



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-off, Baguio City
 Fax: (074) 442-7819



Division Office
 BAGUIO CITY
 MAY 05 2017
RELEASED

DIVISION MEMORANDUM

No. 127, s. 2017

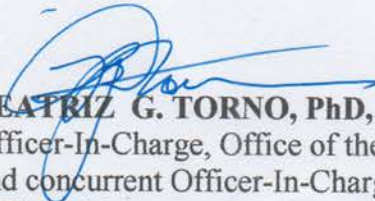
**Supreme Student Government (SSG) and Supreme Pupil Government (SPG)
 Leadership Training for SY 2017-2018**

To: **Public Elementary and Secondary School Heads
 Student Government Advisers
 Newly Elected Student Government Officers**

1. The Youth Formation Program Coordinators (YFPC) will be conducting a three-day seminar workshop for student leaders and advisers on the following dates:

	Participants	Schedule
Elementary School	Two (2) Officers, One (1) Adviser	June 27-29, 2017
Secondary School	Three (3) Officers One (1) Adviser	June 22-24, 2017

2. The training generally aims to capacitate all advisers and student leaders on how to handle the organization. Specifically, it aims to discuss: the synchronized Constitution and By-Laws; duties and responsibilities of every member in the organization; how to come up with an action plan & project proposal and; how to hold an effective meeting through parliamentary procedure.
3. All public schools are required to send their Student Government Adviser and newly elected Student Government Presidents to the said training. Please pay a registration fee of Php 600.00 per participant on or **before June 6, 2017** at the Division Office – Cashier’s Unit and present the receipt to Mr. Jimmy S. Santos at the Planning and Research Section. The registration fee is chargeable against the School MOOE and/or other school funds subject to usual accounting and auditing rules and regulations.
4. For any queries and clarifications to this communication please do not hesitate to call the Youth Formation Program Coordinators at 446-6738.
5. Immediate and wide dissemination of this Memorandum to all concerned is desired.


BEATRIZ G. TORNO, PhD, CESO IV
 Officer-In-Charge, Office of the Regional Director
 and concurrent Officer-In-Charge
 Office of the Schools Division Superintendent