



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

29 November 2022

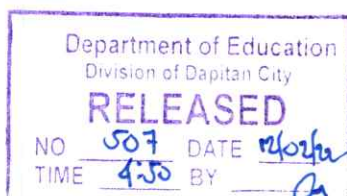
**DIVISION MEMORANDUM**

No. 507, s. 2022

**LEADERSHIP TRAINING FOR SUPREME STUDENT GOVERNMENT (SSG) AND  
SUPREME PUPIL GOVERNMENT (SPSG) ADVISERS AND OFFICERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division of Dapitan City, through the Youth Formation Section, will conduct a one-day **Leadership Training for Supreme Student Government (SSG) and Supreme Pupil Government (SPG) Advisers and Officers** on December 9, 2022 at Bajamunde Farms Pension, Sunset Boulevard, Dawo, Dapitan City.
2. 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 to deepen their understanding of issues on concepts that revolve around the school and community;
  - c. Provide them a venue for collaborate 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.
3. Participants of the training are the SSG and SPG Advisers, SSG Presidents and SSG Secretaries.
4. Training costs, supplies, meals and materials and other incidental expenses shall be charged to YFD funds while travel expenses of teacher-participants are chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations. The travel expenses of the student participants shall be charged against SSG/PTA funds.
5. Attached herewith is the Training Matrix for reference.
6. Immediate dissemination of this memorandum is desired.



**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



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LEADERSHIP TRAINING FOR SUPREME STUDENT GOVERNMENT (SSG) AND  
 SUPREME PUPIL GOVERNMENT (SPG) ADVISERS AND OFFICERS

December 9, 2022

MATRIX FOR REFERENCE

Time	Activities	Persons Involved
07:00 - 07:30 AM	Arrival and Registration	Attendance and Registration Committee
07:30 - 07:35 AM	Philippine National Anthem	Multimedia
07:35 - 07:40 AM	Opening Prayer	Multimedia
07:40 - 07:45 AM	Galaw Pilipinas Calisthenics Exercise	Multimedia
07:45 - 07:55 AM	Welcome Remarks	<b>FILEX ROMY A. TRIAMBULO, CESO V</b> Schools Division Superintendent
07:55 - 08:00 AM	Statement of Purpose	<b>Danilo M. Santiago</b> Program Development Officer I, Youth Formation
08:00 - 09:00 AM	Fundamentals of Educational Leadership for Student Leaders	<b>Rene Acabal</b> Teacher II School- Dapitan City NHS
09:00 - 09:30 AM	Constitution and By-Laws of SPG/SSG in Elementary and Secondary Schools	<b>Melvin R. Cabasag</b> Board Member, DFSSG Advisers Teacher I - Aliguay IS
09:30 - 10:30 AM	Basic Parliamentary Procedures and Resolution Writing	<b>Andrew Estoque</b> Teacher II School – Potungan CS
10:30 - 11:00 AM	Writing of Minutes	<b>Janeth P. Saldon</b> DFSPG Advisers Teacher I - DC SPED Center
11:00 - 11:30 AM	Crafting of Action Plan	<b>Junvel T. Boligao</b> President, DFSSG Advisers Teacher I - Sulangon NHS
11:30 - 12:00 NN	Writing of Project/Activity Proposal	<b>James Ray O. Ondac</b> Secretary, DFSSG Advisers Teacher III - Dakak NHS



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01:00 - 01:30 PM	Preparation of Financial/Liquidation Reports	<b>Sharon A. Daganasol</b> <i>, DFSPG Advisers</i> <i>Teacher I - Dampalan ES</i>
01:30 - 02:00 PM	Writing of Accomplishment Report	<b>Mary Lyndie G. Borgonia</b> <i>Vice President, DFSSG Advisers</i> <i>Teacher I - DCNHS</i>
02:00 - 04:00 PM	Workshop and Presentation of Outputs	Participants
04:00 - 04:10 PM	Awarding of Certificates	Participants, PMT
04:10 - 04:30 PM	Closing Remarks	<b>Danilo M. Santiago</b> <i>PDO I, Youth Formation</i>



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