



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024- 0535

To : Asst. Schools Division Superintendent
Chief Curriculum Implementation Division
Public School District Supervisor – Secondary Cluster
Principal III – Panabo City National High School

Subject : **PARTICIPATION IN THE VALIDATION OF POLICY GUIDELINES ON THE OPERATIONALIZATION OF SCHOOL CLUBS AND ORGANIZATIONS IN BASIC EDUCATION**

Date : October 7, 2024

Pursuant to Regional Memorandum ESSD – 2024 – 409, re: Invitation to Participate in the Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education, this Office, through the Curriculum Implementation Division (CID), informs MR. CHITO ANTONIO JR. Teacher I of Panabo City National High School, to attend the aforementioned activity on October 14 – 18, 2024 in La Union (the exact venue to be announced later).

Further, this Office informs that the participation shall be subject to a no-disruption-of-classes policy stipulated in DepEd Order no.9, s. 2005 entitled “Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Traveling and other incidental expenses shall be charged to local funds/school MOOE and other fund sources, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.


JINKY B. FIRMAN PhD, CESO VI
OIC, Schools Division Superintendent

 **RELEASED**

CCT 08 2024

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed: As stated
CID/jey/ jbv



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DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in providing quality education, MATATAG for all.



Recd



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Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

ESSD-2024- 409

To : Schools Division Superintendents of Davao City and Panabo City

Chief Education Supervisor
 Education Support Services Division

Subject: INVITATION TO PARTICIPATE IN THE VALIDATION OF THE POLICY
 GUIDELINES ON THE OPERATIONALIZATION OF SCHOOL CLUBS
 AND ORGANIZATIONS IN BASIC EDUCATION

Date : September 30, 2024

Herewith is the Memorandum dated 17 September 2024 from **Atty. Revsee A. Escobedo**, Undersecretary for Operations, entitled **Invitation to Participate in the Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education on October 14-18, 2024** in La Union (exact venue is to be announced later).

The following personnel are requested to attend:

Name	Position	School	Division
1. Ramil J. Magunot	School Head	Elias B. Lopez Memorial National High School	Davao City
2. Judi Rema R. Bagay	PDO I		Davao City
3. Chito Jr., L. Antonio	Teacher I	Panabo City National High School	Panabo City
4. Warlito E. Hua	Regional Youth Formation Coordinator/ ESSD Chief		ESSD- Regional Office

Travelling and other incidental expenses shall be charged to local funds/school MOOE and other fund sources subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION, Davao City

RECORDS SECTION

RELEASED

BY:

Oct. 03, 2024

39020

/essd.hua

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Director IV

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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-11-0198

GEN. ED
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TO : Regional Directors
Schools Division Superintendent
Regional and Division Youth Formation Coordinators
School Heads
All Others Concerned

FROM : ATTY. REVSEE A. ESCOREDO
Undersecretary for Operations

SUBJECT : INVITATION TO PARTICIPATE IN THE VALIDATION OF
THE POLICY GUIDELINES ON THE OPERATIONALIZATION
OF SCHOOL CLUBS AND ORGANIZATIONS IN BASIC
EDUCATION

DATE : September 17, 2024

The Operations Strand, through the Bureau of Learner Support Services - Youth Formation Division (BLSS-YFD), will conduct a **Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education** on **October 14-18, 2024**, in **La Union** (exact venue is to be announced through an advisory).

This activity aims to further refine the policy draft by gathering additional insights and recommendations from various field implementers to ensure the guidelines are comprehensive, responsive, and aligned with current educational needs. It will provide a platform for collaboration between various personnel from different governance levels.

In light of this, a **total of three representatives from each region: one from the regional office, one from the schools division office, and one from a school** are hereby requested to actively participate in the said activity. As such, the representatives shall meet the qualifications outlined in **Annex A**.

Additionally, an invitation is extended to the **13 school-based personnel** listed in **Annex B**. These individuals were among the first consulted during last year's interface sessions on the review and development of this policy, where valuable insights and contributions were demonstrated.

For confirmation of attendance, please have the designated representative complete the **online registration form** via this link: <https://forms.office.com/r/eZF2VzzGsv> on or before **October 2, 2024, Wednesday**. Failure to register by the set deadline will result in the non-receipt of the Certificate of Participation and Appearance during the activity proper. For reference, the Indicative Program of Activities is attached as **Annex C**.

Travel and other incidental expenses of the representatives shall be charged to Local Funds, Program Support Funds (PSF), Maintenance and Other Operating Expenses (MOOE), or other fund source/s subject to DepEd's existing rules and regulations.

For questions and/or concerns, your staff may contact the BLSS-YFD through email at blss.yfd@deped.gov.ph.

Immediate dissemination of and appropriate action for this Memorandum is desired.

[BLSS-YFD/RRDJBVA]

Annex A.

GUIDELINES ON THE SELECTION OF PARTICIPANTS

The selection of participants from the **Region, Division, and School-based Level** in the **Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education** shall adhere to the following guidelines listed below:

Regional Representative

- a. All Regional Youth Formation Coordinators (RYFCs) are automatically given slots to participate in the mentioned activity. In case of unavailability, an alternate may be designated.
- b. The alternate representative must receive an official endorsement from the respective RYFC. Should the chosen alternate representative originate from the Division or School level, the guidelines pertaining to this governance level shall be duly observed.
- c. Implemented mechanisms for operationalizing clubs and organizations, which may include the issuance of local policies on registration, accreditation, and other related processes.

