



Republic of the Philippines  
**Department of Education**

06 JAN 2017

DepEd MEMORANDUM  
No. **2** s. 2017

**TRAINING FOR SUPREME STUDENT GOVERNMENT AND SUPREME PUPILS GOVERNMENT  
ADVISERS, SCHOOL HEADS, AND YOUTH FORMATION COORDINATORS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Other Concerned

1. The Department of Education (DepEd), through the Youth Formation Division-Bureau of Learner Support Services (YFD-BLSS), will conduct a three-day **Training for Supreme Student Government (SSG) and Supreme Pupils Government (SPG) Advisers, School Heads, and Youth Formation Coordinators**. This is pursuant to DepEd Order (DO) No. 47, s. 2014 entitled *Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elementary and Secondary Schools*, and DO 11, s. 2016 entitled *Additional Guidelines on the Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elementary and Secondary Schools*.

2. The Training generally aims to enhance task-related leadership competencies, attitudes, skills, and knowledge by exposing the teacher-advisers, school heads, and youth formation coordinators to best practices of leaders, innovators, and organizations from various fields through creative education, interactive plenary and break-out sessions, ideation and design innovations.

3. Specifically, the Training aims to:

- a. help the participants understand the operations within the SSG/SPG, among other student organizations;
- b. provide them a venue to exercise and deepen their understanding of issues or concepts that revolve around the school and community;
- c. provide them a venue for collaborative and integrative projects, ideation, formulation, and critique of the dynamic, feasible, doable, and concrete plan of activities and social innovations for implementation in the schools;
- d. establish a pool and a bonded community of public school student leaders and advisers that continuously performs the duty to excel and to lead; and
- e. increase engagement of public school student leaders, advisers, and other stakeholders for school governance and community development.

4. The Training shall be conducted on a clustered basis as follows:

Cluster	Region	Date	Host Region	Check-in Date and Time
Luzon I	I, IV-A, IV-B, V	January 13-15, 2017	IV-A	January 12, 2017 2:00 PM
Luzon II	II, III, CAR, NCR	January 20-22, 2017	CAR	January 19, 2017 2:00 PM
Visayas	VI, VII, VIII, NIR	January 27-29, 2017	VII	January 26, 2017 2:00 PM
Mindanao	IX, X, XI, XII, Caraga, ARMM	February 3-5, 2017	XI	February 2, 2017 2:00 PM

Note: Specific venue will be announced.

5. The participants for this training are one SPG Adviser; one SSG Adviser; one elementary school principal; one secondary school principal; and one division youth Formation Coordinator. All schools divisions in each region should send a maximum of five representatives and should be endorsed by their respective school division superintendents.

6. The participants, trainers, and management staff in the SGP training shall be entitled to service credits in accordance with DO 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 entitled *Non-Monetary Remuneration of Overtime Service Rendered*.

7. The Regional Offices, through their Education Support Services Division (ESSD), are requested to submit their regional consolidated list of participants on **January 6, 2017, Friday** through email address: [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

8. Training costs, which cover board and lodging, honoraria of resource speakers, supplies and materials, and other incidental expenses shall be charged to OSec Funds, while travel expenses of the participants to be reimbursed upon presentation of travel documents is chargeable also to OSec Funds subject to usual accounting and auditing rules and regulations.

9. Enclosed are the following for ready reference:

Enclosure No. 1 – Program of Activities; and

Enclosure No. 2 – Regional Consolidated List of Participants Form

10. For more information, all concerned may contact the **Youth Formation Division-Bureau of Learner Support Services (YFD-BLSS)**, Department of Education (DepEd) Central Office, 3<sup>rd</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 637-9814 or through email address: [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

11. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

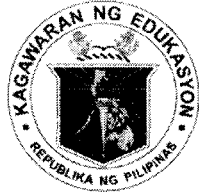
References:

DepEd Order: (Nos. 11, s. 2016; 47, s. 2014; and 53, s. 2003)

To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS  
ORGANIZATION  
PROGRAMS  
PUPILS  
SCHOOLS  
STUDENTS  
TEACHERS  
TRAINING

Lem: DM: 2016 Student Government Program Training  
0858-Nov 23/Nov 25/Nov 29/Dec 1 /Dec 20 2016/Jan 04 2017



