



121760-060

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

11 DEC 2020

DIVISION MEMORANDUM
No. 352 s. 2020

**STUDENT LEADERSHIP TRAINING CUM WORKSHOP ON PREPARATION OF
PROJECT PROPOSAL**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Secondary Schools
All Others Concerned

1. DepEd Order No. 47, s. 2014 entitled Constitution and By-Laws of Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools, under section 3 and 4 respectively of article 3, stipulated that the SPG and SSG is founded in the principles of participatory democracy, responsible student leadership, collaboration, unity, accountability and efficiency in serving the student body. Anchored on the aforementioned, the SGOD through the Youth Formation Unit will conduct a training-workshop on **Dec. 15, 2020** at **SDO Main Building**.
2. The activity aims to develop leadership knowledge, skills, attitudes as well as the writing skills of the student by crafting a project proposal that may help them in implementing various activities. The following are objectives of the said activity:
 - a. understand the roles and responsibilities of SSG officers.
 - b. describe qualities of an effective student leaders, and
 - c. capacitate student leaders on the preparation of project proposal for effective project implementation.
3. Participants to this are all **7 major officers of Supreme Student Government** together with their respective **Advisers**. Those SSG Officers who are under fifteen (15) years of age, those with immunodeficiency, comorbidity, or other health risks are not required to attend physically (*based on the IATF Resolution No. 79, s. 2020*). However, SSG Advisers may send representatives to attend on behalf of the officer.
4. Attached are *Enclosure 1*- Technical Working Group Committee and *Enclosure 2*- Program Matrix.
5. The Covid-19 related policies set by the Office of the President and by the IATF shall be strictly observed during the conduct of this activity.
6. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

mb
MAYLAN L. GALICIA

Education Program Supervisor
Officer-in-Charge, Office of the ASDS
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**STUDENT LEADERSHIP TRAINING CUM WORKSHOP ON PREPARATION OF
PROJECT PROPOSAL**

December 15, 2020

8:00 to 5:00 pm

Over all Chairperson: Aniano M. Ogayon, CESO V
Co- chairperson: Maylani L. Galicia
Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
Program Preparation	Nicole May R. Lagar	<ul style="list-style-type: none"> ➤ Plans the conduct of the program ➤ Identify the facilitators and TWG of the activity ➤ Prepares Activity Design
Facilitators/ Resource Speakers	Sigrid F. Tibordo Reymart Villapena Nicole May R. Lagar	<ul style="list-style-type: none"> ➤ Facilitates the Orientation/ Lead the discussion of the topics
Logistics	Luzviminda E. Saldares	<ul style="list-style-type: none"> ➤ Prepares and validates the completion of registration forms, attendance sheets with printed information of the participants thereon. ➤ Prepares the venue and other logistics necessary for the activity implementation.
Documentation	Marife R. Lagar	<ul style="list-style-type: none"> ➤ Documents the activity from the opening until the closing program. ➤ Prepares and submits complete report including photo taken (Narrative Report)
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> ➤ Oversees the cleanliness, sanitation and safety in the venue ➤ Conducts on-site inspection of the venue ➤ Conducts M&E and gather feedback
Support Staff	Jerome A. Javin Jayron J. Baer	<ul style="list-style-type: none"> ➤ Prepares and take charge in playing audio-visual presentations and material to be used during the activity. ➤ Prepares certificate for the participants ➤ Monitors and checks the attendance of the participants.
Master of the Program	Joan Kathleen T. Brizuela	<ul style="list-style-type: none"> ➤ Coordinates with Program Committee and take charge in managing the time during program execution.



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TIME	ACTIVITY/ TOPIC	FACILITATOR
Opening Program		
8:30 to 8:30 am	National Anthem	AVP
	Prayer	AVP
	Roll Call of Participants	Luzviminda E. Saludaes EPS II
	Welcome Remarks	Maylani L. Galicia OIC- ASDS
	Inspirational Message	Aniano M. Ogayon, CESO V SDS
	Rationale and Objectives	Nicole May R. Lagar PDO I
8:30-8:45 am	Introduction to Nation of Heroes / Batang Bayani Program (CO&RO Program)	Nicole May R. Lagar PDO I
8:45-9:00 am	ACTIVITY: The One that Got Away	Nicole May R. Lagar PDO I
9:00-10:00 am	Roles and Responsibilities of SSG Officers	Sigrid F. Tibordo LPHS SSG Adviser
10:00 - 10:20 am	HEALTH BREAK	
10:20 - 11:20 am	Qualities of an Effective Student Leader (Behavior, Attitudes and Skills)	Reymart P. Villapena WPNHS SSG Adviser
11:20 – 12:00 nn	Project Proposal Writing (integration of DepEd Core Values)	Nicole May R. Lagar PDO I
12:00-1:00 pm	LUNCH BREAK	
1:00 – 1:10 pm	Energizer	
1:10 – 2:40 pm	Workshop/ Consultation	
2:40 – 3:00 pm	HEALTH BREAK	
3:00 – 4:30 pm	Presentation of Output	
4:30 – 5:00 pm	Closing Program	Edwin R. Rodriguez, Ed.D. SGOD Chief



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