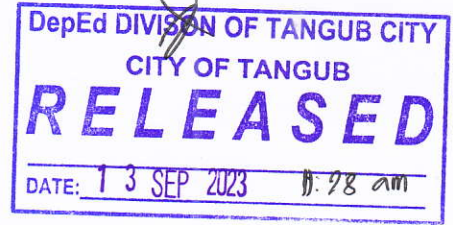




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



September 12, 2023

DIVISION MEMORANDUM
 No. 302, s. 2023

RECOGNITION OF SCHOOL CLUBS AND ORGANIZATIONS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Education Program Supervisors
 Public Schools District In-Charge (PSDICs)
 Elementary and Secondary School Heads
 SELG and SSLG Teacher-Advisers
 All Others Concerned
 This Division

1. Pursuant to OUOPS No. 2023-03 titled Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024, Article XII, Section 2 which states that “the Coordinating Council shall be composed of all SELG/SSLG officers, and Presidents of all registered clubs and organizations”, this Office hereby directs all schools on the following:

- a) Establishment and organization of school clubs and organizations that support the implementation of the K to 12 curriculum and contribute to the holistic development of learners such as but not limited to YES-O, BKD, BSP/GSP, Sports Club, Drum and Lyre Corps, Campus Ministry, Music Club, Dance Club, Arts Club, Club by subject and Youth for Entrepreneurs and Cooperativism in Schools (YECS).
- b) Recognition of school clubs and organizations with the following requirements:

Clubs	Organizations
i. Application for Recognition; ii. List of Officers and Members with their grade level and section, Parental Consent and Contact Number; iii. Designation order of the teacher-adviser duly signed by the school head; iv. Approved Action Plan with Resolution.	i. Constitution and By-Laws; ii. Application for Recognition; iii. List of Officers and Members with their grade level and section, Parental Consent and Contact Number; iv. Designation order of the teacher-adviser duly signed by the school head; v. Approved Action Plan with Resolution.





Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

2. In as much as we provide our learners with quality basic education, we are also committed to promoting their interests and development by engaging only in school recognized clubs and organizations with the guidance of their teacher-advisers and school heads.

3. All school clubs and other organizations shall submit the required documents to the School Governing Council (SGC) **on or before September 22, 2023**, for accreditation pursuant to DO 26, s. 2022 titled Implementing Guidelines on the Establishment of School Governance Council, on the functions of the SGC as a Structure for Shared Governance where SGC shall serve as a collective and consultative body for school plans, programs, activities, and strategic directions and that will synergize, harmonize, and put together the work of the different school committees and shall forward the same to the school head for school recognition.

Anent to this, membership campaign to different school clubs and organizations shall be conducted from **September 12 to September 21, 2023**.

4. Approved action plan of school clubs and other organizations shall be incorporated in the school improvement plan (SIP) and annual implementation plan (AIP) and the proposed activities shall be incorporated in the school calendar of activities.

5. All schools shall then organize the Coordinating Council pursuant to the Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024, Article XII with the following:

- Section 1 The Coordinating Council shall be headed by the President of the SELG/SSLG as the Chairperson.
- Section 2 The Coordinating Council shall be composed of all SELG/SSLG officers, and Presidents of all registered clubs and organizations.
- Section 3 The Coordinating Council shall have the following functions:
 - 3.1 coordinate school wide PPAs that require the participation and involvement of the learners;
 - 3.2 provide support mechanisms in the implementation of various PPAs of all registered clubs and organizations; and
 - 3.3 synchronize PPAs of all registered clubs and organizations in the school.
- Section 4 The School Head shall automatically be the Adviser of the Coordinating Council. All resolutions and agreements arrived at by the Coordinating Council shall be approved by the School Head.
- Section 5 The Coordinating Council shall meet at least once every quarter or as often as the council may deem necessary. Copy of the Minutes of the Meeting and resolutions must be submitted to the School Head.
- Section 6 There shall be six (6) permanent committees in the Coordinating Council namely, Executive Committee, Internal Affairs Committee, External Affairs Committee, Secretariat, Rules and Constitution Committee, and Learners' Welfare Committee.





Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

- Each committee shall be chaired and co-chaired by the SELG/SSLG Officers. Except for the Executive Committee, members of other committees shall be appointed by the Chairperson of the Coordinating Council from among the Presidents of the registered clubs and organizations.
- Section 7 The Executive Committee shall act as the administrative arm of the Coordinating Council.
- Section 8 The Internal Affairs Committee shall be chaired by the Vice-President and co-chaired by the Treasurer and Auditor. This committee shall be responsible for organizational matters such as finance management, resource mobilization, budgeting and auditing, and training.
- Section 9 The External Affairs Committee shall be chaired by the Public Information Officer. This committee shall be responsible for linkages, partnerships, and publicity.
- Section 10 The Secretariat Committee shall be chaired by the Secretary and shall be responsible for documentation, record-keeping, and filing.
- Section 11 The Rules and Constitution Committee shall be chaired by the Protocol Officer and shall ensure compliance with the Constitution and By-Laws of this organization and all existing DepEd issuances related to youth affairs.
- Section 12 The Learner Activities Committee shall be chaired by the officer appointed by the Chairperson. This committee shall be responsible for the harmonization and coordination of all student-led activities.

