcase the different Skills of RCY Advisers.
- 5.

**TRAINING DETAILS**

**I. DATE AND VENUE**

August 2-3, 2014 (8:00 am – 5:00 pm), venue to be announce.

**II. REGISTRATION**

1. NO REGISTRATION FEE
2. Must be physically and mentally fit
3. Must submit council registration form with endorsement from the RCY Adviser and School Head on or before August 1, 2014

**III. THINGS TO BRING:**

1. Notebook and ball pen
2. Extra T - Shirt
3. Snacks to share
4. Drinking Water /Tumbler

**IV. DRESS CODE**

Everyone is advised to wear their Casual Attire (*T Shirt, Pants and Rubber Shoes*) for the whole duration of the training. Participants are not allowed to wear sandos, shorts, skirts and slippers.



PHILIPPINE RED CROSS  
Rizal Chapter

## COUNCIL MANAGEMENT TRAINING

### PROGRAM OF ACTIVITIES

	TIME	DAY 1	DAY 2
	8:00 – 9:00	Registration	Recap
AM SESSIO N	9:00 – 10:00	Welcome Leveling of Expectations	Self - awareness
	10:00 – 11:00	Red Cross Movement -International - Emblem	Workshop : Plan of Action Making & Project Development and Planning
	11:00 -12:00	Philippine Red Cross and 6 major Services	Presentation for SWOT Analysis and Plan of Action (Oral Defense)
	12:00 – 1:00	LUNCH BREAK	LUNCH BREAK
PM SESSIO N	1:00 – 2:00	Red Cross Youth Program	Submit Requirements
	2:00 -3:00	Council Management Guidelines	Closing Program
	3:00 – 4:00	Red Cross Youth Policies - Accreditation	
	4:00 – 5:00	Strategic Planning (SWOT Analysis)	