



11/21-025

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

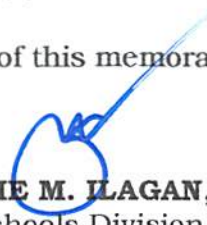
12 NOV 2021

DIVISION MEMORANDUM
No. 577 s. 2021

**ONLINE DIVISION FEDERATED ELECTION OF YES ORGANIZATION
CUM ORIENTATION ON THE MANDATED PPAS**

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

1. In reference to Division Memorandum No. 529, s. 2021 re: Establishment of Youth for Environment in Schools Organization and Recommended PPAs for SY 2021-2022, this Office through the SGOD will conduct the above subject on **November 24, 2021**, from 1:00pm to 5:00pm via google meet.
2. All School YES-O presidents and Advisers are requested to attend on the said activity. They are also requested to prepare a maximum of 2-minute recorded video to introduce themselves by answering this question – “What are your qualities that you believe can make a great leader?” (*Ano-anong katangian ang pinaniniwalaan mo na dapat taglayin ng isang magaling na pinuno?*). The recorded video shall be uploaded at <https://tinyurl.com/YES-OrecordedVideo> on or before November 22, 2021. YES-O Presidents are advised to watch the recorded video a day before the election to be familiar with other candidates.
3. Participants shall register at <https://tinyurl.com/DivYESOElection2021> until Nov. 22, 2021.
4. The Election Core Group are the Division Federated SPG and SSG Advisers. They are requested to assist on the conduct of Division Fed YES-O Election.
5. Attached are Enclosure 1 – parent consent, Enclosure 2 – program matrix, Enclosure 3- Technical Working Committee.
6. Immediate dissemination of this memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Encl.:
As stated



Brgy. Poto, Tayabas City



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Enclosure 1 – Parental Consent Form

CONSENT FORM

In relation to the ONLINE DIVISION FEDERATED ELECTION OF YES ORGANIZATION CUM ORIENTATION ON THE MANDATED PPAS, 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

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 YES-O	Reymart P. Villapena SSG Adviser, WPNHS
2:30-3:30 pm	Mandated PPAs and Recommended PPAs of YES-O	Nicole May R. Lagar Project Development Officer I
3:30-4:40pm	Election Proper	
4:40-4:50pm	Announcement of Winners and Oath Taking Ceremony	
4:50-5:00pm	Closing Remarks	Edwin R. Rodriguez, Ed. D. SGOD Chief



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Enclosure 3 – Technical Working Committee

Technical Working Committee (TWC)

November 24, 2021

Over all Chairperson: Gerlie M. Ilagan, CESO VI
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 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	Francheszka Zagala	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Program



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