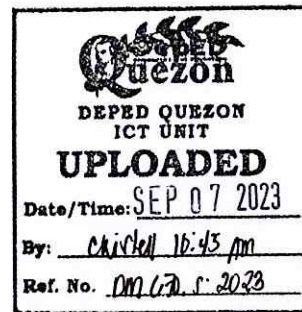




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 SCHOOLS DIVISION OF QUEZON PROVINCE



04 September 2023

DIVISION MEMORANDUM
 DM No. 670, s. 2023

SCHOOL CLUB FAIR 2023

To: Assistant Schools Division Superintendents
 Division Chiefs
 School Heads In-Charge of Learner Formation
 Elementary and Secondary School Heads
 School Club Teacher-Advisers
 All Others Concerned

- In reference to **DepEd Order No. 72, s. 2003** titled **Establishment of Youth for Environment in Schools Organization (YES-O); Dangerous Drugs Board Regulation No. 5, s. 2007** titled **Institutionalizing the Barkada Kontra Droga (BKD) Program; DepEd Order No. 38, s. 2005** titled **Recognition of the Red Cross Youth as Official Co-Curricular Organization in the Schools; DepEd Order No. 76, s. 2012** titled **Guidelines on Revitalizing Boy Scouting in Schools Nationwide; and DepEd Order No. 86, s. 2012** titled **Guidelines on Revitalizing Girl Scouting in Schools Nationwide**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS) announces the conduct of **School Club Fair 2023** on **September 6-30, 2023**.
- This activity shall follow the schedules prescribed below:

Date/s	Events	In-Charge
September 6-12, 2023	Membership Campaign per School Club	Club Adviser
September 13-15, 2023	School Level Club Elections	School LG COMEA
September 18-22, 2023	District Level Club Elections (Elementary/Secondary YES-O and Secondary BKD only)	District School Head In-Charge and Committee
September 25-27, 2023	Cluster Level Club Elections (Elementary/Secondary YES-O, Elementary BKDJA and Secondary BKD only)	District School Heads In-Charge per Cluster
September 30, 2023	Division Level Club Elections (YES-O and BKD only)	SGOD-LFS

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- Kindly see and read all enclosures for the membership form templates, list of implementing schools per club and other relevant guidelines.
- All teaching personnel who will attend in special DepEd projects and activities held during weekends shall be entitled to service credits in accordance to **DepEd Order No. 53, s. 2003** titled **Granting of Vacation Service Credits to Teachers** whereas for non-teaching personnel who will attend on a weekend, compensatory time-off (CTO) shall be granted in accordance to **CSC and DBM Joint Circular No. 2, s. 2004**.
- Election reports shall be submitted through the following links on or before **September 28, 2023**:

Club	Level	Link
Elementary YES-O	School	http://tinyurl.com/YESOElemSchool23
Secondary YES-O		http://tinyurl.com/YESOSecSchool23
Elementary BKDJA*		http://tinyurl.com/BKDJASchool23
Secondary BKD		http://tinyurl.com/BKDSecSchool23
Elementary JRCYC*		http://tinyurl.com/JRCYCSchool23
Secondary SRCYC**		http://tinyurl.com/SRCYCSchool23
Elementary YES-O	District	http://tinyurl.com/YESOElemDistrict23
Secondary YES-O		http://tinyurl.com/YESOSecDistrict23
Secondary BKD		http://tinyurl.com/BKDSecDistrict23
Elementary YES-O	Cluster	http://tinyurl.com/YESOElemCluster23
Secondary YES-O		http://tinyurl.com/YESOSecCluster23
Elementary BKDJA*		http://tinyurl.com/BKDJACluster23
Secondary BKD		http://tinyurl.com/BKDSecCluster23
<i>*for selected central elementary schools only (see Enclosure 1)</i>		
<i>**for selected secondary schools only (see Enclosure 2)</i>		

- Conduct of this activity shall adhere to **DepEd Order No. 09, s. 2005** titled **Instituting Measures To Increase Time-On-Task and Ensuring Compliance Therewith; DepEd Order No. 19, s. 2008** titled **Implementation of No Collection Policy in All Public Elementary and Secondary Schools**; and other community guidelines on safety and health protocols.
- Immediate and widest dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

sgod/mamt/09/04/2023

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Enclosure 1 to DM No. 670, s. 2023

List of Pilot Implementers of Barkada Kontra Droga Junior Advocates (BKDJA) and Junior Red Cross Youth Council (JRCYC)

