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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OJA MEMO 00-0521-0180
MEMORANDUM
24 May 2021

For: **Regional Directors**
(Regions III, IV-A, VI, VII, XI, and NCR)
School Division Superintendents
School Heads

Subject: **WRITE-SHOP ON THE CRAFTING OF THE**
STUDENT GOVERNMENT OPERATIONS MANUAL

The Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) is mandated to develop the Student Government Operations Manual (SGOM). As part of the data gathering process, focus group discussions (FGDs) were conducted.

In this regard, the Office of the Undersecretary for Administration (OJA) requests the concerned Regional Directors (RDs), Schools Division Superintendents (SDSes), and School Heads to **implement work adjustments in favor of the identified members of the development team**. This is to provide ample time for them to write the operations manual and accomplish other related tasks. Further, all concerned regions and immediate heads are requested to **provide stable internet connection to the team members participating in the online session** to facilitate the completion of their tasks with greater reliability.

The write-shop for the crafting of SGOM will be a combination of online and face to face sessions. The latter will be conducted on **13-23 June 2021 at Hotel Consuelo, Maharlika Highway, Santa Rosa, Nueva Ecija**. The development team is requested to attend the face to face write-shop, but may opt to participate through the online session. Please refer to **Annex A** for the list of identified development team members.

In the event that the members participating through the online write-shop need to render services beyond eight (8) working hours, they shall be entitled to compensatory time off. This is subject to existing rules and regulations or at the discretion of their respective immediate heads.



Office of the Undersecretary for Administration (OJA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Please note that the participants' travel allowance has been downloaded to their respective divisions. Their travelling expenses and board and lodging will be shouldered by BLSS-YFD, subject to existing rules and regulations. Any discrepancy in the actual travel expenses and downloaded funds may be charged against the YFD Program Support Funds.

Participants willing to attend the face to face sessions are required to **accomplish the attached statement form** (Annex B) to be submitted to Ms. Clare Michelle Paclibar through email at clare.paclibar@deped.gov.ph **not later than 04 June 2021**.

For questions and concerns, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 0915 566 9717 or email at blss.yfd@deped.gov.ph .

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



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Annex A

List of Development Team Members to Craft the Student Government Operations Manual

Region	Division/ Official Station	Name of Participant
III	Pampanga	Jeffrey Dela Cruz
	Pampanga	Paula Meneses
	Nueva Ecija	Sherry Ann Palasigue
	Tarlac Province	Omar Dimarucot
	San Jose City	Francis Joshue Omega de Guzman
IV-A	Regional Office	Alberto Colasito
	Quezon	Sharon Villaverde
	Quezon	Mark Angelo Tuisan
	General Trias	Jofit Dayoc
	San Pablo City	Eloisa Pramis
NCR	Regional Office	Leah Bautista
	Marikina City	Elisha Dawn Mazon
	Valenzuela	Jeffrey Anthony Reyes
VI	La Carlota City	Kenneth Daniel Romay
VII	Bayawan City	Christopher Bantog
	Manadaue City	Joshua Andrew Vega
XI	Davao del Sur	Neil John Audan



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Annex B

STATEMENT FORM

I, _____, hereby confirm that I am willing to attend the face to face activity titled *Write-shop on the Crafting of the Student Government Operation Manual* to be conducted at Hotel Consuelo, Maharlika Highway, Santa Rosa, Nueva Ecija on 13-23 June 2021 with the knowledge and awareness on the threat of the COVID-19 pandemic and the risk entailed in participating in the said activity.

As a member of the development team, I assure to conform and adhere to the COVID-19 Inter-Agency Task Force's (IATF) health protocols at all times to ensure the safety of everyone involved in the activity.

Name and Signature

Date: _____