



100621-024

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

06 OCT 2021

DIVISION MEMORANDUM

No. 461 s. 2021

ONLINE DIVISION FEDERATED ELECTION OF SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) CUM ORIENTATION ON THE MANDATED PROGRAMS, PROJECTS AND ACTIVITIES

To: OIC- Assist. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads, Public Elementary and Secondary Schools
SPG and SSG Advisers
All Others Concerned

1. Pursuant to **OUA Memo 00-0821-0140, re: Interim Guidelines on Student Government Elections for School Year 2021-2022 Under the New Normal** and to the previously released **Division Memorandum No. 402, s. 2021**, SDO Tayabas shall conduct the above subject on **October 22, 2021** from 1-5pm via google meet.
2. The objectives of this activity are the following:
 - a. Orient the student leaders on the Mandated Programs, Projects and Activities of SGP and the Recommended PPAs of the Student Government for School Year 2021-2022 (*DepEd Memo No. 055, s. 2021*)
 - b. Discuss the Constitution and By-Laws of the SPG and SSG.
 - c. Establish division-federation SPG/ SSG and Teachers Association.
3. All newly appointed SPG and SSG Advisers, newly elected school-based SPG and SSG Presidents are expected to attend on the said activity. Participants shall pre-register though this link <https://tinyurl.com/SPGSSGDivisionElection> on or before October 20, 2021. Meeting link will be sent to the official email address of the participants a day before the activity.
4. Attached are Enclosure 1 – Parental Consent Form, 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 – Parental Consent Form

CONSENT FORM

In relation to the ONLINE DIVISION FEDERATED ELECTION OF SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) CUM ORIENTATION ON THE MANDATED PROGRAMS, PROJECTS AND ACTIVITIES, the undersigned:

- confirms that his/her son/daughter has understood what the activity is about and is aware of its outcomes;
- shall be allowed his/her son/daughter to share personal data to the organizer/s with accordance to data privacy act;
- consider the benefits that his/ her son/ daughter will derive from his/her participation in this activity provided that due care and precaution will be observed to ensure the comfort and safety of his/ her son/ daughter;
- Agree to record the meeting and permits the DepEd to use the images for documentation purposes.

I hereby willingly and voluntarily give consent the participation of my son/ daughter _____, of _____ in the online activity via google meet.

Signed:

Learner's Name

Signature of Parent/Guardian over Printed Name

Date Signed



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Enclosure 2 – Program Matrix

ONLINE DIVISION FEDERATED ELECTION OF SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) CUM ORIENTATION ON THE MANDATED PROGRAMS, PROJECTS AND ACTIVITIES

October 22, 2021

1:00 to 5:00 pm

TIME	ACTIVITY/ TOPIC	FACILITATOR
Opening Program		
1:00-1:30 pm	Nationalistic Song Prayer CALABARZON March Tayabas Hymn	AVP
	Welcome Remarks	Antonio P. Faustino, Jr. OIC-ASDS
	Inspirational Message	Gerlie M. Ilagan, CESO VI OIC - SDS
1:30-2:30 pm	Constitution and By-Laws of SPG and SSG	Reymart P. Villapena SSG Advisers, WPNHS
2:30-3:30 pm	Mandated PPAs and Recommended PPAs of Student Government Program	Nicole May R. Lagar Project Development Officer I
3:30-4:40pm	Election Proper (SPG and SSG)/ Teacher-Adviser Association	
4:40-4:50pm	Announcement of Winners and Oath Taking Ceremony	
4:50-5:00pm	Closing Remarks	Edwin R. Rodriguez, Ed. D. SGOD Chief



Brgy. PotoI, 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)
October 22, 2021

Over all Chairperson: Gerlie M. Ilagan, CESO VI
Assistant Schools Division Superintendent
OIC – SDS

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. • Prepares and submits activity completion report.
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> • Quality Assure the Activity Design. • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Resource Speakers/Facilitators	Reymart P. Villapena Nicole May R. Lagar	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s election • Attend/s engages in the debriefing sessions
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 • 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
Moderator	Marife G. Ramirez	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Program