

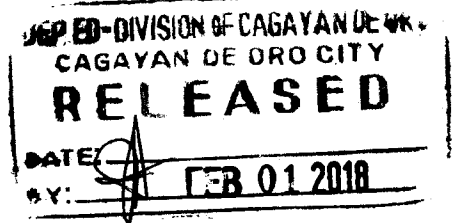


Department of Education
Region X
DIVISION OF CAGAYAN DE ORO CITY
Fr. William Masterson Road, Upper Balulang
Cagayan de Oro City



January 31, 2018

Division Memorandum
No. __ s. 2018



**CAGAYAN DE ORO-NORFOLK HIGH SCHOOL STUDENT SUMMER
VISITOR EXCHANGE PROGRAM**

To: Education Program Supervisors
Public Schools District Supervisors
Secondary School Administrators
Public and Private Schools
This Division

1. Attached is a communication from Ms. Eileen E. San Juan, Local Economic and Investment Promotions Officer re: Cagayan de Oro-Norfolk High School Student Summer Visitor Exchange Program. The field is hereby directed to disseminate this information to deserving applicants in Senior High School.
2. Deadline for submission of application is on February 15, 2018.
3. Please see attached Application Kit for the Cagayan de Oro-Norfolk High School Student Summer Visitor Exchange Program.
4. Wide dissemination of this Memorandum is desired.


JONATHAN S. DELA PEÑA, Ph.D., CESO VI
Schools Division Superintendent

Encl.: Letter from Ms. Eileen San Juan
Application Kit
Reference: None

To be indicated in the Perpetual Index
under the following subjects:

EXCHANGE PROGRAM
APPLICATION FORM

CID/lcc



Republic of the Philippines
City of Cagayan de Oro
**TRADE AND INVESTMENT PROMOTIONS
CENTER**

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de oro**

January 04, 2018

JONATHAN S. DELA PENA, Ph.D., CESO V
SCHOOLS DIVISION SUPERINTENDENT
Schools Division Superintendent
Cagayan de Oro City

DepEd	
CAGAYAN DE ORO CITY DIVISION	
Received by	<i>[Signature]</i>
Date	JAN 18 2018
Time	11:11

Dear Superintendent Borcillo,

Happy new year! We are very pleased to inform you that Cagayan de Oro City and her sister city, Norfolk in Virginia, USA has initiated the **Cagayan de Oro-Norfolk High School Student Summer Visitor Exchange Program** to bring the youth from both cities closer together in a brief yet rich summer program that promotes cultural awareness and intercultural understanding.

The student exchange program is a new initiative of the sister cities relations of Cagayan de Oro City, Philippines and Norfolk City, Virginia, USA. The program will have its initial run on July 1-15, 2018 in Norfolk, Virginia, USA. The high school students will stay with "host siblings" to allow them to experience family life in another country's setting, hone their interpersonal skills and cultivate life-long friendships.

Along this, may we invite you to be a member of the Committee of the Cagayan de Oro-Norfolk High School Student Summer Visitor Exchange Program, and be a part of the committee's Selection Team. Your expertise will greatly help push forward the fruition of this program, as well as ensure its sustainability.

We would also like to request the City Schools Division to please cascade this happy news to the private and public secondary schools in the city as we hope to get the best and most qualified applicants from the senior high schools of Cagayan de Oro. Deadline for submission of applications will be on February 15, 2018.

Enclosed are the Program Guidelines for your reference, and its infographics for easy dissemination. For more information and clarifications on the program, please do not hesitate to see or call us.

We look forward to your positive response to our invitation as it is always a pleasure to work with you.

Very truly yours,

[Signature]
EILEEN E. SAN JUAN
Local Economic and Investment Promotions Officer and
Focal Person, Sister Cities Program



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**Cagayan de Oro City and Norfolk
High School Student Summer Visitor
Exchange Program**

APPLICATION KIT FOR THE CAGAYAN DE ORO-NORFOLK HIGH SCHOOL STUDENT SUMMER VISITOR EXCHANGE PROGRAM

July 01-July 15, 2018

Norfolk, Virginia, USA

BACKGROUND

The **Cagayan de Oro-Norfolk High School Student Summer Visitor Exchange Program** is a new initiative of the twin cities – Cagayan de Oro City, Philippines and Norfolk City, Virginia, USA. – to strengthen people-to-people exchanges down to the community and sector level, thus, further cementing the bond of both port cities.

