



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

30 June 2023

DIVISION MEMORANDUM

No. 310 s. 2023

WORK CONFERENCE OF STUDENT LEADERS CUM PLAN EVALUATION

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors – Public Schools District Supervisors
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. Pursuant to **DO No. 47, s. 2014** RE: Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools, Article VII stated that one of the powers, duties, and responsibilities of SPG and SSG is to monitor and evaluate the student's activities in the school and in the community. The SDO Tayabas City acknowledges the important functions and responsibilities of student organizations in public elementary and secondary schools in the Division. Thus, the School Governance and Operations Division through the Youth Formation Development Section will conduct **Work Conference of Student Leaders Cum Plan Evaluation** on **July 7, 2023** at M.I. Sevilla's Resort Lucena City from 8:00a.m. to 4:30p.m.
2. The objectives of the said activity are the following:
 - a. Present and evaluate the accomplishment report of the activities of select SPG/ SSG officers, YES-O officers and BKD officers based on their Action Plans for SY 2022-2023;
 - b. Craft suggested school based synchronized PPAs for SY 2023-2024; and
 - c. Develop communication skills of the student leaders through delivery of presentation.
3. Participants to this activity are select SPG/SSG officers, YES-O officers, BKD officers and teacher-advisers of the following schools: BANHS, Dapdap IS, LPIHS, RQINHS, WPNHS, TECS and TWCS I. All schools shall prepare their consolidated accomplishment report using the template at <https://tinyurl.com/AccomplishmentReport0707>. They are also requested to bring their approved Action Plan for SY 2022-2023 for reference.
4. Teacher-Advisers are expected to secure the parent's consent of student leaders.
5. Travel and other expenses relative to this activity may be charged under the Adopt-A-School Program.
6. Attached are Enclosure 1 – List of participants, Enclosure 2 - Program Matrix, Enclosure 3 – Technical Working Committee and Enclosure 4 – parent's consent form.



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7. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

Reference: OUOPS Memo No. 2023-03-
DO No. 47, s. 2014

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

MONITORING AND EVALUATION OF PPAs
STUDENT LEADERS

SGOD - Work conference of student leaders cum plan evaluation
NONE/June 30, 2023



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Enclosure 1 – List of Participants

NAME	POSITION	SCHOOL
Czarín Asiel Flores	SPG President	TECS
Gwyneth G. Saripa	YES-O President	TECS
Tenshi Charm Lintag	BKD President	TECS
Reniel N. Cabuyao Or Maria Lyra H. Tabernilla	SPG Adviser	TECS
Xander Miguel A. Ragudo	SPG President	TWCS I
Stepahnie J. Zoleta	YES-O President	TWCS I
Kaithlyn Andrei V. Afunggol	BKD President	TWCS I
Marife R. Ramirez	SPG Adviser	TWCS I
Princess Kate A. Igloria	SSG President	Dapdap IS
Mhara A. Permalino	YES-O President	Dapdap IS
Kimberly B. Aquino	BKD President	Dapdap IS
Rousean D. Villalon	SSG Adviser	Dapdap IS
Anne Jheniery O. Espinoza	SSG President	BANHS
Herman Galagnara	YES-O President	BANHS
Florence Demicillo	BKD President	BANHS
Jezreel Iyyar Valdeavilla	SSG Adviser	BANHS
Evol Alaiza Sophia A. Obien	SSG President	LPIHS
Joy Marian V. Nanong	YES-O President	LPIHS
Balmeo John Lemmuel	BKD President	LPIHS
Sigrid F. Tibordo	SSG Adviser	LPIHS
Aiza F. Malaquilla	SSG President	RQINHS
Ma. Elena Victoria C. Esmao	YES-O President	RQINHS
Regine Fabie	BKD President	RQINHS
Jeanne Pauline Oabel	SSG Adviser	RQINHS
Chelou C. Gauran	SSG President	WPNHS
Danielle Anne A. Sanchez	YES-O President	WPNHS
Mary Ann Garcia	BKD President	WPNHS
Reymart P. Villapena	SSG Adviser	WPNHS