Republic of the Philippines  
**Department of Education**  
**BUREAU OF LEARNER SUPPORT SERVICES**  
 DepEd Complex, Meralco Avenue, Pasig City  
**YOUTH FORMATION DIVISION**

**STUDENT GOVERNMENT PROGRAM: TEACHER-ADVISER, SCHOOL HEADS,  
 AND YOUTH FORMATION COORDINATORS TRAINING**  
**TENTATIVE PROGRAM OF ACTIVITIES**

TIME	DAY 0	DAY 1	DAY 2	DAY 3	
7:00AM-8:00AM	Arrival of Participants  (Check-in time: 2PM)          First meal to be served is dinner	Registration			
8:00AM-9:00AM		<ul style="list-style-type: none"> <li>• Opening Program</li> <li>- Philippine National Anthem</li> <li>- Ecumenical Prayer</li> <li>- Welcome Message</li> <li>• Getting to Know You Activity</li> <li>• Expectations Setting</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Learning</li> <li>• Ice breaker</li> <li>• Talk 4: Imbibing Developmental Advising through Mentoring and Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Learning</li> <li>• Talk 6: Designing Impactful and Sustainable Projects</li> </ul>	
9:00AM-10:00AM		<ul style="list-style-type: none"> <li>• Talk 1: Introduction on the Youth Formation Division &amp; Education Situationer</li> </ul>	<ul style="list-style-type: none"> <li>• Break-out Session 1: Application of Mentoring and Coaching Strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation on Case Challenge Mechanics</li> <li>• Break-out Session: Solving the case challenge</li> </ul>	
10:00AM-11:00AM		<ul style="list-style-type: none"> <li>• Talk: Servant-Leadership: Defining One's Role as Formators</li> </ul>			
11:00AM-12:00NN		<ul style="list-style-type: none"> <li>• Workshop 1: Defining and Understanding One's Leadership Skill</li> </ul>			
12:00NN-1:00PM			<i>(Snacks will be served)</i>	<i>(Snacks will be served)</i>	<i>(Snacks will be served)</i>
LUNCH					
1:00PM-2:00PM			<ul style="list-style-type: none"> <li>• Talk 2: Partnering with the Youth towards School and Community Empowerment</li> </ul>	<ul style="list-style-type: none"> <li>• Energizer</li> <li>• Talk 5: Dealing with Organizational Conflicts</li> </ul>	<ul style="list-style-type: none"> <li>• Plenary presentation of case challenge outputs</li> </ul>
2:00PM-3:00PM			<ul style="list-style-type: none"> <li>• Workshop 2: Leaving my Mark: Vision setting as adviser/school head/youth formation coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Breakout Session 2: Applying Conflict Management Techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Plenary discussion and Open Forum</li> </ul>
3:00PM-4:00PM			<ul style="list-style-type: none"> <li>• Talk 3: How to effectively contribute in the organization</li> </ul>		<ul style="list-style-type: none"> <li>• Pledge of Commitment</li> <li>• Closing Program</li> </ul>
4:00PM-5:00PM		<ul style="list-style-type: none"> <li>• Plenary discussion and Open Forum</li> <li>• Wrap up of Day 1</li> </ul>	<ul style="list-style-type: none"> <li>• Plenary discussion and Open Forum</li> <li>• Wrap up of Day 2</li> </ul>	<i>Departure from venue</i>	
5:00PM-6:00PM		DINNER			



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**Department of Education**  
**BUREAU OF LEARNER SUPPORT SERVICES**  
DepEd Complex, Meralco Avenue, Pasig City  
**YOUTH FORMATION DIVISION**

**REGIONAL CONSOLIDATED LIST OF PARTICIPANTS**

Student Government Program  
Teacher-Adviser, School Heads, and Youth Formation Coordinators' Training

<b>Training Cluster</b>	<i>(e.g) Luzon I</i>
<b>Region</b>	<i>(e.g. IV-A)</i>
<b>ESSD Coordinator</b>	

<b>Division</b>	<b>Name of Participant</b>	<b>Designation (SSG/SPG Adviser, School Head, Youth Formation Coordinator)</b>	<b>School</b>	<b>E-mail Address</b>	<b>Contact Number</b>
<i>(e.g. Division of Cavite)</i>					
<i>(e.g. Division of Rizal)</i>					

Certified true and correct:

PRINTED NAME AND SIGNATURE  
Regional Director