



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



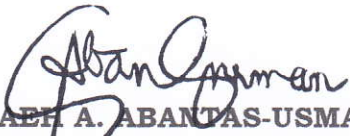
November 14, 2023

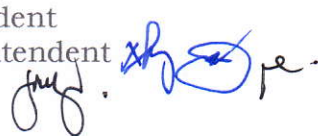
**DIVISION MEMORANDUM**  
No. 401, s. 2023

**SUBMISSION OF ENDORSEMENT AND DESIGNATION ORDER  
OF QUALIFIED TEACHER AS THE SELG/SSLG ADVISER**

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. Pursuant to Article XIII of the Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024, this Office enjoins all elementary and secondary school heads on the submission of endorsement and designation order of qualified teacher as the SELG/SSLG Adviser on or before November 22, 2023 through the School Governance Operations Division – Youth Formation Section.
2. The SELG/SSLG Adviser must have the following qualifications:
  - a. direct experience in youth organizational management;
  - b. good character and reputation in the school and community;
  - c. competent, able, and willing to work with the learner leaders from planning to implementation of PPAs; and
  - d. shall have at least one (1) year residency in the school.
3. Attached is a designation order of SELG/SSLG adviser.
4. Immediate and widest dissemination of this Memorandum is desired.

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





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**MEMORANDUM TO:**

\_\_\_\_\_  
(NAME OF DESIGNATED TEACHER-ADVISER)

**SUBJECT : DESIGNATION ORDER**

In the exigency of service, you are hereby designated as **Teacher-Adviser** of the **Supreme Elementary/Secondary Learner Government (SELG/SSLG)** effective, **(date of assumption)**.

On top of your work as **(Position)**, you shall also perform the following duties and responsibilities pursuant to Article XIII of the Interim Guidelines of the Learner Government for SY 2023-2024 to wit:

- a. Monitor all programs, projects, activities, and meetings of the SELG/SSLG at all times;
- b. Act as the SELG/SSLG's mentor in good governance and leadership;
- c. Oversee all the SELG/SSLG's internal and external processes and leadership practices;
- d. Ensure the academic excellence, as well as the holistic welfare and development of the SELG/SSLG officers;
- e. Conduct consultations with SELG/SSLG officers to gather feedback on the efficiency and effectiveness of performance as an officer and/or the overall performance of the SELG/SSLG;
- f. Propose recommendations for improvement based on the information gathered from the consultation;
- g. Actively participate and coordinate with the Division Youth Formation Coordinator through the School Head in the implementation and management of SELG/SSLG-related activities in all levels of governance;
- h. Facilitate the crafting of the General Program of Action (GPOA) for approval of the School Head.
- i. Submit reports and other pertinent documents for approval of the School Head, and copy furnish the Schools Division Office through the Division Youth Formation Coordinator, if necessary.
- j. The Advisership in the SELG/SSLG shall be equivalent to one (1) teaching load pursuant to Republic Act No. 4670 and other relevant DepEd issuances.

For guidance and compliance.

**(SCHOOL HEAD)**

**(Position)**

(Signature over printed name)