The student visitor exchange program aims to bring the youth from both cities closer together in a brief yet rich summer activity. The high school students will stay with “host siblings” to hone their interpersonal skills and cultivate life-long friendships. It is also hoped that the students’ time away from their country will allow them to appreciate a new culture as well as that of their very own, albeit on a fresher and deeper level.

The first visit will come from Cagayan de Oro. The Norfolk Sister City Association has prepared an itinerary covering the whole duration of the students’ stay in the US – July 01-July 15. The itinerary includes visits to monuments, museums, parks, factories, and sites unique to Norfolk, as well as participation in cultural activities in their host city. A visit to the Philippine Embassy in the District of Columbia is also included.

It may be recalled that Cagayan de Oro City and Norfolk City forged a sister city relationship on June 18, 2008. In the resolution signed by then Mayor Constantino G. Jaraula of Cagayan de Oro and Paul D. Fraim of Norfolk, both cities recognize their shared similarities as major port cities. Both cities also share a treasured historic significance in that Norfolk is the seat of the General Douglas McArthur Memorial, and Cagayan de Oro has the largest replica of the general’s famous “scrambled egg cap”. As sister cities, both Cagayan de Oro and Norfolk promote and carry out exchanges that include but are not limited to business, economic, governmental, medical, educational, cultural, and people-to-people exchanges such as this high school student summer visitor exchange program. A similar endeavor, the Adult Exchange Program, was conducted on May 14-28, 2016 where 10 professionals from Cagayan de Oro City visited Norfolk to learn more about the city’s public and private education system.



OBJECTIVES

1. To provide students from both cities with the opportunity for intercultural learning;
2. To strengthen the students' self-awareness and self confidence, and hone their skills in interacting with others;
3. To develop cultural awareness and understanding among students;
4. To provide students with an educationally enriching experience outside the school and academic setting, and
5. As part of the Cagayan de Oro-Norfolk Sister City Relations, to promote international understanding and cooperation among citizens of both cities.

PARTICIPANTS' QUALIFICATIONS

Six high school students, preferably representing the private and public schools will be selected and then trained as participants of the exchange program. The students must meet the following qualifications:

1. High school student in any public or private school in Cagayan de Oro, and who have not yet graduated from high school;
2. Not below 15 years of age, and above 18 years old during the program;
3. Must have good communication skills, and whose verbal English capability is intermediate or above average;
4. Must be mature enough to handle life away from family and friends;
5. Must have the potential to benefit from the experience and be part of the sustaining mechanism of the CDO-Norfolk Student Summer Visitor Exchange Program;
6. A resident of Cagayan de Oro, and a Filipino citizen, and
7. Has no criminal record

RESPONSIBILITIES OF PARTICIPANTS AND THEIR PARENTS

- Fulfill the requirements for a Philippine passport, US visa, airfare (round trip domestic and international flights), and short term travel insurance;
- Faithfully observe the program guidelines;
- Serve as the city and country's ambassador of goodwill, and comport oneself as such;
- Leave the destination country (USA) on completion of the program, and not beyond the visa granted by the United States government;



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Cagayan de Oro City and Norfolk High School Student Summer Visitor Exchange Program

- Be at the forefront in sustaining the goodwill and friendships established during the program, including the hosting of student visitors on their reciprocal visit in Cagayan de Oro, and
- Shoulder the cost for passport and visa applications, airfare (round trip domestic and international flights), short term travel insurance, as well as provide for the student's allowance.

SUBMISSION OF APPLICATION FORMS

The Oro-Trade and Investment Promotions Center of the City Government of Cagayan de Oro serves as secretariat of the **Cagayan de Oro-Norfolk High School Student Summer Visitor Exchange Program**. Application forms with documents should be submitted to this office **ON OR BEFORE FEBRUARY 15, 2018** through email or in hard copy using the address below:

CDO-TRADE AND INVESTMENT PROMOTIONS CENTER
3/ F, New Administrative Building City Hall Compound
Capistrano-Hayes Streets
9000 Cagayan de Oro City
Landline (088) 857-3057
Email: investcdo@cagayandero.gov.ph

Forms may be downloaded from the Cagayan de Oro city government website at www.cagayandero.gov.ph.



