



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023 - 422



TO : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
Heads of Public and Private Elementary and Secondary Schools

SUBJECT : REGISTRATION OF SCHOOL LEARNER-LED ORGANIZATIONS FOR SCHOOL YEAR 2023-2024

FROM : Office of the Schools Division Superintendent

DATE : September 6, 2023

1. In reference to OUOPS MEMORANDUM No. 2023-03 titled, "Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024", all public elementary and secondary schools nationwide are mandated to facilitate learner-led clubs and organizations elections and other relevant practices that will meaningfully support learners' initiatives and respond to varied contexts.
2. In line with this, all public and private elementary and secondary schools, through their Supreme Elementary Learner Government (SELG), Supreme Secondary Learner Government (SSLG), Youth for Environment in Schools Organization (YES-O) and Barkada Kontra Droga (BKD) presidents, with the facilitation of their respective teacher-advisers, shall submit the "School Learner-led Organization Registration Form" (*Enclosure 1*) together with the required attachments (*Enclosures 2 to 5*) for the recognition and monitoring of the said organizations.
3. Three (3) copies of the abovementioned registration form, with the required attachments shall be submitted to the Division Records Office on or before October 6, 2023.
4. A certificate of registration shall be issued to the school learner-led organizations upon complete submission of the requirements.
5. Attached are the following templates:
 - Enclosure 1: School Learner-led Club/Organization Registration Form
 - Enclosure 2: Official Designation of Teacher-Adviser
 - Enclosure 3: Directory of Officers and Teacher-Advisers
 - Enclosure 4: Training Needs Assessment Survey Form
 - Enclosure 5: General Plan of Action (GPOA)

With hundred reasons to serve!





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* You may download an editable softcopy of the above enclosures through this link (bit.ly/SDOAC-ClubOrgReqTemplate).

6. The contents of the GPOA of the following organizations shall be aligned to their respective advocacies shown in the table below:

Organization	Advocacies
SELG/SSLG	<ul style="list-style-type: none">• Leadership• Governance• The four Core Values of DepEd (<i>Maka-Diyos, Maka-tao, Makakalikasan, Makabansa</i>)
YES-O	<ul style="list-style-type: none">• Environment• Disaster Risk Reduction Management (DRRM)
BKD	<ul style="list-style-type: none">• Physical and Mental Health• Substance use/abuse prevention• Social Inclusion & Equity

7. For information, guidance, wide dissemination and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

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<SCHOOL>

Enclosure 1.

**SCHOOL LEARNER-LED ORGANIZATION
REGISTRATION FORM**
School Year _____

Name of Club/Organization: _____

Date of Establishment: _____

Current Number of Registered Members:

Male: _____

Female: _____

TOTAL: _____

Contact Persons:

President of the Organization	Teacher-Adviser of the Club/Organization
Name:	Name:
Contact No:	Contact No:
E-mail Address:	E-mail Address:

Requirements/Attachments: *Put a check (✓) on the box/es if complied.*

<input type="checkbox"/>	Official Designation of Teacher-Adviser(s)
<input type="checkbox"/>	Directory of Officers & Teacher-Advisers
<input type="checkbox"/>	Training Needs Assessment Survey Form
<input type="checkbox"/>	General Plan of Action
<input type="checkbox"/>	Accomplished LG COMEA Monitoring Tool <i>(for SELG & SSLG only)</i>

Prepared by:

Reviewed and Checked by:

<ORGANIZATION PRESIDENT>
<Organization> President

<ORGANIZATION TEACHER-ADVISER>
<Organization> Teacher-Adviser

Approved:

<NAME OF SCHOOL HEAD>
<Position of School Head>



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Enclosure 2.

DESIGNATION

This is to certify that <name of teacher>, <position of teacher> has been designated as the <teacher-adviser/co-teacher-adviser> of the <name of school leader-led organization> of <school name> for the School Year <20XX-20XX> aside from <his/her> regular teaching loads.

This designation is given to **<NAME OF TEACHER>** this **<Nth> day of <Month>, 2023** at **<School Name>**, **<School Address>** for whatever legal purposes it may serve

Approved:

<NAME OF SCHOOL HEAD>
<Position of School Head>



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Enclosure 3.

<NAME OF ORGANIZATION>

DIRECTORY OF OFFICERS & TEACHER-ADVISERS

School Year _____

Position	Surname	First Name	Middle Initial	Suffix (Sr., Jr., III...)	Grade Level	Sex*	Gender Identity**	Contact No.	E-mail Address
President	Dela Cruz	Juan Manuel	B.	Jr.	12	M	G	9458461701	juan.delacruz@gmail.com
Vice-President									
Secretary									
Treasurer									
Auditor									
Public Information Officer									
Protocol Officer									
Member									
Member									
Member									
Member									
Member									
Member									
TEACHER-ADVISER/S									
Teacher-Adviser Master Teacher I	Garcia	Maria Carmelita	A.			F	F	9458461702	mariacarmelita.garcia@deped.gov.ph
Co-Teacher-Adviser Teacher III									

* Sex assigned at birth (**M** for male, **F** for female)

** Gender identity (**L** for lesbian, **G** for gay, **B** for bisexual, **T** for transgender, **Q** for queer, **I** for intersex, **M** for male and **F** for female)

Notes: You may add rows if necessary.

Prepared by:

Reviewed and Checked by:

Approved:

<**ORGANIZATION PRESIDENT**>

<Organization> President

<**ORGANIZATION TEACHER-ADVISER**>

<Organization> Teacher-Adviser

<**NAME OF SCHOOL HEAD**>

<Position of School Head>

<Position of Teacher-Adviser (Teacher I-III, MT, etc.)>



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Enclosure 4.

<NAME OF ORGANIZATION>

**TRAINING NEEDS ASSESSMENT
SURVEY FORM**

School Year _____

Write down the essential trainings that the student-leaders of school student organizations/clubs require to better perform and execute their tasks. (Maximum of 10)
You may add and remove rows if necessary.

Priority No.	Training Needs (write down the topics to be more specific)
1	Leadership Skills
2	Governance and Management Skills
3	
4	
5	
6	

Write down the essential trainings that the teacher-advisers of school student organizations/clubs require to better perform and execute their tasks. (Maximum of 10)
You may add and remove rows if necessary.

Priority No.	Training Needs (write down the topics to be more specific)
1	ICT Skills
2	
3	
4	
5	

Prepared by:

<ORGANIZATION PRESIDENT>

<Organization> President

<ORGANIZATION TEACHER-ADVISER>

<Organization> Teacher-Adviser

<Position of Teacher-Adviser (Teacher I-III, MT, etc.)>

Approved:

<NAME OF SCHOOL HEAD>

<Position of School Head>



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 <SCHOOL>

Enclosure 5.

<NAME OF ORGANIZATION>
GENERAL PLAN OF ACTION (GPOA)
 School Year _____

*Add more rows if necessary

Program	Activity/Strategy	Objectives	Expected Outcome	Budgetary Requirements		Time Frame	Persons Involved
				Cost	Source		

Prepared by:

<ORGANIZATION PRESIDENT>
 <Organization> President

Reviewed and Checked by:

<ORGANIZATION TEACHER-ADVISER>
 <Organization> President
 <Position of Teacher-Adviser (Teacher I-III, MT, etc.)>

Approved:

<SCHOOL HEAD>
 <Position of School Head>