Division Representative

- a. Designated as the Division Youth Formation Coordinator (DYFC) and shall be endorsed by their RYFC.
- b. Actively involved in the implementation of school clubs and organizations.
- c. It is preferred, but not required, to have attended BLSS-YFD data gathering and consultation sessions on after-school activities and school clubs and organizations to promote broader participation and ensure diverse insights.
- d. Implemented mechanisms through innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for school clubs and organizations.

School-Based Representative

- a. Identified by the Schools Division Superintendent and approved by the Regional Director.
- b. Actively involved in the implementation of school clubs and organizations.
- c. It is preferred, but not required, to have attended BLSS-YFD data gathering and consultation sessions on after-school activities and school clubs and organizations to promote broader participation and ensure diverse insights.
- d. Implemented mechanisms through innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for school clubs and organizations.

Kindly note that each region is expected to identify a total of **three (3) participants only**, encompassing the **RYFC or alternate, DYFC, and School-Level personnel**.

Annex B.**PRE-IDENTIFIED PARTICIPANTS**

No.	Name	Region	School
1	Dr. Carina C. Untalasco	I	Calasiao Comprehensive NHS
2	Eloisa L. Dizon, PhD	II	Patul National High School
3	Yolanda M. Gonzales	III	Tarlac NHS
4	Nelbin Palao	IV-B	Marcelino A. Javarez NHS
5	Nerio Melano M. Sibulo III	V	Camaligan NHS,
6	Julie Ann T. Geguinto	VI	Talisay South ES
7	Noel L. Bayno	VII	South City Elementary School
8	Glendale Lamiseria	VIII	Burauen Comprehensive National High School
9	Ramil J. Magunot	XI	Baracatan National High School
10	Antonio D. Alberca	XI	Kalbay National High School
11	Soledad E. Copsiyan	CAR	Pines City NHS
12	Hazel P. Yabo	CARAGA	Amparo NHS
13	Darryl C. Correa	NCR	Quezon City Science NHS

Note: In case of unavailability, an alternate may be designated.

Annex C.

INDICATIVE PROGRAM OF ACTIVITIES
Validation of the Policy Guidelines on the Operationalization of
School Clubs and Organizations
 October 14–18, 2024 | La Union

Day 1 October 14, 2024		
Time	Activity	Person-in-Charge
08:00 AM – 03:00 PM	Travel-in of Participants Registration	
03:00 PM – 03:15 PM	Opening Program Preliminaries	BLSS-YFD
03:15 PM – 03:20 PM	Welcome Message	Dr. Miguel Angelo S. Manfaring Director IV, Bureau of Learner Support Services
03:20 PM – 03:25 PM	Inspirational Message	Dr. Dexter A. Galban Assistant Secretary for Operations
03:25 PM – 03:30 PM	Rationale and Objectives	BLSS-YFD
03:30 PM – 4:00 PM	Ice Breaker GTKY Expectation Setting House Rules	BLSS-YFD
4:00 PM – 04:15 PM	Program Overview	BLSS-YFD
4:15 PM – 05:00 PM	Announcements and Pre- work Activity	BLSS-YFD
6:00 PM	Dinner	

Day 2 October 15, 2024		
Time	Activity	Person-in-Charge
07:00 AM – 08:00 AM	Breakfast	
8:00 AM – 8:15 AM	Preliminaries Ice Breaker	Assigned Group
8:15 AM – 09:15 AM	Context-Setting and Recap	BLSS-YFD
09:15 AM – 12:00	Validation and Critiquing – by Group (Rationale, Scope, Definition of Terms, Policy Statement, Guiding Principles)	BLSS-YFD
12:00 NN – 01:00 PM	Lunch	
01:00 PM – 02:30 PM	Validation and Critiquing – Plenary (Rationale, Scope, Definition of Terms, Policy Statement, Guiding Principles)	BLSS-YFD
02:30 PM – 05:00 PM	Validation and Critiquing – by Group (Operating Procedures and Roles and Responsibilities)	BLSS-YFD
06:00 PM	Dinner	

Day 3 | October 16, 2024

Time	Activity	Person-in-Charge
07:00 AM – 08:00 AM	Breakfast	
08:00 AM – 08:15 AM	Preliminaries Ice Breaker MOL	Assigned Group
08:15 AM – 12:00 NN	Continuation of Validation and Critiquing – by Group <i>(Operating Procedures and Roles and Responsibilities)</i>	BLSS-YFD
12:00 NN – 01:00 PM	Lunch	
01:00 PM – 05:00 PM	Validation and Critiquing – Plenary <i>(Operating Procedures and Roles and Responsibilities)</i>	
06:00 PM	Dinner	

Day 4 | October 17, 2024

Time	Activity	Person-in-Charge
07:00 AM – 08:00 AM	Breakfast	
08:00 AM – 08:15 AM	Preliminaries Ice Breaker MOL	Assigned Group
08:15 AM – 12:00 NN	Continuation of Validation and Critiquing – by Group <i>(Monitoring and Evaluation)</i>	BLSS-YFD
12:00 NN – 1:00 PM	Lunch	
1:00 PM – 4:00 PM	Continuation of Validation and Critiquing – Plenary <i>(Monitoring and Evaluation)</i>	BLSS-YFD
4:00 PM – 5:00 PM	Distribution of Certificates Photo-Op Session	BLSS-YFD
6:00 PM	Dinner	

Day 4 | October 18, 2024

Time	Activity	Person-in-Charge
7:00 AM – 8:00 AM	Breakfast	
8:00 AM – 12:00 NN	Consolidation of Gathered Insights	BLSS-YFD
12:00 NN – 1:00 PM	Lunch	
1:00 PM	Check-Out Travel-out of Participants	

Nothing follows.