Enclosure 2 – Program Matrix

WORK CONFERENCE OF STUDENT LEADERS CUM PLAN EVALUATION
July 07, 2023

TIME	ACTIVITY	FACILITATOR
8:00 – 8:30 a.m.	Registration	Support Staff
8:30 – 9:00 a.m.	Nationalistic Song Prayer CALABARZON March Tayabas Hymn	AVP
	Roll Call of Participants	Nicole May R. Lagar PDO I
	Welcome Remarks	Antonio P. Faustino Jr. OIC-ASDS
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
9:00 – 10:00 a.m.	Presentation of PPAs & Accomplishment Report	TECS, TWCS I & Dapdap IS student leaders
10:00 – 10:20 a.m.	HEALTH BREAK	
10:20 – 11:40 a.m.	Presentation of PPAs & Accomplishment Report	BANHS, LPIHS, RQINHS & WPNHS student leaders
11:40 – 12:00 p.m.	Discussion of issues and concerns	
12:00 – 1:00 p.m.	LUNCH BREAK	
1:00 – 1:15 p.m.	ENERGIZER	
1:15 – 1:30 p.m.	Presentation of template for PPAs for SY 2023-2024	Nicole May R. Lagar PDO I
1:30 – 2:45 p.m.	Crafting of suggested school based PPAs for SY 2023-2024	Outgoing student leaders
2:45 – 3:05 p.m.	HEALTH BREAK	
3:05 – 4:00 p.m.	Presentation of outputs	
4:00 – 4:30 p.m.	Closing Program	



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Enclosure 3 – Technical Working Committee

Technical Working Committee (TWC)
July 07, 2023

Over all Chairperson: Celedonio B. Balderas Jr.
Schools Division Superintendent
Co- chairpersons: Antonio P. Faustino, Jr., OIC- ASDS
Imelda C. Raymundo, Chief – SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Nicole May R. Lagar	<ul style="list-style-type: none"> • Prepares Training Design and other Training Package requirements. • Coordinates with EPS-HRTD on other activity requirements. • Prepares and submits activity completion report (ACR) to EPS-HRTD.
Over-all L&D Management including (Logistics)	Luzviminda E. Saldares	<ul style="list-style-type: none"> • Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Leads the debriefing sessions. • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR. • Oversees the cleanliness, sanitation, and orderliness in the venue/s . • Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> • Quality Assure the Activity Designs an L&D Package • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended



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		solutions and forwards to concerned units/offices.
Medical/First Aid	Lailani T. Omlas	<ul style="list-style-type: none"> • Ensures observance/compliance of health protocols including but not limited to conduct of Triage. • Administers first aid and health services during the event. • Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitators/ Review Committee	Joan Kathleen T. Brizuela Montano L. Agudilla Jr. Jean Rose T. Rabano	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions • Provide comments, suggestions and recommendations to schools/student leaders
Support Staff/s	Ian Ilao	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Ensure/s that sound system and projectors are properly set up. • Manage/s unexpected system glitches.
Certificate	Ian Ilao	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	Nicole May R. Lagar	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol.

		<ul style="list-style-type: none"> - Moderate Q&A sessions - Close out conference
Utility/Physical Plant	N/A	<ul style="list-style-type: none"> • Prepares and maintain cleanliness and orderliness of session hall. • Ensures that left-over food and used food packs are properly disposed. • Ensures that comfort room have enough supply of water.
Process Observer/s	N/A	<ul style="list-style-type: none"> • Observe/s the processes being employed by the speaker/facilitator. • Engage/s in the debriefing sessions.
Class Managers	N/A	<ul style="list-style-type: none"> • Monitor attendance of the participants and assist speakers on the whole durations. • Assist the speaker/facilitator throughout the session. • Take over the session when the speaker/facilitator attends to an emergency call/ matter. • Conducts the MOL.

Enclosure 4 – Parent's Consent

PARENT'S/ GUARDIAN'S CONSENT FORM

(Annex C of DO No. 66, s. 2017 RE: Implementing Guidelines on the Conduct of Off-Campus Activities)

Name of Learner: _____
Date of Birth: _____ Sex: _____
Parent's/Guardian's Name: _____
Relationship to Learner: _____
Home Address: _____
Contact Number/s: _____
Title of the Activity: _____
Venue: _____ Date of Activity: _____

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all of the foregoing. I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

Parent/Guardian's Name and
Signature

Date

Notes (other information you may wish to inform the teacher, such as child's medical condition, etc.):



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