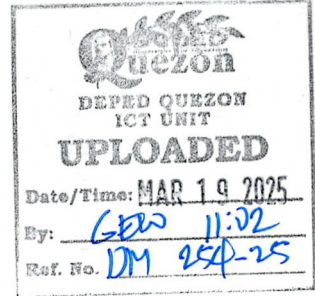




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 March 2025

DIVISION MEMORANDUM
DM No. 254, s. 2025

CAPACITY BUILDING FOR THE SUPREME SECONDARY LEARNER GOVERNMENT (SSLG) AS SCHOOL GOVERNANCE COUNCIL (SGC) MEMBERS

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

1. In compliance with **DepEd Order No. 26, s. 2022** titled **Implementing Guidelines on the Establishment of School Governance Council (SGC)**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), shall conduct a capacity building for the SSLG as SGC members on **March 22, 2025** at **Queen Margarett Hotel, Brgy. Domoit, Lucena City**. Please see the enclosures for the program and list of participants.
2. The activity shall capacitate the representatives of the Supreme Secondary Learner Government (SSLG) on the functions as member of the School Governance Council (SGC). Specifically, this activity aims to:
 - a. orient the SSLG Presidents on the School Governance Council (SGC) implementing guidelines;
 - b. review the Constitution and By-Laws of the SSLG; and
 - c. conduct workshop on preparing documents such as proposals and other related matters using SGC prescribed templates.
3. All school heads and non-teaching personnel who will attend this activity shall be entitled to compensatory time-off (CTO) in accordance to **CSC and DBM Joint Circular No. 2, s. 2004**.
4. Conduct of all activities related to the Learner Government Program (LGP) shall follow community guidelines on safety and health protocols.

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5. All expenses incurred in the conduct of the capacity building for the SSLG as SGC members shall be charged against division MOOE including travel expenses of the technical working group and school MOOE/local funds for the travel expenses of participating school heads and learners subject to the usual accounting and auditing rules and procedures.
6. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

sgod/mamt/03/18/2025

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Enclosure 1 to DM No. 254, s. 2025

Program Flow of the Capacity Building for the Supreme Secondary Learner Government (SSLG) as School Governance Council (SGC) Members

7:00 a.m. – 8:00 a.m.	Arrival and Registration	<i>Participants and TWG</i>
8:01 a.m. – 8:30 a.m.	Preliminaries National Anthem Opening Prayer CALABARZON March Quezon Hymn Quality Policy Statement Energizer	<i>Audio-Visual Presentation</i>
8:31 a.m. – 8:35 a.m.	Welcome Remarks	Juanito A. Merle, EdD SGOD Chief
8:36 a.m. – 8:40 a.m.	Statement of Activity Objectives	Floriciel R. Lagos PDO I/SGOD-LFS
8:41 a.m. – 10:30 a.m.	Constitution and By-Laws of the Supreme Secondary Learner Government (SSLG)	Mark Angelo M. Tiusan PDO I Division Learner Formation Focal Person
10:31 a.m. – 12:00 n.n.	Salient Points of the Implementing Guidelines on the Establishment of School Governance Council (SGC)	Michelle G. Duma, EdD Senior Education Program Specialist Division SGC Focal Person
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. to 1:15 p.m.	Energizer	
1:16 p.m. – 2:15 p.m.	Experiential Sharing as Student Member of Governing and Policy-Making Body of an Academic Institution	Hon. Richmond Banaag SK Chairperson/ Former Student Regent and Member of the SLSU Board of Regents
2:16 p.m. – 3:15 p.m.	Proposal Writing using the SGC Prescribed Templates	Sammy F. Baysa School Learner Formation Coordinator Quezon National High School
3:16 p.m. – 4:30 p.m.	Workshop Proper	<i>Participants</i>
4:31 p.m. – 5:00 p.m.	Closing Program	<i>Participants and TWG</i>

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Enclosure 2 to DM No. 254, s. 2025

List of Participants to the Capacity Building for the Supreme Secondary Learner Government (SSLG) as School Governance Council (SGC) Members

Name of SSLG President	Name of School Head
Florie Ann R. Negrete	Alvin A. Oseña
Emerlin E. Manguerra	Maria Teresa J. Alvasan
Kyeth Marguever Y. Rosales	Leopoldo B. Mendoza
Justine Carl R. Jarapa	Gregorio I. Racelis
Anielez M. Delos Santos	Carlo Erba M. Pacinos
John Edward N. Bejec	Serafin M. Caringal
James Carl A. Naldoza	Priscila R. Mortiz

Technical Working Committee	
Mark Angelo M. Tiusan	Division Project Development Officer
Hazel Ann S. Camo	Division Project Development Officer
Rommel T. Oczon	Division Project Development Officer
Florice R. Lagos	Division Project Development Officer

-nothing follows-

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Enclosure 3 to DM No. 254, s. 2025

Parent Consent Form

This form confirms that as parent/guardian, I agree to allow the participation of my son/daughter in the conduct of **Capacity Building for the Supreme Secondary Learner Government (SSLG) as School Governance Council (SGC) Members on March 22, 2025 at Queen Margaret Hotel, Brgy. Domoit, Lucena City**. This is to confirm that I give full permission for any activity that may be done during this event and the use of some or all of their images/contributions/performances in any publication (including electronic publications such as film or website) created by or for the DepEd – Quezon Learner Formation and to release this material on DepEd official platforms.

I hereby confirm that I agree and understand the commitment of my son/daughter to the learner government program. I also understand and will support my son's/daughter's endeavor to comply with existing rules and regulations for the said event, meet the expectations as participant, and fulfill the responsibilities as an officer of the Learner Government (LG).

Name and Signature of the Learner

Name and Signature of the Parent/Guardian

Date

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