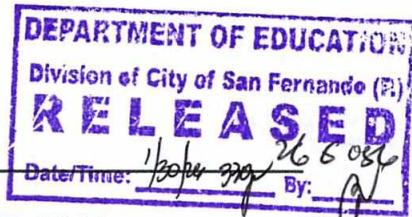




Republic of the Philippines
Department of Education
Region III
Schools Division City of San Fernando



January 27, 2026

MR. RICHARD M. PAWAYAL

Founder, CYAL
Master Teacher
Pasig National High School
Candaba, Pampanga

Dear Sir:

We acknowledge receipt of your letter dated January 15, 2026 requesting permission to conduct the CYAL: The Art-Reach Project 2.0 at Mansgold Elementary School, this division.

After initial review, please be informed that action on your request requires prior endorsement from the Department of Education Regional Office in accordance with existing DepEd policies and procedures governing the conduct of activities involving external organizations.

In this regard, you are respectfully advised to secure the necessary Regional Office endorsement and submit the same to this Office for appropriate evaluation and action.

Thank you for your continued support and initiatives that promote creativity and artistic development among learners.

Very truly yours,

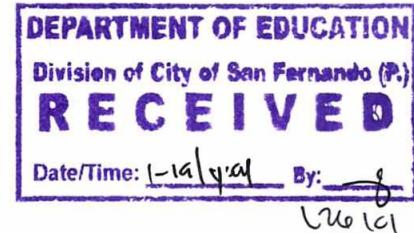
SHIRLEY BALAJADIA ZIPAGAN PhD, CESO V
Schools Division Superintendent



CANDABA YOUNG ARTISTS LEAGUE
CANDABA, PAMPANGA
EST. 2013

January 15, 2026

SHIRLEY B. ZIPAGAN, PhD, CESO VI
Schools Division Superintendent
Division of City of San Fernando, Pampanga



Greetings of Peace!

The Candaba Young Artists League, a non-profit organization committed to sharing ideas and artistic talents, has been offering free art workshops since 2013 to develop the skills of pupils in Candaba, Pampanga. We believe that art education is an essential part of a well-rounded education and enables children to express their ideas and strengthens their creativity.

In support of this mission, we respectfully request permission to implement **The ART-REACH Project 2.0: Teaching Arts, Reaching Wider Communities** within your SDO. The program was previously conducted across all 33 barangays and elementary schools of Candaba from August 2023 to September 2025. Owing to its success, we now propose to expand the initiative to serve a wider community throughout the Province of Pampanga, including the City of San Fernando, Pampanga.

Under the proposed plan, the organization will be conducting **free art workshop** at **Mansgold Elementary School**, Sta. Lucia, CSFP on January 31, 2026, from 7:30 AM to 12:00 noon. Participation among pupils is **voluntary**, and the activity will be held on **Saturday** to avoid disruption of regular classes. Participating students will receive free art instruction covering topics such as basic shading techniques, step-by-step drawing of human figures and faces, an introduction to editorial cartooning, essential coloring techniques, and similar skills. The organization will also provide all necessary art materials at no cost.

The undersigned will coordinate directly with the involved school head to ensure the smooth conduct of the workshop and to safeguard student welfare.

We respectfully seek for your support and approval to conduct this project. Thank you for your consideration. May God abundantly bless you.

Sincerely,


RICHARD M. PAYAWAL
Founder, CYAL
Master Teacher-I, Pasig NHS (SDO Pampanga)
Email: richard.payawal@deped.gov.ph
Contact No. 09932283801



CYAL: The Art-Reach Project 2.0
Teaching Arts, Reaching Wider Communities



CANDABA YOUNG ARTISTS LEAGUE

Candaba, Pampanga

EST. 2013

PROJECT WORK PLAN

ACTIVITIES	CITY/MUNICIPALITY	SCHOOL AND DISTRICT	DATE OF IMPLEMENTATION	PERSON/S RESPONSIBLE	BUDGET	BUDGET SOURCE
Basic Shading Techniques Step by Step Procedures in Drawing Human Figures and Faces Essential Coloring Techniques Providing of Free Art Materials	City of San Fernando	Mansgold Elementary School Sta Lucia, CSFP	January 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Sto. Tomas	San Bartolome Elementary School Sto Tomas District	February 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Sta Ana	Sta. Maria Elementary School Sta Ana District	March 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Candaba	Gulap Elementary School Candaba West District	June 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Angeles City	Sto. Domingo Integrated School	July 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Floridablanca	Floridablanca Elementary School Floridablanca East District	August 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	San Luis	San Luis Elementary School San Luis District	September 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Mexico	Sta. Cruz Elementary School Mexico North District	October 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation



	Masantol	San Isidro Elementary School Masantol North District	November 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Porac	Camias Resettlement Elementary School Porac West District	December 2026	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Macabebe	Sta. Maria Elementary School Macabebe West District	January 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Magalang	Ayala Elementary School Magalang South District	February 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
Basic Shading Techniques Step by Step Procedures in Drawing Human Figures and Faces Essential Coloring Techniques Providing of Free Art Materials	Bacolor	Dolores Elementary School Bacolor North District	February 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Guagua	San Miguel Elementary School Guagua East District	March 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	San Simon	Sta. Monica Elementary School San Simon District	June 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Lubao	San Isidro Elementary School Lubao West District	July 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Mabalacat City	Mangalit Elementary School North District	August 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Minalin	Sto. Domingo Elementary School Minalin District	September 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Arayat	Cupang Elementary School Arayat East District	October 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation



	Apalit	Paligui Elementary School Apalit District	November 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Sasmuan	Sasmuan Elementary School Sasmuan District	December 2027	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation
	Sta. Rita	Sta Rita Elementary School Sta. Rita District	January 2028	Richard M. Payawal 1 CYAL Member	1000	Personal and Donation

Prepared:

RICHARD M. PAYAWAL

Founder, Candaba Young Artists League
Master Teacher I, Pasig National High School
Email: richard.payawal@deped.gov.ph
Contact No. 09932283801



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