



081221-014

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

12 AUGUST 2021


DIVISION MEMORANDUM

No. 053 s. 2021

**STUDENT GOVERNMENT PROGRAM EVALUATION AND PLANNING ACTIVITIES
FOR SY 2021-2022**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/ Section
All Others Concerned

1. The SDO Tayabas through the School Governance and Operations Division will conduct program evaluation and planning activity on **September 3, 2021** from 8:00am to 4:30pm via google meet.
2. This activity aims to evaluate whether the programs, projects and activities of Student Government were effective and be sustained for the SY 2021-2022 and to be able to plan the activities appropriate for the new normal situation.
3. Participants to this activity are the **Student Government Advisers**. All participants are advised to pre-register at <https://tinyurl.com/SGPEvaluationandPlanning> on or before August 27, 2021.
4. Attached are Enclosure 1 – List of Participants, Enclosure 2 – Program Matrix and Enclosure 3 – Technical Working Committee.
5. Immediate dissemination of this Memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>

Enclosure 1 – List of Participants

SCHOOL	NAME OF ADVISER
ALSAM ES	Shella R. Pasacsac
BUSAL ES	Novie Jenelee P. Zeta
DAPDAP IS	Mary Joy G. Honrade and Rousean D. Villalon
DOMOIT ES	Angeline R. Tagun
EAST PALALE ES	Myrah T. Cabuyao
EUGENIO FRANCA ES	Jo Ann Luna
FROILAN E. LOPEZ ES	Elsie R. Limyoco
GIBANGA ES	Juliet L. Villoria
ILASAN ES	Jossie O. Caagbay
IPILAN-ALITAO ES	Marigel P. Esmiller
KALUMPANG ELEMENTARY SCHOOL	Roselle B. Bides
KATIGAN-ALUPAY ES	Honey Leyden R. Pilar
LAKAWAN ES	Jasmin D. Moises
LALO ES	Mark Kevin P. Ranillo
LAWIGUE ES	Edellyn B. Matre
MALAO-A/ CALANTAS ES	Dulce A. De Vera
MASIN ELEMENTARY SCHOOL	Princess Camelle C. Roces
MATE ES	Jeewel L. Cabriga
NORTH PALALE ELEMENTARY SCHOOL	Sarah Jane C. Romero
PANDAKAKE ES	Rhona S. Reyes
POTOL ES	Maria Gela A. Lleba
SOUTH PALALE ES	Rechelle Z. Tabi
TAYABAS EAST CENTRAL SCHOOL	Reniel N. Cabuyao / Maria Lyra H. Tabernilla
TAYABAS WEST CENTRAL SCHOOL 1	Marife C. Ramirez
TAYABAS WEST CENTRAL SCHOOL II	Maria Lyka E. Gollena
TAYABAS WEST CENTRAL SCHOOL III	Angela Mae A. Gob
TAYABAS WEST CENTRAL SCHOOL IV	Cherry E. Palambiano
VALENCIA ES	Romana T. Jabola
WAKAS ES	Chessette O. Pagana/Aireen C. Nosa
WEST PALALE ES	Bryan R. Argete
BUENAVENTURA ALANDY NHS	Wareen C. Cablaida
LUIS PALAD INTEGRATED HIGH SCHOOL	SSG - Sigrid F. Tibordo
ROSARIO QUESADA MEM. NHS	Jeanne Pauline Oabel



Brgy. Potol, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



WEST PALALE NATIONAL HIGH SCHOOL

Reymart P. Villapena

Enclosure 2 – Program Matrix

**STUDENT GOVERNMENT PROGRAM EVALUATION AND PLANNING ACTIVITIES
FOR SY 2021-2022**

September 3, 2021

8:00am to 4:30 pm

TIME	ACTIVITY/ TOPIC	FACILITATOR
Opening Program		
8:00 – 8:30 am	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	Gerlie M. Ilagan, CESO VI OIC - SDS
8:30 – 9:00 am	Orientation on YFD Programs	Nicole May R. Lagar PDO I
9:00 - 10:15 am	Presentation of Accomplishments of SY 2020-2021	Schools
10:15 – 10:30 am	Health Break	
10:30 – 11:10 am	Presentation of Accomplishments of SY 2020-2021 <i>(Continuation)</i>	Schools
11:10 – 11:40 nn	Comments, Suggestions and Recommendations from Review Committee	
11:40 – 12:00 nn	Crafting of Plans for SY 2021- 2022	Nicole May R. Lagar PDO I
12:00 – 1:00 pm	Lunch Break	
1:00 - 2:30 pm	Workshop (Crafting of Plans)	
2:30 – 2:45	Health Break	
2:45 – 3:50 pm	Presentation of Output	
3:50 – 4:20 pm	Comments, Suggestions and Recommendations from Review Committee	
4:20 – 4:30	Closing Remarks	Edwin R. Rodriguez, Ed. D.



Brgy. Poto, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Enclosure 3 – Technical Working Committee

Technical Working Committee (TWC)

September 3, 2021

Over all Chairperson:

Gerlie M. Ilagan, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

Co- chairpersons:

Antonio P. Faustino, Jr., OIC-ASDS
Edwin R. Rodriguez, 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 Activity Design and other Activity Package requirements. • Coordinates with SEPS-HRTD on other activity requirements. • Prepares and submits activity completion report.
Logistics	Luzviminda E. Saldares	<ul style="list-style-type: none"> • 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	Maria Corazon A. Borbon	<ul style="list-style-type: none"> • Quality Assure the Activity Designs and Activity Package • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Resource Speaker/Facilitator	Nicole May R. Lagar	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions
Review Committee	Maria Corazon A. Borbon Marife R. Lagar Joan Kathleen T. Brizuela	<ul style="list-style-type: none"> • Provides input on the program evaluation and planning activity.
Support Staff/s	Jayron J. Baer	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that attendance forms are properly and completely accomplished. • Assist/s the session facilitators/s

		<ul style="list-style-type: none"> • Ensure/s that visual presentations are properly set-up • Manage/s unexpected system glitches.
Certificate	Jerome A. Javin	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> • Ensure the availability of fund • Allocate fund when appropriate



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

