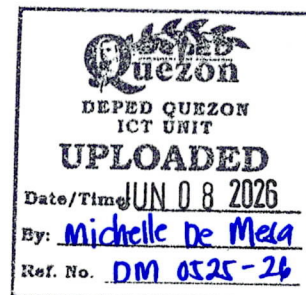




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



2 June 2026

DIVISION MEMORANDUM

No. 0525, s. 2026

MONITORING OF SCHOOL CLUB FAIR 2026

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads In-Charge of Learner Formation
Elementary and Secondary School Heads
All Others Concerned

1. In reference with **Division Memorandum No. 0471, s. 2026** titled **School Club Fair 2026**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), announces the conduct of the monitoring of school club fair on **June 8-11, 2026** at selected public elementary and secondary schools in **Lucban, Sampaloc, and Dolores Districts**.
2. Through the conduct of a comprehensive monitoring of school club fair, it aims to secure the rights' of every learner to voluntary participation and ensure that the electoral process for the set of officers of learners' clubs and organizations is transparent, fair, inclusive and compliant with existing policies, while promoting responsible student leadership.
3. All concerned schools shall prepare available means of verification (MOVs) in reference to the attached monitoring tool (Enclosure 1).
4. The designated School Heads In-Charge of Learner Formation shall assist the Division Monitoring Officials during the monitoring of school club fair.
5. Conduct of all activities related to the Leadership, Advocacies, and Campaigns Development Program (LACDP) shall follow the provisions in **DepEd Order No. 09, s. 2005 – Instituting Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith; DepEd Order No. 03, s. 2023 – An Order Allowing the Conduct of In-person Activities in Schools; DepEd Order No. 9, s. 2026** titled **Guidelines on the Implementation of the Three-Term School Calendar in Basic Education**; and community guidelines on safety and health protocols.



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6. All expenses incurred in the monitoring of school club fair by designated division personnel shall be charged against division MOOE subject to the usual accounting and auditing rules and procedures.
7. For the information and compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod/mamt/06/02/2026



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Enclosure 1 to DM No. 0525, s. 2026

**Monitoring Tool for School Club Fair and Election Activities of
 Learners' Clubs and Organizations**

School: _____ **District:** _____

Part I. Club Fair Monitoring Checklist

Indicators	Yes	No	Remarks
1. School issued a memorandum/set of guidelines for the conduct of the Club Fair.	<input type="checkbox"/>	<input type="checkbox"/>	
2. All recognized clubs and organizations participated in the Club Fair.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Club booths/displays were properly set up and organized.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Information about club objectives, activities, and membership was displayed.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Learners were given equal opportunities to explore club offerings.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Club advisers were present during the activity.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Safety and security measures were observed.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Attendance of participating learners was documented.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Registration and membership procedures were clearly explained.	<input type="checkbox"/>	<input type="checkbox"/>	
10. The activity promoted learner engagement and inclusivity.	<input type="checkbox"/>	<input type="checkbox"/>	

Part II. Election Activities Monitoring Checklist

Indicators	Yes	No	Remarks
1. Election guidelines and procedures were disseminated to learners.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Election Committee was properly organized.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Qualified candidates were screened and approved.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Campaign activities were conducted fairly and ethically.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Equal opportunities were provided to all candidates.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Voters' list was prepared and validated.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Voting process ensured secrecy and integrity of votes.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Election materials and ballots were properly secured.	<input type="checkbox"/>	<input type="checkbox"/>	



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Indicators	Yes	No	Remarks
9. Vote counting and canvassing were conducted transparently.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Election results were officially documented and announced.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Minutes of election proceedings were available.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Election records were properly filed and archived.	<input type="checkbox"/>	<input type="checkbox"/>	

Part III. Documents Reviewed

Check available documents:

- School Memorandum/Advisory
- Club Fair Program
- List of Recognized Clubs and Organizations
- Club Membership Registration Forms
- Election Guidelines
- Approved List of Candidates
- Voters' List
- Election Results/Canvass Report
- Minutes of Meeting/Proceedings
- Photo Documentation
- Accomplishment Report

Part IV. Summary of Findings

Strengths Observed

1. _____
2. _____
3. _____
4. _____
5. _____

Areas for Improvement

1. _____
2. _____
3. _____
4. _____
5. _____



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Recommendations

1. _____
2. _____
3. _____
4. _____
5. _____

Monitoring Result

- Fully Compliant
- Compliant with Minor Recommendations
- Partially Compliant
- Needs Immediate Technical Assistance

Monitored by: _____
Position: _____

Conformed by: _____
Position: _____

Date: _____



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Enclosure 2 to DM No. 0525, s. 2026

**Monitoring Officials for School Club Fair and Election Activities of
Learners' Clubs and Organizations**

Name	Position	Assigned District
Mark Angelo M. Tiusan	Division Project Development Officer and Focal Person	Sampaloc
Hazel Ann S. Camo	Division Project Development Officer	Dolores
Rommel T. Oczon	Division Project Development Officer	Lucban

-nothing follows-



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