



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

14 SEPT 2022

DIVISION MEMORANDUM

No. 576 s. 2022

**DIVISION FEDERATED ELECTION OF SUPREME PUPIL GOVERNMENT (SPG)
 AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2022-2023 CUM
 ORIENTATION ON PROGRAMS, PROJECTS AND ACTIVITIES**

To: OIC – Assist. Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public and Private Elementary and Secondary Schools
 All Others Concerned

1. Relative to the released Memorandum of Assistant Secretary for Youth Affairs and Special Concerns dated August 12, 2022, this Office will conduct the above-mentioned subject on **September 21, 2022** from **8:00am to 5:00pm** via google meet.
2. The objectives of this activity are the following:
 - a. Build camaraderie among new student leaders from various schools
 - b. Discuss Constitution and By-Laws, mandated and recommended PPAs of SPG / SSG
 - c. Establish Division SPG/SSG Federation for SY 2022-2023
3. All newly appointed SPG and SSG Advisers, newly elected school based SPG presidents, SSG presidents and vice-presidents are expected to attend on the said activity. Participants shall pre-register through this link <https://tinyurl.com/DivSPGSSGElection> on or before **September 20, 2022**. Meeting link will be sent to the official group chat of SPG/SSG Advisers 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.


NATIVIDAD P. BAYUBAY, CESO VI
 Schools Division Superintendent



Brgy. Pitol, Tayabas City



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Enclosure 1 – Parental Consent Form

CONSENT FORM

In relation to the DIVISION FEDERATED ELECTION OF SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2022-2023 CUM ORIENTATION ON 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.

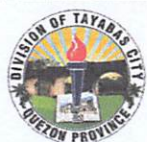
I hereby willingly and voluntarily give consent the participation of my son/ daughter _____, of _____ in the online activity via google meet.

Signed:

Learner's Name

Signature of Parent/Guardian over Printed Name

Date Signed



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Enclosure 2 – Program Matrix

**DIVISION FEDERATED ELECTION OF SUPREME PUPIL GOVERNMENT (SPG)
AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2022-2023 CUM
ORIENTATION ON PROGRAMS, PROJECTS AND ACTIVITIES**

September 21, 2022

TIME	ACTIVITY/ TOPIC	FACILITATOR
Opening Program		
8:00-8:30 (am session)	Nationalistic Song Prayer CALABARZON March Tayabas Hymn	AVP
1:00-1:30 (pm session)	Welcome Remarks	Antonio P. Faustino, Jr. OIC-ASDS
	Inspirational Message	Natividad P. Bayubay, CESO VI SDS
8:30-8:45 (am session)	Activity: Getting to know you	
1:30-1:45 (pm session)		
8:45-9:45 (am session)	Constitution and By-Laws, Mandated and Recommended PPAs of SPG and SSG	Nicole May R. Lagar Div. Youth Formation Coordinator
1:45-2:45 (pm session)		
9:45-9:55 (am session)	Health Break	
2:45-2:55 (pm session)		
9:55-11:45 (am session)	Election Proper, Proclamation of newly elected officers and Oath Taking	
2:55-4:45 (pm session)		
11:45-12:00 (am session)	Closing Remarks	Edwin R. Rodriguez, Ed. D. SGOD Chief
4:45-5:00pm (pm session)		

Participants:

AM Session: SPG Presidents and SPG Advisers

PM Session: SSG Presidents, VPs and SSG Advisers



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Enclosure 3 – Technical Working Committee

Technical Working Committee (TWC)

September 21, 2022

Over all Chairperson:

Natividad P. Bayubay, CESO VI
Schools Division Superintendent

Co- chairpersons:

Antonio P. Faustino, Jr., OIC- ASDS
Edwin R. Rodriguez, Ed. D., 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 Management including (Logistics) L&D	Jean Rose B. Rabano	<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	Joan Kathleen T. Brizuela	<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	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
Support Staff/s	Aren Abuel Myca Vistal	<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	Aren Abuel	<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. 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.