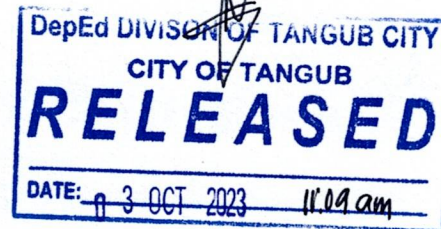




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



September 26, 2023

DIVISION MEMORANDUM
 No. 745, s. 2023



**CORRIGENDUM TO DIVISION MEMORANDUM NO. 302, S. 2023 TITLED
 RECOGNITION OF SCHOOL CLUBS AND ORGANIZATIONS AND TEMPLATES**

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

1. Relative to Division Memorandum No. 302, s. 2023 titled Recognition of School Clubs and Organizations and as agreed during the division meeting with SELG/SSLG presidents with their school heads, the following changes has been made:

From	To
All school clubs and organization shall submit the required documents to the SGC on or before September 22, 2023	All school clubs and organization shall submit the required documents to the SGC on or before October 10, 2023
The consolidated list of school recognized clubs and organizations shall be submitted to the Division Office on or before September 29, 2023	The consolidated list of school recognized clubs and organizations shall be submitted to the Division Office on or before October 13, 2023

- All other provisions in the said memorandum shall remain in effect.
- Enclosed are the different templates to be used.
- For immediate dissemination and compliance.


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



SCHOOL HEADING

To the **OFFICE OF THE SCHOOL GOVERNING COUNCIL**

We, the organization stated below, hereby file an

APPLICATION FOR RECOGNITION

in accordance with Article VII Section 3 of the Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024 that states "Every learner shall support and promote the ideals, principles, thrusts, and objectives of the Supreme Learner Government, the School, and the DepEd".

Date Submitted	
Name of Organization/ Club	
Type	<input type="checkbox"/> Organization: with existing Constitution and By-Laws mandated by the Department of Education <input type="checkbox"/> Club: a group of students with a designated purpose and a common interest which may/ may not be specifically regulated by a department
Statement of Aims and Objectives <i>(for which the organization is to be organized, which shall be consistent with the Youth Formation objectives (Use additional sheet if necessary))</i>	

To comply with the regulation that application for recognition status can only be made by someone who has participated in Youth Development Programs, this application is supported by the following representative/s who meet/s this qualification:

Teacher-Adviser	
Name	
Designation and Department	
E-mail Address	
Contact Number	
Co-Adviser (if any)	
Name	
Designation and Department	
E-mail Address	
Contact Number	

Please provide the following required documents as attachments to this application for recognition:

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

We hereby declare that we will respect and comply with the Constitution and By-Laws, the Statutes and the Regulations of the Supreme Learner Government and the School. In particular, we agree to implement and be guided on the Youth Formation qualification procedure which shall be open to all learners from the school we represent.

In case our application is recognized, we nominate the following person to represent us in the Coordinating Council until further notice. Changes in our Coordinating Council representative will be announced to the President of the Supreme Learner Government in writing.

Name	
Designation	President

We give explicit consent to publish the contact details of our organization and our designated Coordinating Council Representative in the School Bulletin Board and School FB Page.

Signature over Printed Name of Authorized Representatives:

Teacher-Adviser

President

SCHOOL HEADING

Name of School: _____ District: _____

Name of Club/ Organization: _____

List of Officers and Members for SY: 20__ - 20__

No.	Position	Name	Grade Level	Section	Contact Number
1	President				
2	Vice-President				
3	Secretary				
4	Treasurer				
5	Auditor				
6	Public Information Officer (PIO)				
7	Protocol Officer				
8	Member				
9	Member				
10	Member				
(Add more spaces as necessary)					

Number of Members: Male: _____ Female: _____ Total: _____

Prepared by:

Noted:

Teacher-Adviser
(Signature over printed name)

School Head
(Signature over printed name)

SCHOOL HEADING

(DATE)

MEMORANDUM TO:

(NAME OF DESIGNATED TEACHER-ADVISER)

SUBJECT : DESIGNATION ORDER

In the exigency of service, you are hereby designated as **Teacher-Adviser** of **(Name of Club/Organization)** in this School effective, **(date)**.