District	School
Agdangan	Agdangan Central Elementary School
Alabat	Alabat Central Elementary School
Atimonan	Atimonan Central Elementary School
Buenavista 1	Buenavista Central Elementary School
Burdeos	Burdeos Central Elementary School
Calauag East	Calauag East Central Elementary School
Candelaria East	Sta. Catalina Central School
Candelaria West	Candelaria Elementary School - Main
Catanauan 1	Catanauan Central School
Dolores	Dolores Central School
General Luna	General Luna Central Elementary School
General Nakar 1	General Nakar Central School
Guinayangan South	Guinayangan Elementary School
Gumaca East	Gumaca East Central School
Gumaca West	Gumaca West Central School
Infanta	Infanta Central School
Jomalig	Jomalig Central Elementary School
Lopez West	Lopez West Elementary School Bldg. I
Lucban	Paaralang Elementarya ng Lucban - 1
Macalelon	Macalelon Central Elementary School
Mauban North	Mauban North Elementary School - I
Mauban South	Mauban South Central Elementary School - I
Mulanay 2	Mulanay Central Elementary School
Padre Burgos	Padre Burgos Central School
Pagbilao 1	Pagbilao Central Elementary School
Panukulan	Panukulan Central School
Patnanungan	Patnanungan Central School
Perez	Perez Central Elementary School
Pitogo	Pitogo Central School - I
Plaridel	Plaridel Central School
Polillo	Polillo Central Elementary School
Quezon	Quezon Elementary School
Real	Real Central Elementary School
Sampaloc	Sampaloc Elementary School - Main
San Andres	San Andres Central Elementary School
San Antonio	San Antonio Central School
San Francisco 2	Aurora Central Annex I Elementary School
San Narciso 1	San Narciso Central Elementary School

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Sariaya East	Sariaya East Central Main Elementary School
Sariaya West	Lutucan Central School
Tagkawayan 2	Tagkawayan Central Elementary School
Tiaong 1	Claro M. Recto Memorial Central School
Unisan	Unisan Central Elementary School

-nothing follows-

Important Notes:

1. For BKDJA and JRCYC, only central elementary schools listed above shall designate a teacher-adviser, organize their membership (open for Grades 4, 5, and 6) and conduct election of officers.
2. For YES-O, all public elementary schools shall designate a teacher-adviser, organize their membership (open for Grades 4, 5, and 6) and conduct election of officers.
3. For BSP and GSP, all public elementary schools shall designate a coordinator, organize their membership (open for Kindergarten to Grade 6) and conduct election of officers.

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Enclosure 2 to DM No. 67, s. 2023

List of Pilot Implementers of Senior Red Cross Youth Council (SRCYC)

District	Name of School
Agdangan	Elias A. Salvador National High School
Alabat	Alabat Island National High School
Atimonan 1	Atimonan National Comprehensive High School
Atimonan 2	Malinao Ilaya National High School
Buenavista 1	Buenavista National High School
Buenavista 2	Maligaya National High School
Burdeos	Burdeos National High School
Calauag East	San Roque Ilaya National High School
Calauag West	Calauag National High School
Candelaria East	Sta. Catalina National High School
Candelaria West	Bukal Sur National High School
Catanauan 1	Catanauan National High School
Catanauan 2	San Isidro National High School
Dolores	Dagatan National High School
General Luna	San Isidro National High School
General Nakar 1	Batangan National High School
General Nakar 2	Paaralang Sekundarya ng Heneral Nakar
Guinayangan North	Guinayangan National High School
Guinayangan South	Dungawan National High School
Gumaca East	Panikihan National High School
Gumaca West	Gumaca National High School
Infanta	Infanta National High School
Jomalig	Jomalig National High School
Lopez East	Magallanes National High School
Lopez West	Lopez National Comprehensive High School
Lucban	Paaralang Sekundarya ng Lucban Integrated School
Macalelon	Olongtao National High School
Mauban North	Manuel S. Enverga Memorial School of Arts and Trades
Mauban South	Dr. Maria D. Pastrana National High School
Mulanay 1	Bondoc Peninsula Agricultural High School
Mulanay 2	Ilayang Yuni National High School
Padre Burgos	San Isidro National High School
Pagbilao 1	Talipan National High School
Pagbilao 2	Silangang Malicboy National High School
Panukulan	Panukulan National High School
Patnanungan	Patnanungan National High School
Perez	Perez National High School
Pitogo	Pitogo Community High School