6. A hard copy of the consolidated list of school recognized clubs and other organizations shall be submitted to the Division Office through Mr. Arniel B. Mehoy, Division Youth Formation Coordinator **on or before September 29, 2023**, and another hard copy of the same shall be posted in the SELG/SSLG Bulletin Board for information and guidance of teacher-advisers and learners concerned.

A Division Memorandum will be released on the school recognized clubs and organizations.

7. Only the school recognized clubs and organizations shall have the permit to conduct youth formation activities and shall be monitored and evaluated by the SELG/SSLG. **Moreover, only school recognized clubs and organizations are allowed to collect learner organizations' voluntary contribution.**

Pursuant to DO 13, s. 2022 titled Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations, Article VII, Financial Matters, Section 26. General Policies on Financial Transactions of Hoheroom and School PTAs,

26.1 Consistent with existing laws, rules and regulations implementing DepEd's "No Collection Policy", the collection of VSCs shall only be allowed through the PTAs: Provided that, the collection of VSCs and performance of





Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

other financial transactions shall only be allowed whenever they support the programs and activities identified in the SIP: Provided further, that it shall be done in close coordination with the homeroom adviser and/or the school head concerned.

26.2 All PTA collections shall begin on the third (3rd) month of classes until the end of the SY and shall be guided by the following:

26.2.1 Kindergarten to Grade 4 learners: Only PTA membership dues shall be collected from these learners in a reasonable amount to be determined by the SPTA-BOD. Except for said voluntary PTA membership due, no other VSCs shall be collected from kindergarten to Grade 4 learners.

26.2.2 Grade 5 to 12 learners: The DepEd-authorized VSCs that may be collected from these learners are shown in Table 2 below. In relation Section 5.12 hereof, other VSCs that may support activities identified in the SIP may also be collected from these learners.

Table 2: DepEd-Authorized Voluntary School Contributions (VSCs)

Contributions	Amount per Learner
Philippine Red Cross	Php 50.00
Parent-Teacher Associations (PTA) Membership Dues'	Reasonable amount to be determined by the SPTA-BOD
Learner Organizations	Based on existing school policies
Boy Scouts of the Philippines (BSP)	Php 50.00
Girl Scouts of the Philippines (GSP)	Php 50.00
School Publications:	
Elementary	Php 60.00
Secondary	Php 90.00
Anti-TB Fund Drive	Php 5.00

26.2.3 In the collection of VSCs, the PTA shall consider the following:

26.2.3.1 The collection VSCs shall be strictly on a voluntary basis.

26.2.3.2 The amount of VSCs for the fundraising projects of the PTA shall be agreed upon during the General Assembly and shall be concurred by the school head.

26.2.3.3 PTAs shall refrain from setting exorbitant amounts for VSCs.

26.2.3.4 PTA membership fees shall be collected only once within a school year from parent/guardian-members, regardless of the number of their learners in the school.





Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

- 26.2.3.5 VSCs shall be collected by the PTA Treasurer and/or the duly authorized representative as approved by the SPTA-BOD, who shall issue pre-numbered receipts for every collection made. The total amount collected each day will be deposited to the PTA bank account consistent with Section 27.3 hereof. The total of deposit must tally with the total amount reflected in the pre-numbered receipts.
- 26.2.3.6 No other school personnel, except those allowed under Section 26.2.3.5, 26.2.3.7, 29.1 and other relevant sections hereof, shall collect fees from learners, nor shall they safekeep and/or disburse such funds.
- 26.2.3.7 Learner organizations may authorize the PTAs to collect their VSCs for the organizations' programs, projects, or activities. The amount collected by the PTAs shall be remitted immediately to the Treasurer of the learner organization concerned or to the authorized representative of the school on the day it was collected. No service fee shall be charged against any learner organization by the PTAs.
- 26.2.3.8 In no case shall the non-payment of VSCs be made as a basis for non-admission, non-promotion, or non-issuance of a Report Card, Certificate of Good Moral Character, and/or school clearance or denial of any benefit to a student by the school concerned.
- 26.3 The rules provided under this section, including the amounts that may be collected voluntarily, shall be subject to changes or adjustments by subsequent DepEd issuances on the matter.

8. However, conducting in-or-off-campus youth activities such as camping (day or overnight), weekend seminar/training shall require a parental consent and permit from the Office of the Schools Division Superintendent and to be supervised by the division focal person.

9. For details, references can be downloaded via this link: <https://bit.ly/References-AccreditationAndRecognition>.

10. For immediate dissemination and compliance.

SHAMBAEH A. ABANTAS-USMAN, PhD., CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988