On top of your work as **(Position)**, you shall also perform the following:

- a. (State functions)
- b. (State functions)
- c. (State functions)
- d. (State functions)
- e. (State functions)
- f. (add more letter as necessary)

For guidance and compliance.

(SCHOOL HEAD)

(Position)

(Signature over printed name)

Copy furnished:

Personal File of Teacher-Adviser Designate

School Governance and Operations Division – Youth Formation Section

SCHOOL HEADING

Name of School: _____ District: _____

Name of Club / Organization: _____

Issues / Concern	Focus / Goal	Strategies / Actions to be taken (Programs, Projects and Activities)	Time Frame	Persons Responsible	Fund Source	Success Indicator / MOVs

Prepared by:

Club / Org President
 (Signature over printed name)

Recommending Approval:

Club / Org Teacher-Adviser
 (Signature over printed name)

Approved:

Principal / School Head
 (Signature over printed name)

RESOLUTION NO. _____

A RESOLUTION _____
(Subject of the Resolution)

WHEREAS, (Provide the legal basis to support the content of the resolution.)
Ex. The Supreme Secondary Learner Government (SSLG) of [Name of School] recognizes the importance of representative leadership in promoting the interests and welfare of the learners;

WHEREAS, (Provide the details of the agreement of the body)
Ex. The election of learner government members is an important part of the democratic process and provides an opportunity for learner to participate in the governance of the school;

WHEREAS, (Providing a concluding statement and approval of the body)
Ex. The candidates for the Supreme Learner Government have demonstrated their commitment to serving the student body and have presented their platforms and ideas for improving learners' life;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, (Restating the agreement and approval)
Ex. That the Supreme Secondary Learner Government (SSLG) election shall be held on [Date] in accordance with the procedures and guidelines established by the Learner Government COMEA Commissioner;

RESOLVED FURTHER (Additional considerations for the agreements)
Ex: That the Learner Government COMEA Commissioner on Electoral Board shall oversee the election process and ensure that all candidates are afforded equal opportunities to present their platforms and ideas to their fellow learners;

RESOLVED FURTHER (Additional considerations for the agreements)
Ex. That the Learner Government COMEA Commissioner on Electoral Board shall announce the results of the election to the learner government body as soon as possible after the election has concluded and shall work with the newly elected learner government leader, and members to implement their initiatives and programs for the betterment of the learner government body.

Resolved UNANIMOUSLY this _____ of _____ at _____.

I HEREBY CERTIFY the correctness of the above-quoted resolution.

Commissioner on _____

Commissioner/Member

Commissioner/Member

Commissioner/Member

Commissioner/Member

Commissioner/Member

Commissioner/Member

Chief Commissioner

SCHOOL HEADING

Certificate of Recognition

is awarded to

(name of the recognized student organization/club)

as a duly bona fide learner organization/club of this School
for School Year 20__ - 20__ after having complied with all the
requirements for recognition.

Given this ___day of _____, 2019 at _____.

(Name of Principal)

Principal

NOTICE OF MEETING

TO : **NAME/COMMITTEE**
Designation
Learner Government COMEA

FROM : **NAME**
Designation
Learner Government COMEA

SUBJECT : **TITLE**

VENUE : Location of the Meeting
(e.g. Learner Government COMEA Conference Room)

DATE : DD MM YYYY

TIME : HH:MM a.m./p.m.

AGENDA : (1)
(2)

MINUTES OF THE MEETING

Subject:		
Venue:		
Date:		Actual Time Started: Actual Time Ended:
Agenda:	1. 2. 3.	
Attendees (may add rows if necessary)		
Name	Designation	Committee
Meeting Highlights (may add rows if necessary)		
Agenda	Discussion points	Agreements

Attachment/s: Notice of Meeting and Photos as Means of Verification

Prepared by:

[SIGNATURE OVER PRINTED NAME]

Designation
Learner Government COMEA

Noted by:

SIGNATURE OVER PRINTED NAME

Chief Commissioner
Learner Government COMEA

ACTIVITY REPORT

(for meetings, trainings, workshops, conferences and other related activities)

TITLE OF THE ACTIVITY	DATE/TIME	PLACE/VENUE
DETAILS OF THE ACTIVITY		
Description of the activity:		
Highlights (Insights/ relevant learning/ issues and concerns):		
Recommendation/s:		

Attachment/s: Photos as MOVs

Submitted by:

Noted by:

Teacher-Adviser

School Head