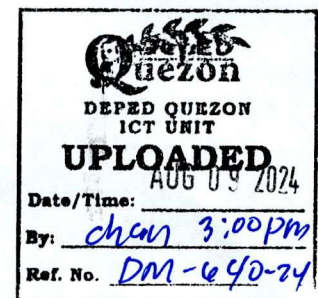




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 August 2024

DIVISION MEMORANDUM
DM No. 640, s. 2024

CLUSTER LEVEL CLUB ELECTIONS AND PLANNING WORKSHOP 2024

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. 614, s. 2024** titled **School Club Fair 2024**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), announces the conduct of the cluster level club elections and planning workshop on **September 9-13, 2024**. Please see Enclosure 2 for the schedule and host school per cluster.
2. This activity shall amplify the voices of learners for advocacy representation and decision-making. Specifically, this activity aims to provide support to all learners to instill effective leadership which shall contribute to their holistic development.
3. All clusters shall adhere to the guidelines and templates discussed during the **Online Orientation on the Learner Government Election and Appointment Code (LGEAC)** held last April 16, 2024.
4. The cluster's Learner Government Commission on Election and Appointment (LG COMEA) shall submit their election report through the link **<https://tinyurl.com/ClusterClubs24>** at the end of their election schedule.
5. All elected elementary and secondary district YES-O, BKD, RCYC, and YECS presidents, School Heads In-Charge of Learner Formation, and one non-teaching personnel who will serve as chaperone shall attend the cluster level club elections and planning workshop.
6. No proxy or other representatives shall be allowed in this activity.
7. All participants are advised to bring laptops, extension wires, and other devices that can be used during the workshop proper.

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8. Conduct of this activity 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**; and community guidelines on safety and health protocols.
9. All expenses incurred in the conduct and monitoring of cluster level elections and planning workshop shall be charged against school MOOE/local funds for school personnel and learners and division MOOE/local funds for division personnel subject to the usual accounting and auditing rules and procedures.
10. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgod/mamt/08/08/2024

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Enclosure 1 to DM No. 640, s. 2024

Parent Consent Form

This form confirms that as parent/guardian, I agree to allow the participation of my son/daughter in the conduct of Cluster Level Club Elections and Planning Workshop on September ____, 2024 at _____. 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 formation programs. 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 a club officer.

Name and Signature of the Learner

Name and Signature of the Parent/Guardian

Date

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Enclosure 2 to DM No. 640 s. 2024

Schedule of Cluster Level Club Elections and Host Schools

Cluster	Schedule	Host School
1 – Burdeos, Panukulan, Polillo, Patnanungan, Jomalig, General Nakar 1, General Nakar 2, Infanta	September 10, 2024	General Nakar Central School School Head: Brenda V. Justo
2 – Real, Mauban North, Mauban South, Lucban, Sampaloc, Pagbilao 1, Pagbilao 2, Padre Burgos	September 13, 2024	Mauban South Central Elementary School - I School Head: Stella M. Castilla
3 – Sariaya East, Sariaya West, Candelaria East, Candelaria West, Tiaong 1, Tiaong 2, San Antonio, Dolores	September 13, 2024	Sariaya East Central Main Elementary School School Head: Gilbert M. Forbes
4 – Agdangan, Unisan, Pitogo, Macalelon, General Luna, Catanauan 1, Catanauan 2, Mulanay 1	September 12, 2024	Agdangan Central Elementary School School Head: Rosalyn L. Zaballero
5 – Mulanay 2, San Francisco 1, San Francisco 2, San Narciso 1, San Narciso 2, Buenavista 1, Buenavista 2, San Andres	September 12, 2024	Mulanay Central Elementary School School Head: Allan S. Olveda
6 – Alabat, Perez, Quezon, Atimonan 1, Atimonan 2, Plaridel, Gumaca East, Gumaca West	September 11, 2024	Plaridel Central School School Head: Marites N. Legaspi
7 – Lopez East, Lopez West, Calauag East, Calauag West, Guinayangan North, Guinayangan South, Tagkawayan 1, Tagkawayan 2	September 10, 2024	Calauag East Central Elementary School School Head: Elena D. Lizano

-nothing follows-

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Enclosure 3 to DM No. 640, s. 2024