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Plaridel	Concepcion National High School
Polillo	Polillo National High School
Quezon	Cesar C. Tan Memorial National High School
Real	Ungos Integrated National High School
Sampaloc	Sampaloc National High School
San Andres	Camflora National High School
San Antonio	San Antonio National High School
San Francisco 1	Marcial B. Villanueva National High School
San Francisco 2	Renato Edaño Vicencio National High School
San Narciso 1	Godofredo M. Tan Integrated School of Arts and Trades
San Narciso 2	Abuyon National High School
Sariaya East	Quezon National High School
Sariaya West	Lutucan Integrated National High School
Tagkawayan 1	Kinatakutan National High School
Tagkawayan 2	Tagkawayan National High School
Tiaong 1	Recto Memorial National High School
Tiaong 2	Lusacan National High School
Unisan	Unisan Integrated High School

-nothing follows-

Important Notes:

1. For SRCYC, only secondary schools listed above shall designate a teacher-adviser, organize their membership (open for Grades 7, 8, 9, 10, 11 and 12) and conduct election of officers.
2. For YES-O, BKD, BSP and GSP, all public secondary schools shall designate a teacher-adviser, organize their membership (open for Grades 7, 8, 9, 10, 11 and 12) and conduct election of officers.

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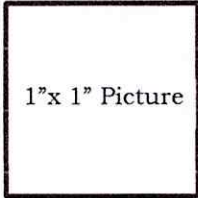
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Enclosure 3 to DM No. 670, s. 2023:



MEMBERSHIP FORM FOR SCHOOL YEAR 2023-2024

Instruction: Kindly provide the necessary information and answer the questions for your official membership to the chosen school club.

School Club: (Put a check /)

For Elementary - YES-O BKDJA*

For Secondary - YES-O BKD JRCYC* SRCYC**

Note: *for selected central es only; **for selected secondary school only

Name: _____ **Grade Level as of SY 2023-2024:** _____

Contact No.: _____ **Email Address:** _____

Home Address: _____

1. Have you been a member of this club from the previous school years? If yes, how long and in what specific activities were you involved?

2. Why did you decide to join this club and what is/are the significant action/s do you plan to contribute for this advocacy?

Parent's/Guardian's Consent

I hereby permit my son/daughter to join the school club for SY 2023-2024. I also commit to support his/her organizational undertakings related to the various projects and activities of the school club selected above.

Signature over Printed Name of Parent/Guardian

To be filled up by the Teacher-Adviser ONLY:

Recommending Approval:

Teacher-Adviser

Approved:

School Head

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Enclosure 4 to DM No. _____, s. 2023

District YES-O and BKD Election Guidelines

A. Composition, Duties and Responsibilities of District Learner Government Commission on Elections and Appointment (LG COMEA)

1. The District LG COMEA shall be composed of the **School Head In-Charge of Learner Formation** and **four other designated personnel** in the district. They shall decide on the modality of conducting the district level elections.
2. The School Head In-Charge of Learner Formation shall serve as the Chief Commissioner while the other designated personnel shall be appointed as Commissioner on Screening and Validation, Commissioner on Electoral Board, Commissioner on Appointment and Commissioner on Grievance.
3. The **Chief Commissioner** shall act as the chief executive officer of the commission and shall have the following duties:
 - a. call and preside all meetings and/or may designate concerned commissioner to preside for meetings related to the conduct of district level elections;
 - b. supervise the district level elections; and
 - c. approve and sign official results and other election reports of the activity.
4. The **Commissioner on Screening and Validation** shall have the following duties:
 - a. screen the documentary requirements of all candidates for district level elections of YES-O and BKD;
 - b. secure and submit the final list of official candidates;
 - c. validate the official results of the district level elections;
 - d. prepare notice and minutes of meetings related to the district level elections;
 - e. disseminate information and facilitate meetings related to election schedules;
 - f. provide the final results to the Chief Commissioner;
 - g. submit official results of the elections in the prescribed online link; and
 - h. perform other tasks assigned by the Chief Commissioner.
5. The **Commissioner on Electoral Board** shall have the following duties:
 - a. conduct and facilitate the voting process; and

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- b. perform other tasks assigned by the Chief Commissioner.
6. The **Commissioner on Grievance** shall have the following duties:
 - a. review and validate election-related complaints;
 - b. convene with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision;
 - c. issue penalties in accordance to the guidelines agreed upon by the District LG COMEA; and
 - d. perform other tasks assigned by the Chief Commissioner.
7. The **Commissioner on Appointment** shall have the following duties:
 - a. prepare the oath of office for signature of the winning candidates; and
 - b. perform other tasks assigned by the Chief Commissioner.