APPLICATION REQUIREMENTS AND TIMELINES

I. Requirements

- ☐ Fully filled in Application Form
 - ☐ Data Sheet
 - ☐ Essay
 - ☐ Commitment Form
- ☐ Medical Certificate
- ☐ Nomination letter by school principal
- ☐ Birth Certificate

II. Timelines

Application deadline	15 FEBRUARY 2018
On the spot essay writing	17 FEBRUARY 2018 (10 AM-12NN)
Panel Interview	17 FEBRUARY 2018 (3PM-6PM)
Pre- Departure Orientation and Briefing	TBA
Program Duration in the US	1-15 JULY 2018
Post Program Activities in CDO	TBA



APPLICATION FORM PART 1- (DATA SHEET)

Full Name _____
(Family/Middle/Given)

Date of Birth _____ Gender ☐ Male ☐ Female
(DD/MM/YY)

Father's Name	_____ (Family/Middle/Given)		
Date of Birth	Occupation	Mobile No.	
_____ (DD/MM/YY)	_____	_____	Email _____

Mother's Name	_____ (Family/Middle/Given)		
Date of Birth	Occupation	Mobile No.	
_____ (DD/MM/YY)	_____	_____	Email _____

Siblings	Name	Age
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Home Address _____ Grade Level

School _____

School Address _____

School Principal _____ (Family/Middle/Given)

Office Phone _____ Mobile No. _____ Email _____

Co-curricular and Extra-Curricular Activities



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**Cagayan de Oro City and Norfolk
High School Student Summer Visitor
Exchange Program**

APPLICATION FORM PART 2 - ESSAY

(250-300 words, 1.5 spacing and in Times New Roman font, size 12)

**Why I Want to Join the CDO-Norfolk High School Student
Summer Visitor Exchange Program**

BY _____

Continue on a separate sheet if necessary



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**Cagayan de Oro City and Norfolk
High School Student Summer Visitor
Exchange Program**

APPLICATION FORM PART 3 - COMMITMENT FORM

I, _____

an applicant to the Cagayan de Oro City-Norfolk High School Student Summer Visitor Exchange Program on 01-15 July 2018, guarantee that all the information given in the application form are correct, the essay original, and that any incorrect information in the application form will lead to my disqualification to the program.

If granted the opportunity to be part of the student exchange program, I will abide by its guidelines, follow the rules and regulations of the United States of America, and to the best of my ability, serve as the Ambassador of Goodwill of Cagayan de Oro City and the Philippines.

APPLICANT'S SIGNATURE OVER PRINTED NAME

DATE

CERTIFIED TRUE AND CORRECT:

SCHOOL PRINCIPAL'S SIGNATURE OVER
PRINTED NAME

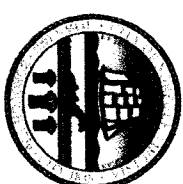
DATE

PARENT'S SIGNATURE OVER PRINTED NAME

DATE



cagayan de oro CAGAYAN DE ORO-NORFOLK



High School Student Summer Visitor Exchange Program

What is it?

A new initiative of the twin cities--Cagayan de Oro City, Philippines and Norfolk City, Virginia, USA--to strengthen people-to-people exchange.

When?

1-15 July 2018

Where?

Norfolk, Virginia, USA

Who may apply?

1. High school students enrolled in any public or private school in Cagayan de Oro, who have not yet graduated from

high school

2. 15-18 years old during the program

3. With good communication skills, intermediate or above average spoken English capability

4. Mature enough to handle life away from family and friends

5. Has the potential to benefit from the experience and be part of the sustaining mechanism of the CDO-Norfolk Student Summer Visitor Exchange Program

6. A resident of Cagayan de Oro, and a Filipino citizen

7. No criminal record.

Applicants must:

- Fulfill requirements and shoulder the cost of a Philippine passport, US visa, roundtrip airfare (domestic and international flights), short term travel insurance and personal allowance.
- Serve as the city and country's ambassador of goodwill, and comport oneself accordingly, including hosting student visitors on their reciprocal visit to Cagayan de Oro; and
- Leave the destination country (USA) upon completion of the program, and not overstay beyond the visa period granted by the United States government.

How to apply?

Download application kit from the Cagayan de Oro city government website:

www.cagayandooro.gov.ph

Submit completed forms with documents **ON OR BEFORE FEBRUARY 15, 2018** through email or in hard copy to:

CDO Trade and Investment

Promotions Center

2/F, New Administrative Building
City Hall Compound
Capistrano-Hayes Streets
9000 Cagayan de Oro City

Landline: (088) 857-3057

Email: investcdo@cagayandooro.gov.ph