Chief Commissioners of the LG COMEA for Cluster Level Club Elections

Cluster	Name	School
1	Jenny Rose A. Dulce	Cabungalunan Elementary School
	Lorena T. Avellaneda	Angelo Elementary School
	Rosie C. Porte	Canaway Elementary School
	William V. Maritana Jr.	Alitas Elementary School
	Jane Jasmin M. Galicia	Apad Elementary School
	Joan M. Curia	Pandan Elementary School
	Sheryl Jean N. Dig	Paaralang Sekundarya ng Patnanungan Norte
	Roman C. Torres	Polillo National High School - Extension
2	Reynato Z. Obis	Nagsinamo National High School
	Sherwin P. Vargas	Liwayway National High School
	Catherine May M. Manuba	Cagbalete I Elementary School - Annex
	Elmer C. Ravina	Pagbilao National High School
	Jennifer E. Ayapana	Silangang Malicboy National High School
	Clarissa J. Zenarosa	Tagumpay Elementary School
	Marivi D. Ladines	Sampaloc Elementary School - I
	Prescila D. Cortez	Polo Integrated School
3	Maria Leonora A. Dimaano	Kinatihan 2 Elementary School
	Amelia P. Laraya	Atty. Celso M. Reyes Integrated National High School
	Arman M. Claveria	Antonino Elementary School
	Perpetuo V. Raca	Del Valle Elementary School
	Proceso J. Alcala Jr.	Pantoc Elementary School
	Evangeline C. Rubio	Sampaloc 1 Elementary School
	Ryus P. Cruz	Recto Memorial National High School
	Pacita S. Orogo	Cabay Elementary School
4	Arvin A. Morata	Salvacion Elementary School
	Maria Violeta D. Elises	Catanauan National High School
	Jessie A. Bonillo	Doongan Ilaya National High School
	Ramil C. Escrimadora	San Ignacio Ilaya Elementary School
	Jenny R. Sister	Olongtao Ibaba Elementary School
	Joey O. Balaguer	Ilayang Cambuga Elementary School
	Evelou F. Escosia	Pitogo Central School - II
	Mary Grace M. De Castro	Rizal Elementary School
5	Reygan L. Lazo	Bagong Silang Elementary School
	Elmar C. Ausa	Siain Elementary School
	Erwin Paul D. Tagle	Doña Francisca Alvarez Rejano Integrated School
	Marelou A. Canales	Alibihaban Elementary School
	Darwin F. Magas	Dr. Vivencio V. Marquez National High School
	Gilbert R. Saniel	Gregorio G. Edaño Sr. Elementary School
	Dina Q. Banaban	Gregorio Reyes National High School
	Marjouriebeth L. Unada	San Isidro Elementary School

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6	Lecerio F. Del Moro Jr.	CB Encarnado Integrated School
	Arnold L. Canales	Angeles Elementary School
	Teresita N. Paunil	Magsaysay Elementary School
	Ariel T. Tarray	Villa Padua Elementary School
	Jerrieza M. Estancia	Pagsabangan Elementary School
	Sighlie M. Regodon	Perez National High School
	Maria Solita R. Paras	Plaridel Central School
	Janette J. Cabangon	Pablo D. Maningas National High School
7	Maribel S. Fideli	San Roque Elementary School
	Maria Elena Q. Carolina	Apad Elementary School
	Christian J. Ricafrente	San Luis I Elementary School
	Christian M. Bulgado	Lubigan Elementary School
	Edson A. Villanueva	Veronica National High School
	Daisy A. Zamora	Jongo National High School
	Rodel D. Magyaya	Kinatakutan National High School
	Albert C. Escobar	Bamban Elementary School

-nothing follows-

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Enclosure 4 to DM No. 640, s. 2024

**Standard Program of Activities for the Cluster Level Club Elections
and Planning Workshop 2024**

7:00 a.m. – 8:00 a.m.	Arrival and Registration	<i>Participants and TWG</i>
8:01 a.m. – 8:30 a.m.	Orientation and Briefing for TWG	<i>TWG Members and Division PDO</i>
8:31 a.m. – 9:00 a.m.	Management of Learning	<i>c/o Host School</i>
9:01 a.m. – 10:00 a.m.	Session: Project Proposal Writing for School Clubs	<i>c/o Division PDO</i>
10:01 a.m. – 12:00 n.n.	Workshop Proper	<i>District Club Presidents w/ Division PDO</i>
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 3:30 p.m.	Election Proper	<i>TWG Members</i>
3:31 p.m. – 4:00 p.m.	Closing Program	<i>c/o Host School</i>

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