



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



July 1, 2019

**DIVISION MEMORANDUM**  
**No.197, s. 2019**

**DIVISION TEACHER – ADVISERS TRAINING PROGRAM**

**To: Officer In - Charge, Office of the Asst. Schools Division Superintendent**  
**Chief Education Supervisor**  
**Education Program Supervisor (SGOD)**  
**Public Schools District Supervisors**  
**Secondary & Elementary School Heads**  
**Project Development Officers I**  
**District SPG Coordinators**  
**SSG Advisers**  
**All Others Concerned**

1. The SDO Ilocos Sur through the Youth Formation Division shall conduct the **Division Teacher – Advisers Training Program on July 10 -11, 2019 at the Pope Francis Formation Center, Vigan City, Ilocos Sur.**
2. The training program aims to:
  - a. Update the Teacher – Advisers on new policies, guidelines and activities with regards to Student Government Program;
  - b. Enable participants to identify the needs, content knowledge and processes of the Student Government Program for them to enhance and strengthen the SPG and SSG in all schools of SDO Ilocos Sur.
  - c. Serve as capability building for the Teacher – Advisers, and for each of them to share their best practices to the group.
3. The participants to the activity are:
  - a. Education Program Supervisor, Officer In – Charge, Office of the Chief Education Supervisor – SGOD
  - b. Project Development Officers I
  - c. Trainers to the Teacher – Advisers Training Program
  - d. District SPG Coordinators (**Two per district only**)
  - e. SSG Advisers (**One per school only**)
4. The expenses (venue rental, meals and snacks) shall be charged against 2019 GAA of the Division. Subject to the usual budgeting, accounting and auditing rules and regulations.
5. Travel and other incidental expenses in attending the program shall be charged against school MOOE / other school funds subject to the usual budgeting, accounting and auditing rules and regulations.
6. In line with this training program, the division trainers and the training managers will convene on July 4, 2019 and July 9, 2019 for the preparation and finalization of the





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activity. The venue on July 4, 2019 will be at the SDO Ilocos Sur Conference Hall, Bantay, Ilocos Sur and on July 9, 2019 at the Pope Francis Formation Center, Vigan City.

7. The Program of Activities (Annex 1) and Venue Map (Annex 2) are included in this memorandum.
8. Administrative remedies shall be given to the classes left behind by the teacher participants.
9. Attendance and active involvement of all concerned is enjoined for the success of the program.
10. For information, guidance and compliance of all concerned.

**GEMMA Q. TACUYCUY, CESO V**  
Schools Division Superintendent

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

SGP      TEACHER-ADVISERS      TRAINING PROGRAM

YOUTH FORMATION PROGRAM







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ANNEX 1

**PROGRAM OF ACTIVITIES**

TIME	JULY 10, 2019 DAY 1	TIME	JULY 11, 2019 DAY 2
7:30 - 8:00 AM	Arrival and Registration	7:30 - 8:00 AM	Management of Learning
8:00 - 9:00 AM	<b>Opening Program</b>	8:00 - 9:00 AM	Mentoring Student Organization in the 21 <sup>st</sup> Century <b>Marilou Hadap</b> Division Trainer
9:00 - 10:00 AM	Code of Ethics of Public Servant in Relation to DepEd Core Values <b>Luzviminda Espanto</b> Division Trainer	9:00 - 10:00 AM	Youth Socials and Participative Skills <b>Khristian Joseph Tengco</b> Division Trainer
10:00 - 11:00 AM	G.T.K.Y <b>Shernese Karen Padiwan</b> Division Trainer	10:00 - 11:00 AM	Utilization of Factors in Writing the Minutes of Meeting <b>Juliet Ringor</b> Division Trainer
11:00 - 12:00 PM	Revisiting the Constitution and By-Laws <b>Narlina Rafanan</b> Division Trainer	11:00 - 12:00 AM	Resolution Writing <b>Laliepaz Peria</b> Division Trainer
12:00 - 1:00 PM	<b>LUNCH</b>		
1:00 - 2:00 PM	Parliamentary Procedure <b>Jeffrey Licudine</b> Regional Trainer	1:00-3:00 PM	Activity Design/Project Proposal Making <b>Elbert Andrew De Peralta</b> Division Trainer
2:00 - 4:00 PM	Guidelines for Off Campus Activities And Mandated PPA's/Calendar of Activities <b>Elbert Andrew De Peralta</b> Division Trainer	3:00 - 4:00 PM	Partnerships Building and Linkages <b>Jeffrey Licudine</b> Regional Trainer
4:00 – 5:00 PM	2019 SGP Action Plan Submission and Timeline  Happy Schools Movement – Youth Formation Advocacy  <b>Youth Formation Coordinators</b>	3:00 - 4:00 PM	Closing Program  <b>HOME SWEET HOME</b>





ANNEX 2

**VENUE MAP**

