



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 09 2022

MEMORANDUM

**TAKE THE LEAD III: SPG & SSG DIVISION VIRTUAL ORIENTATION AND
LEADERSHIP TRAINING CUM ACTION PLANNING FOR NEWLY-ELECTED
OFFICERS AND DESIGNATED ADVISERS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Pursuant to DepEd Order No. 47, s. 2014, entitled Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools, this Office announces the conduct of the above-captioned activity on the following dates, 8:00 a.m. to 12:00 nn, via Zoom.

Dates	Participants
September 22, 2022	Newly Elected Supreme Pupil Government (SPG) Officers and Teacher-Advisers
September 23, 2022	Newly Elected Supreme Student Government (SSG) Officers and Teacher-Advisers

2. The said virtual activity aims to capacitate and empower student government officers and advisers with appropriate leadership and planning skills that can contribute to achieving goals for the betterment of their school and of the Division.

3. Attached with this Memorandum are the list of participants and the activity matrix, for reference.

4. Concerned participants are required to pre-register on or before **September 21, 2022** thru the link: <https://tinyurl.com/2022SGOrientLeadPlan>.

5. Immediate and wide dissemination of this Memorandum is desired.

CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Enclosure: As stated

References: None

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

STUDENTS PUPILS TEACHERS

KSJT / TAKE THE LEAD III: SPG & SSG DIVISION VIRTUAL ORIENTATION AND LEADERSHIP TRAINING CUM ACTION PLANNING
FOR NEWLY-ELECTED OFFICERS AND DESIGNATED ADVISERS 295 / SEPTEMBER 8, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



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LEADERSHIP TRAINING CUM ACTION PLANNING FOR NEWLY-ELECTED
OFFICERS AND DESIGNATED ADVISERS**

September 22, 2022, 8:00 a.m. to 12:00 nn via Zoom (SPG)

September 23, 2022, 8:00 a.m. to 12:00 nn via Zoom (SSG)

List of Participants

Participants	Number
Schools Division Superintendent	1
OIC- Asst. Schools Division Superintendent	1
Education Program Supervisor, SGOD	1
SSG/SPG Teacher-Advisers	29
SPG Officers (7 per elementary school) Day 1	140
SSG Officers (7 per secondary school) Day 2	63

Program Management Team	Role
Ms. Rochelle A. Jimenez Senior Education Program Specialist, SOCMON	Technical Support
Ms. Ivy M. Romano Senior Education Program Specialist, HRTD	Technical Support
Mr. Andres F. Sicam Jr. Education Program Specialist II, HRTD	Technical Support
Ms. Chelo DG. Rongavilla Education Program Specialist II, M&E	Technical Support
Ms. Sue Ann R. Yago Project Development Officer I	Documentation/Facilitator
Mr. King Solidini J. Torres Project Development Officer I	Moderator/Facilitator





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Activity Matrix

**TAKE THE LEAD III: SPG & SSG DIVISION VIRTUAL ORIENTATION AND LEADERSHIP
 TRAINING CUM ACTION PLANNING FOR NEWLY-ELECTED OFFICERS AND
 DESIGNATED ADVISERS**

September 22, 2022, 8:00 a.m. to 12:00 nn via Zoom (SPG)

September 23, 2022, 8:00 a.m. to 12:00 nn via Zoom (SSG)

Time	Activity	Person-in-Charge
8:00-8:30 am	Registration	PMT Mr. King Solidini J. Torres Project Development Officer I Ms. Rochelle A. Jimenez SEPS-SocMon Ms. Carleen S. Sedilla, CESO V Schools Division Superintendent
	Opening Program	
	- National Anthem - Prayer - Introduction of Participants	
	- Statement of Purpose	
	- Message/Opening Remarks	
Session Proper		
8:30 – 9:00 am	Topic 1: Revisiting the Constitution and By-Laws of the SPG & SSG in Elementary and Secondary Schools (D.O No. 47, s. 2014)	Mr. King Solidini J. Torres Project Development Officer I
9:00 – 10:00 am	Topic 2: Empowering the Youth/Student Leaders (21st Century Leadership Skills)	Mr. Mark Joseph C. Fernandez Public Schools District Supervisor
10:00–10:45 am	Topic 3: Student Leaders’ Participation in Policy-Making Process	Ms. Sue-Ann R. Yago Project Development Officer I
10:45–11:45 am	Topic 4: Needs-Based Action Planning	Ms. Leah N. Bautista Project Development Officer V DSWD
11:45 am–12:00 nn	Closing Message	Nerissa Roxas-Lomeda, Ph D OIC- Asst. Schools Division Superintendent