B. District Election Guidelines

1. Participants to the district elections shall be the elected elementary and secondary school YES-O and secondary school BKD Presidents to be accompanied by their school heads. Selected central elementary schools with BKDJA as listed in Enclosure 1 shall automatically proceed to the cluster level elections.
2. For districts with three to six elementary or secondary schools counted separately, school YES-O/BKD Vice Presidents shall also participate.
3. For districts with only one or two secondary schools, the set of officers shall be filled up through appointment. The district YES-O and BKD Presidents shall be appointed from one of the school YES-O and BKD Presidents respectively.
4. Photocopy of the signed oath of office of the candidates and parental consent shall be presented as requirement to the district level elections.
5. The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer.
6. At the start of the election proper, all participants will deliver a one minute speech to their fellow learners.
7. The election shall begin with the presidential position. All school YES-O/BKD Presidents are automatically nominated. All participating learners will cast a vote

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- of their choice. Self-votation is not allowed. If all votes are already counted, the Chief Commissioner shall announce the winner. The winning candidate shall be then removed from the list of remaining nominees for the succeeding positions.
8. In districts with Vice Presidents as participants, they shall only be nominated if all Presidents are already elected. For districts with only three secondary schools, the school YES-O/BKD Secretary of the winning district YES-O/BKD President shall be appointed as district YES-O/BKD Protocol Officer.
 9. The elected district elementary and secondary YES-O and secondary BKD Presidents shall be the official representatives in the Cluster Level YES-O and BKD elections.
 10. In case of tie, the District LG COMEA shall use toss coin (for two-way tie) and draw lots (for three-way tie or more) to break the tie.
 11. Upon completion of the set of seven major positions, oath-taking shall immediately take place to be led by the Chief Commissioner or authorized representative.

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Enclosure 5 to DM No. 670, s. 2023

Cluster YES-O and BKD Election Guidelines

A. Composition, Duties and Responsibilities of Cluster Learner Government Commission on Elections and Appointment (LG COMEA)

1. The Cluster LG COMEA shall be composed of all **School Heads In-Charge of Learner Formation** within the cluster. They shall facilitate the online cluster level elections.
2. The Cluster LG COMEA shall have the following officials:
 - a. Chief Commissioner
 - b. Commissioner on Screening and Validation
 - c. Assistant Commissioner on Screening and Validation
 - d. Commissioner on Electoral Board
 - e. Assistant Commissioner on Electoral Board
 - f. Commissioner on Appointment
 - g. Assistant Commissioner on Appointment
 - h. Commissioner on Grievance
8. The **Chief Commissioner** shall act as the chief executive officer of the commission and shall have the following duties:
 - d. call and preside all meetings and/or may designate concerned commissioner to preside for meetings related to the conduct of cluster level elections;
 - e. supervise the cluster level elections; and
 - f. approve and sign official results and other election reports of the activity.
9. The **Commissioner on Screening and Validation** shall have the following duties:
 - i. screen the documentary requirements of all candidates for cluster level elections of YES-O and BKD;
 - j. secure and submit the final list of official candidates;
 - k. validate the official results of the cluster level elections;
 - l. prepare notice and minutes of meetings related to the cluster level elections;
 - m. disseminate information and facilitate meetings related to election schedules;

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- n. provide the final results to the Chief Commissioner;
 - o. submit official results of the elections in the prescribed online link; and
 - p. perform other tasks assigned by the Chief Commissioner.
10. The **Commissioner on Electoral Board** shall have the following duties:
- c. conduct and facilitate the voting process; and
 - d. perform other tasks assigned by the Chief Commissioner.
11. The **Commissioner on Grievance** shall have the following duties:
- e. review and validate election-related complaints;
 - f. convene with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision;
 - g. issue penalties in accordance to the guidelines agreed upon by the Cluster LG COMEA; and
 - h. perform other tasks assigned by the Chief Commissioner.
12. The **Commissioner on Appointment** shall have the following duties:
- c. prepare the oath of office for signature of the winning candidates; and
 - d. perform other tasks assigned by the Chief Commissioner.
13. The **Assistants to the Commissioners** shall have the following duties:
- a. assist the Commissioners in their respective duties and functions; and
 - b. perform other tasks assigned by the Chief Commissioner.

