



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



**DIVISION MEMORANDUM**

No. 241 s. 2018

TO : **OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, CID & SGOD  
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
ALL OTHERS CONCERNED**

FROM : **CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent

SUBJECT : **CONDUCT OF SYNCHRONIZED ELECTIONS OF OTHER SCHOOL-  
BASED CO-CURRICULAR CLUBS AND ORGANIZATIONS AND  
SUBMISSION OF ACTION PLANS FOR SY: 2018-2019**

DATE : July 23, 2018

1. Pursuant to DepEd Order No. 49, s. 2011 re: *Mandated Programs, Projects and Activities Supreme Student Government*, the election of officers of other school-based co-curricular clubs and organizations shall convene every July.
2. As stated in Article XII of the *Constitution and By Laws of the SPG and SSG in Elementary and Secondary Schools*, the Coordinating Council of Campus Co-Curricular Organizations, composed of all club presidents, shall meet at least once every quarter or as may be deemed necessary. It shall be headed by the SPG/SSG President, while the school head shall serve as the adviser of the coordinating council.
3. The Coordinating Council shall have the following functions:
  - a) Coordinate school-wide activities, which need the participation and involvement of the whole student body;
  - b) Provide and support a consultative mechanism for the implementation of the various programs and projects of all co-curricular and extra-curricular organizations;
  - c) Plan programs and synchronize student activities in the campus;
  - d) Serve as the venue to present accomplishment reports, financial reports, and such other reports of the SPG/SSG and other organizations as needed or required; and
  - e) Set rules and standards for the collection of membership fees or contributions by recognized campus co-curricular clubs or organizations for the approval of the School Head.
3. Action Plans of all school-based student clubs and organizations for SY 2018-2019 shall be submitted to the division office on or before **July 31, 2018** in order to be recognized as legitimate campus co-curricular organizations. All activities for the current school year shall be indicated in the Action Plan and shall be submitted together with the list of officers, members and newly-designated club advisers. Reports shall be submitted to the division office on a semi-annual basis.
4. Immediate dissemination of and strict compliance to this memorandum is desired.

SGOD/ SUBMISSION OF ACTION PLANS AND CONDUCT OF ELECTION OF CO-CURRICULAR CLUBS AND ORGS  
DM- 241 /07-23-18

