



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

AUG 14 2023

**DIVISION ADVISORY**

No. 135, s. 2023

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

This Office informs all concerned that the University of Asia and the Pacific (UA&P) will conduct its **24<sup>th</sup> Civitas Asia National Student Conference (civAsia)** with the theme *HILOM: Empowering the Youth in Shaping a Future of Peace* which will be held on **September 20 - 22, 2023**

Attached is the letter from Ma. Michelle I. Alejandro, Project Moderator, civAsia/SAO - Civics, for further details and inquiries.

  
**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

*In compliance with DepEd Order No. 8, s. 2013, this Division Advisory is issued not for endorsement per D.O. 28, s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public.*

  
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"We Mould Heroes"

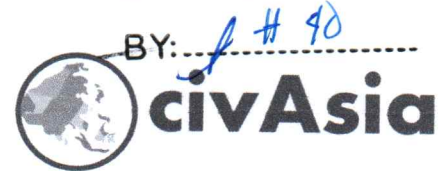
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CSC PRIME-HRM BRONZE AWARD



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*.

For further inquiries, please do not hesitate to contact [civasia@uap.asia](mailto:civasia@uap.asia) or any of the following representatives: **Andrei Wilson Barredo** ([andreiwilson.barredo@uap.asia](mailto:andreiwilson.barredo@uap.asia); 0928 077 9509), or **Paolo Joaquin Carreon** ([paolo.carreon@uap.asia](mailto:paolo.carreon@uap.asia); 0998 562 8607).

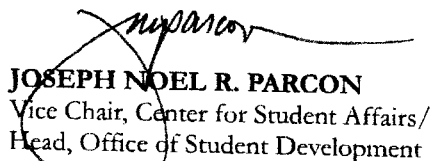
We hope to see you in the 24th civAsia!

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

<b>Date</b>	20 to 22 September 2023 (Wednesday to Friday)
<b>Venue</b>	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)
<b>Participants</b>	Open to all secondary and tertiary students, faculty and professionals
<b>Registration</b>	Email <a href="mailto:civasia@uap.asia">civasia@uap.asia</a>
<b>Fees</b>	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.*

<b>Payment</b>	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  A copy of the proof of payment must be submitted to <a href="mailto:civasia@uap.asia">civasia@uap.asia</a> or presented during the onsite registration.
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## 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	<b>Question and Answer</b>
4: 15 - 4:20	<b>Awarding of Certificate to Workshop Speaker</b>
4:20 - 5:00	<b>Final Reminders, Evaluation Form for Day 1, Photo Ops</b>

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

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

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

## 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

<p>This is to confirm that we, from _____, (Name of Institution/Organization)</p> <p>are accepting your invitation to participate to the <b>24<sup>th</sup> Civitas Asia National Student Conference (civAsia)</b>, which will be held on <b>September 20 to 22, 2023</b> at the <b>University of Asia &amp; the Pacific</b>.</p>		
<p><b>Type of participation:</b></p> <p>_____ Onsite</p> <p>_____ Online</p> <p><i>Note: Online participation is available only for group viewing (shared device), and for institutions/organizations located outside NCR, Calabarzon &amp; Central Luzon.</i></p>	<p><b>Payment:</b> _____ Online/Bank Transfer</p> <p>_____ Bank Deposit</p> <p>_____ Onsite</p> <hr/> <p><b>Bank Details</b></p> <p>Account Name: <b>University of Asia &amp; the Pacific Foundation, Inc.</b></p> <p>Bank: <b>Bank of the Philippine Islands (BPI)</b></p> <p>Checking Account No.: <b>0201-0414-73</b></p> <p>Bank Swift Code: <b>BOIPHMM</b></p> <p><i>Note: A copy of the proof of payment must be submitted to <a href="mailto:civasia@uap.asia">civasia@uap.asia</a> or presented during the onsite registration.</i></p>	
<p style="text-align: center;"><b>CONFORME:</b></p>		
<p>_____</p> <p><b>Name of Authorized Representative</b></p>	<p>_____</p> <p><b>Signature</b></p>	<p>_____</p> <p><b>Date Signed</b></p>
<p><b>Designation:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Contact No.:</b> _____</p>		
<p><b>Nature of Institution/Organization:</b> _____</p> <p><b>Mailing Address:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Contact No.:</b> _____</p>		
<p><b>Point-Person:</b> _____</p> <p><b>Designation:</b> _____</p>	<p><b>Email:</b> _____</p> <p><b>Contact No.:</b> _____</p>	

## Name of Organization/Institution:

\*Use an additional/ separate sheet, if needed.

*Name & Signature of Authorized Representative*

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