B. Cluster Election Guidelines

1. Participants to the cluster elections shall be the elected district SELG and SSLG Presidents to be assisted by their school heads in the online platform.
2. Each cluster shall be composed of the following districts:

Cluster	Districts
1	Burdeos, Polillo, Panukulan, Patnanungan, Jomalig, General Nakar 1, General Nakar 2 and Infanta
2	Real, Lucban, Sampaloc, Mauban North, Mauban South, Pagbilao 1, Pagbilao 2, and Padre Burgos
3	Sariaya East, Sariaya West, Candelaria East, Candelaria West, Dolores, San Antonio, Tiaong 1 and Tiaong 2

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4	Agdangan, Unisan, Pitogo, Macalelon, General Luna, Catanauan 1, Catanauan 2 and Mulanay 1
5	Mulanay 2, Buenavista 1, Buenavista 2, San Francisco 1, San Francisco 2, San Narciso 1, San Narciso 2 and San Andres
6	Alabat, Perez, Quezon, Atimonan 1, Atimonan 2, Plaridel, Gumaca East and Gumaca West
7	Lopez East, Lopez West, Calauag East, Calauag West, Guinayangan North, Guinayangan South, Tagkawayan 1 and Tagkawayan 2

3. For BKDJA, each cluster shall be composed of the following schools:

Cluster	Schools
1	Burdeos Central Elementary School General Nakar Central School Infanta Central School Jomalig Central Elementary School Panukulan Central School Patnanungan Central Elementary School Polillo Central Elementary School
2	Paaralang Elementarya ng Lucban – 1 Mauban North Elementary School – I Mauban South Central Elementary School – I Padre Burgos Central School Pagbilao Central Elementary School Real Central Elementary School Sampaloc Elementary School - Main
3	Sta. Catalina Central School Candelaria Elementary School – Main Dolores Central School San Antonio Central School Sariaya East Central Main Elementary School Lutucan Central School Claro M. Recto Memorial Central School
4	Agdangan Central Elementary School Catanauan Central School General Luna Central Elementary School Macalelon Central Elementary School Pitogo Central School – I Unisan Central Elementary School
5	Buenavista Central Elementary School Mulanay Central Elementary School San Andres Central Elementary School Aurora Central Annex I Elementary School San Narciso Central Elementary School
6	Alabat Central Elementary School

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	Atimonan Central Elementary School Gumaca East Central School Gumaca West Central School Perez Central Elementary School Plaridel Central School Quezon Elementary School
7	Calauag East Central Elementary School Guinayangan Elementary School Lopez West Elementary School Bldg. I Tagkawayan Central Elementary School

- The elective positions for elementary and secondary YES-O and secondary BKD shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer. For elementary BKDJA, the elective positions shall be Chairperson, Vice Chairperson and Scribe. The remaining candidate/s shall be appointed as Board Member/s.
- The Cluster LG COMEA shall start with the election of YES-O officers first, followed by the election of BKD officers.
- At the start of the election proper, all participants will deliver a one minute speech to their fellow learners.
- The Cluster LG COMEA shall utilize google forms as official online ballots.
- The election shall begin with the presidential position. All district YES-O/BKD Presidents are automatically nominated. All participating learners shall vote for one candidate only in the google form. Self-votation is not allowed. If all votes are already counted, the Chief Commissioner shall announce the winner. The winning candidate shall be then removed from the list of remaining nominees for the succeeding positions.
- The elected cluster YES-O and BKD Presidents in elementary and secondary levels shall be the official representatives in the Division Level YES-O and BKD elections.
- In case of tie, the Cluster Youth COMEA shall use online draw lots (e.g. wheel of names) to break the tie.
- Upon completion of the set of seven major positions, oath-taking shall immediately take place to be led by the Chief Commissioner or authorized representative.

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

Enclosure 6 to DM No. 67, s. 2023

Parent Consent Form

This form confirms that as parent/guardian, I agree to allow the participation of my son/daughter in the Youth for Environment in Schools Organization (YES-O)/ Barkada Kontra Droga (BKD) District/Cluster Elections. This is to confirm that I give full permission for any activity that may be done during the conduct of this election 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 these learner formation programs. I also understand and will support my son's/daughter's endeavor to comply with the guidelines of the election, meet the expectations as participant, and fulfill the responsibilities as an elected district/cluster officer.

Name and Signature of the Learner

Name and Signature of the Parent/Guardian

Date

DEPEDQUEZON-TM-SDS-04-009-003



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