MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
     OIC Chief, Curriculum and Implementation Division
     Chief, School Governance and Operations Division
     Concerned Public Schools District Supervisors
     Concerned Secondary School Heads
     Selected SSG Division Federation Adviser and President
     All Others Concerned

FROM : DR. ROMMEL O. BAUTISTA, CESO V
       Schools Division Superintendent

SUBJECT : REGIONAL FEDERATION OF SUPREME STUDENT GOVERNMENT (SSG) LEADERSHIP FORUM

DATE : March 20, 2019

1. The Regional Office through the Education Support Services Division will be conducting a half-day FEDERATION OF SUPREME STUDENT GOVERNMENT (SSG) LEADERSHIP FORUM on March 30, 2019 at BSA Twin Tower, Mandaluyong City, Nine in the morning.

2. Participants to this activity are as following:

<table>
<thead>
<tr>
<th>Name of Participants</th>
<th>School</th>
<th>Federation Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jelandny C. Sadie</td>
<td>Mambugan National High School</td>
<td>Outgoing Division</td>
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<td></td>
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<td>Federation Adviser</td>
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<tr>
<td>Jomari A. Quilaton</td>
<td>Dalig National High School</td>
<td>Outgoing Division</td>
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<td>Federation President</td>
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<tr>
<td>Kristine May E. Atienza</td>
<td>Mayamot National High School</td>
<td>Incoming Division</td>
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<td>Federation Adviser</td>
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<tr>
<td>Aila O. Deidoc</td>
<td>Mayamot National High School</td>
<td>Incoming Division</td>
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<td></td>
<td></td>
<td>Federation President</td>
</tr>
<tr>
<td>Louie L. Baculo</td>
<td>Division Office</td>
<td>Youth Formation- Division</td>
</tr>
</tbody>
</table>
3. Attached are the letter and Parental Consent for the activity. Submission of soft copy of Parent Consent will be on March 28, 2019 in PDF file and should be sent in the Youth Formation official email address YFP_DepEdAntipolo@gmail.com. Original copy should be with the participant during the forum.

4. Participants shall be entitled to service credits in accordance with DepEd Order No. 53 s. 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to Teachers. Likewise, non-teaching personnel, including the management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Curricular No. 02 s, 2004 on Non-Monetary Renumeration for Overtime Service Rendered.

5. Travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. Attached also is the Regional Memorandum for your reference.

7. Immediate and widest dissemination of this Memorandum is desired.
TO: ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PROJECT DEVELOPMENT OFFICERS
ALL DIVISION YOUTH FORMATION COORDINATORS

FROM: DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT: VENUE OF THE FEDERATION OF SUPREME STUDENT GOVERNMENT (SSG) LEADERSHIP FORUM

DATE: March 26, 2019

1. The venue of the FEDERATION OF SUPREME STUDENT GOVERNMENT (SSG) LEADERSHIP FORUM on March 30, 2019 will be at the BSA Twin Towers Hotel, Ortigas Center, Mandaluyong City.

2. The address of the venue is Julia Vargas Avenue corner Bank Drive at the back of SM Megamall Building A.

3. Participants are expected to arrive at the venue by 9:00 AM. First meal to be served is breakfast. Division Federated SSG Presidents are suggested to wear casual attire.

4. The participants shall be entitled to service credits in accordance with DepEd Order No. 53 s. 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to Teachers. Likewise, non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02 s. 2004 on Non-Monetary Renumeration for Overtime Service Rendered.

5. Travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. For further information, you may contact Mr. Neil B. Evangelista, Regional Youth Formation Coordinator at 0947-299-8999.

7. Immediate and widest dissemination of this Memorandum is earnestly desired.
7. The participants shall be entitled to service credits in accordance with DepEd Order No. 53 s. 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to Teachers. Likewise, non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02 s. 2004 on Non-Monetary Renumeration for Overtime Service Rendered.

8. Travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

9. For further information, you may contact Mr. Neil B. Evangelista, Regional Youth Formation Coordinator at 0947-299-8999.

10. Immediate and widest dissemination of this Memorandum is earnestly desired.
Dear Parents/Guardians:

The Department of Education - Region IV-CALABARZON thru the Education Support Services Division will be conducting the **Federation of Supreme Student Government (SSG) Leadership Forum** on March 30, 2019, venue to be announced.

This activity aims to provide young leaders an opportunity to enhance their leadership skills; this will also mentor promising leaders who will actively partake to school and community development and to help develop quality leadership and citizenship.

This is a half-day forum which will be an opportunity for them to meet their fellow student leaders, this activity will discuss issues concerning the youth in the society such as their role in protecting and preserving the environment and also to train them on parliamentary procedures.

Should you allow your child to participate in the activity, he/she will be accompanied by their adviser to and from the venue along with the Division Youth Formation Coordinator.

Please be informed that the said forum is free of charge, food and the venue will be shouldered by DepEd and the transportation expenses will be charged to their respective funds.

We also assure you that due care and precaution will be observed to ensure the comfort and safety of your child.

We have attached the **Parental Consent Form** for your child’s participation in the said activity. All information that will be obtained will remain confidential.

Thank you very much.

DIOSDADO M. SAN ANTONIO
Director IV
PARENTAL CONSENT

I/We hereby willingly and voluntarily give consent the participation of my/our son/daughter ___________________________ of ___________________________ in the FEDERATION OF SUPREME STUDENT GOVERNMENT (SSG) LEADERSHIP FORUM.

I have considered the benefits that my son or daughter will derive from his/her participation in this activity provided that due care and precaution will be observed to ensure the comfort and safety of my son/daughter and that DepEd employees and personnel may not be held responsible for any untoward incident that may happen beyond their control.

_________________________________________  ____________________________________________
Signature of Father                                           Signature of Mother
_________________________________________
Name of Father                                                Name of Mother

_________________________________________
Contact Number                                                Contact Number

_________________________________________
Signature of Guardian over Printed name

(Relationship with the Participant and Contact Number)

Verified by:

_________________________________________
Teacher – Adviser

_________________________________________
Principal/School Head

Any mark or alteration of any entry invalidates the document