
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM	Name of Office: OSDS-SDS	

RELEASED

JUN 11 2019

June 10, 2019

DIVISION MEMORANDUM
 No. 121 S. 2019

By DepEd Angeles City
 Division of City Schools

**UTILIZATION OF FORMS FOR DIFFERENT
 STUDENT ORGANIZATIONS PROGRAMS, PROJECTS AND ACTIVITIES**

To: Asst. Schools Division Superintendent
 Chiefs SGOD and CID
 All Public Elementary and Secondary School Heads
 All Concerned Units

1. Please be informed that starting SY 2019-2020 the following forms will be utilized for uniformity and systematic filing of documents and easy monitoring of youth formation related programs:

- Annex A – Student Government General Plan of Action Matrix
- Annex B – Career Guidance Advocacy Program Action Plan Matrix
- Annex C – Project Proposal Format (Student Organization)
- Annex D – Post Activity Report (Student Organization) Form
- Annex E – CGP Activity Report Form

2. Moreover, SPG/SSG Teacher-Advisers and Guidance Counselors/Advocates are required to sign-up in the official online communication tool my.workplace.com. This will serve as the venue for program/project complementation and sharing of best practices related to youth formation.



3. Immediate and wide dissemination of the content of this Memorandum is earnestly desired.

LEILANI SAMSON-CUNANAN, CESO V
 Schools Division Superintendent *[Signature]*

cal/sgod/yfp

CH # 2019-1VC

ANNEX A

	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: Revision: 00 Effectivity date: 10-19-2018
	STUDENT GOVERNMENT GENERAL PLAN OF ACTION (GPOA)		Name of Office: SGOD-YFP

School: _____
 School Year: _____
 Student Government Category: **SSG SPG**

Objectives	Target Output	Activities/ Strategies	Target Date	Person-in-Charge	Needed Resources	Source of Fund

Prepared:

Checked:

Noted:

SSG/SPG Secretary

SSG/SPG Adviser

Principal

Reviewed:

Recommending Approval:



Approved by:

Division Youth Formation Coordinator

EPS-SGOD / Chief-SGOD

Schools Division Superintendent

ANNEX B

	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: Revision: 00 Effectivity date: 10-19-2018
	CAREER GUIDANCE ADVOCACY PROGRAM ACTION PLAN		Name of Office: SGOD-YFP

School: _____
 School Year: _____

Objectives	Target Output	Activities/ Strategies	Target Date	Person-in-Charge	Needed Resources	Source of Fund

Prepared:

Guidance Counselor/Designate

Noted:

School Head

Reviewed:

Division Youth Formation Coordinator

Recommending Approval:

EPS-SGOD / Chief-SGOD

Approved by:

Schools Division Superintendent

ANNEX C

SCHOOL LETTERHEAD

PROJECT PROPOSAL (Student Organization)

- I. TITLE
- II. PROPONENT
- III. DATE/VENUE
- IV. RATIONALE
- V. OBJECTIVES
- VI. PROJECT DESCRIPTION
- VII. PARTICIPANTS
- VIII. TRAINERS/RESOURCE SPEAKERS/FACILITATORS
- IX. BUDGETARY REQUIREMENTS
- X. MONITORING AND EVALUATION

If included in the SIP/AIP	Not included in the SIP/AIP
Prepared:	Prepared:
SPG/SSG President and SPG/SSG Adviser	SPG/SSG President and SPG/SSG Adviser
Approved:	Noted:
School Head	School Head
(Initial by EPS-SGOD or Chief-SGOD)	Reviewed:
Noted:	PDO-YFP, SGOD
LEILANI SAMSON-CUNANAN, CESO V Schools Division Superintendent	Recommending Approval:
	LYN V. LANSANGAN or EDGAR L. MANABAT Chief-SGOD EPS-SGOD
	Approved:
	LEILANI SAMSON-CUNANAN, CESO V Schools Division Superintendent



ANNEX D

SCHOOL LOGO	Post-Activity Report (Student Organization)		
Title of Activity:			
Date:			
Time:			
Venue:			
Objective/s:			
Resource Speaker/s (If any):			
Participants :			
Summary of Activities:			
Organizer/s:			
Prepared by:		Date :	
	(Signature over Printed Name)		

Attachments:

- Pictorial Report
- Financial Report
- Attendance Sheets
- Activity Evaluation Results
- Other: (Program, Program Design, Invitation, Letters, etc.)

ANNEX E

	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: Revision: 00 Effectivity date: 10-19-2018
	CGP ACTIVITY REPORT FORM		Name of Office: SGOD-YFP

SCHOOL: _____

Module No. _____

Date : _____

Title : _____

A. LEARNING OBJECTIVES:

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B. ACCOMPLISHMENT: (insights of student-participants)

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C. ISSUES/CONCERNS

Issues/Concerns Raised & Challenges Encountered	Agreements/Recommendations

D. ATTACHMENTS:

___ Attendance
___ PhotoDoc
___ Evaluation
___ Others _____

PREPARED:

Teacher-Adviser

VERIFIED

Guidance Counselor/Career Advocate

NOTED:

School Head