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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-4
MEMORANDUM
07 February 2022

For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
School Heads
All Others Concerned

Subject: REQUEST FOR PARTICIPANTS FOR THE VALIDATION OF THE CONSTITUTION AND BY-LAWS OF THE SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT IN ELEMENTARY AND SECONDARY SCHOOLS

The Office of the Undersecretary for Administration (OUA) through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) will conduct an **online session** for the **Validation of the Constitution and By-Laws (CBL) of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in Elementary and Secondary Schools**. This will be held **from 15 to 18 February 2022, Tuesday to Friday, at 9:00 a.m.**

The activity aims to assess and evaluate the validity and reliability of the draft legal document for the effective operation and management of student governments in schools. It also intends to improve proposed contents such as the CBL articles and provisions through interactive focus group discussions (FGD) and meaningful consultations with selected participants.

In this regard, the OUA would like to request participants from Regional Offices (ROs). They will serve as validators of the said activity. Please refer to the details below:

Persons Involved	Qualifications
One (1) Youth Formator	- at least two to three (2-3) years of experience in handling the Student Government Program - either a Regional or Division Youth Formation Coordinator (YFC)
One (1) Student Government Officer	- duly elected Regional Federation of Supreme Student Government (RFSSG) President for School Year 2021-2022

Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg.; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



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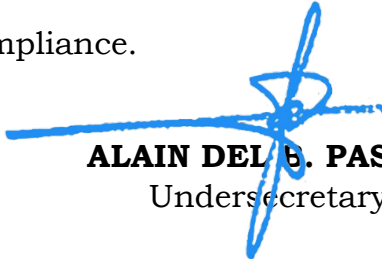



Persons Involved	Qualifications
One (1) School Head	<ul style="list-style-type: none"> - at least two to three (2-3) years of experience in the position - either in elementary or secondary level
Two (2) Student Government Teacher-Advisers	<ul style="list-style-type: none"> - one (1) from elementary and one (1) from secondary level - designated for more than three (3) years

To confirm participation, please accomplish the attached Notice of Confirmation (**Annex A**) and submit it through email at blss.yfd@deped.gov.ph not later than **11 February 2022**. Also attached for reference is the Indicative Program of the event (**Annex B**).

For more information, please contact Mr. Adolf P. Aguilar, Chief of the BLSS-YFD, through 0919 093 4914 or email at blss.yfd@deped.gov.ph .

For immediate dissemination and compliance.



ALAIN DEL B. PASCUA
 Undersecretary



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Annex A

Validation of the CBL of the SPG and SSG in Elementary and Secondary Schools

REGION: _____

NOTICE OF CONFIRMATION

Personnel	Division Office	Full Name	Position	Mobile Number	Email Address
(1) Youth Formation Coordinator					
(1) Student Government Officer (RFSSG President)					
(1) School Head/Principal					
(2) Student Government Teacher-Advisers					

Certified by:

Printed Name and Signature of the Regional Director

Note:

Kindly send the accomplished NOC through email at blss.yfd@deped.gov.ph not later than 11 February 2022.



Annex B

Validation of the CBL of the SPG and SSG in Elementary and Secondary Schools

INDICATIVE PROGRAM

I. Preparatory Meeting (15 February 2022)

Indicative Time	Activity
8:30 -9:00 a.m.	Open House and Admission of Participants
9:01-9:10 a.m.	Preliminaries <ul style="list-style-type: none">• National Anthem• Ecumenical Prayer
9:11-9:25 a.m.	Getting to Know You Activity
9:26-9:40 a.m.	Program Overview <ul style="list-style-type: none">• Rationale & Objective
9:41-10:40 a.m.	Validation Mechanics <ul style="list-style-type: none">• Validation Roadmap• Introduction of Breakout Room Facilitators• Groupings• Expected Outputs
10:41-10:55 a.m.	Open Discussion and Matters for Information
10:56-11:00 a.m.	Closing and Photo Opportunity

II. Day 1 (16 February 2022)

Indicative Time	Activity
8:30-9:00 a.m.	Open House and Admission of Participants
9:01-9:10 a.m.	Preliminaries <ul style="list-style-type: none">• National Anthem• Ecumenical Prayer
9:11-9:25 a.m.	House Rules
9:26-9:40 a.m.	Getting to Know You Activity
9:41-10:40 a.m.	Opening Message Adolf P. Aguilar , YFD Chief
10:41-10:55 a.m.	Objectives and Purpose
10:56-11:00 a.m.	Matters for Information <ul style="list-style-type: none">• Breakout Room Assignment and Activities• Facilitators and Groupings
11:01 a.m.-12:00 noon	Breakout Session <ul style="list-style-type: none">• Group discussion• Group consolidation
12:01-1:30 p.m.	Lunch Break
1:31-4:00 p.m.	Continuation of Breakout Sessions <ul style="list-style-type: none">• FGD• Validation of SG CBL• Wrap Up



III. Day 2 (17 February 2022)

Indicative Time	Activity
8:30-9:00 a.m.	Open House and Admission of Participants
9:01-9:10 a.m.	Prayer
9:11-9:15 a.m.	Recapitulation of Day 1 Activity
9:16-9:30 a.m.	Mental Health Activity <ul style="list-style-type: none">• Reminders
9:30 a.m.-12:00 noon	Breakout Sessions <ul style="list-style-type: none">• Checking of Attendance• Continuation of FGD and validation
12:01-1:30 p.m.	Lunch Break
1:31-4:00 p.m.	Continuation of Breakout Sessions <ul style="list-style-type: none">• FGD• Validation of SG CBL• Wrap Up

IV. Day 3 (18 February 2022)

Indicative Time	Activity
8:30-9:00 a.m.	Open House and Admission of Participants
9:01-9:10 a.m.	Prayer
9:11-9:15a.m.	Recapitulation of Day 2 Activity
9:16-9:30 a.m.	Mental Health Activity Reminders
9:30 a.m.-12:00 noon	Breakout Sessions <ul style="list-style-type: none">• Checking of Attendance• Continuation of FGD and validation• Finalization of the proposed revision/validation of the SG CBL
12:01-1:30 p.m.	Lunch Break
1:31-3:30 p.m.	<ul style="list-style-type: none">• Ice breaker• Continuation of Finalization of comments/Review/Wrap Up
3:31-4:00 p.m.	Closing Program (Plenary Session) <ul style="list-style-type: none">• Issuance of certificates• Closing remarks• Photoshoot

