



Republic of the Philippines  
Department of Education – Region III  
**TARLAC CITY SCHOOLS DIVISION**

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**DIVISION MEMORANDUM**

No. 221, S. 2019

Date : September 3, 2019

To : Asst. Schools Division Superintendent  
Chiefs of SGOD and CID  
Public School District Supervisors  
School Heads of Public Secondary, Elementary and Integrated Schools

From : The Office of the Schools Division Superintendent

Subject : 2019 DIVISION TRAINING FOR TEACHER-ADVISERS OF PUPIL  
AND STUDENT GOVERNMENT

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1. A Division Training for Teacher-Advisers of Supreme Student Government (SSG) and Supreme Pupil Government (SPG) will be conducted on September 26 - 27, 2019 at Tarlac West Central Elementary School (TWCES) Conference Hall, 8:00 AM to 5:00 PM
2. Participants to the training are the following:
  - SPG District School Head Focal Persons – September 26 AM only (10)
  - SSG Teacher Advisers (15 Secondary)
  - SPG Teacher Advisers (88 Elementary)
  - Total: 113
3. The Program specifically aims to:
  - a) Help the Teacher-Advisers and SPG District School Head Focal Persons understand the operations of the Student Government.
  - b) Provide a venue for collaborative formulation of feasible, doable and concrete plan of activities and projects for implementation in the schools
  - c) Increase engagement of public school student leaders, advisers and other stakeholders in school governance and community development.
4. Only morning and afternoon snacks will be provided for the participants during the 2-day Training.

5. Facilitators and members of TWG are requested to attend the pre-planning meeting (September 13, 2019) and final planning meeting (September 20, 2019), to be held at the SGOD Mini Conference Hall, 3:00 – 5:00 pm.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**TERESA D. MABABA, CESO V**  
Schools Division Superintendent



DEPARTMENT OF EDUCATION SCHOOLS DIVISION OF TARLAC CITY

**Training Title: DIVISION SSG-SPG TEACHER ADVISER TRAINING PROGRAM (TATP)**

SEPTEMBER 26-27, 2019

TARLAC WEST CENTRAL ELEMENTARY SCHOOL

**TRAINING MATRIX**

<b>TIME</b>	<b>DAY 1 (September 26)</b>	<b>TIME</b>	<b>DAY 2 (September 27)</b>
7:30 - 8:00	<b>Registration</b>	7:30 - 8:30	<b>Registration</b>
8:00 - 9:00	<b>Opening Program</b> <b>Welcome Message : Leonida C. Garcia</b> Chief, SGOD <b>Inspirational Message: Teresa D. Mababa, CESO V</b> Schools Division Superintendent	8:00 - 8:30	<b>MOL</b>
9:00 - 10:00	<b>Topic 1: Directions and Focus of YFU</b> (Catherine A. Gomez, PDO 1)	8:30 - 10:00	<b>Topic 5: Parliamentary Procedure</b> (Michael C. Ocoma, Tibag HS)
10:00 - 10:15	<b>Health Break</b>	10:00 - 10:15	<b>Health Break</b>
10:15 - 12:00	<b>Topic 2: Revisiting SSG/SPG Constitution &amp; Bylaws</b> (Catherine A. Gomez, PDO1)	10:15 - 12:00	<b>Topic 6: Resolution Writing</b> (Francis Louie Mendoza, SCIS)
12:00 - 1:00	<b>Lunch Break</b>	12:00 - 1:00	<b>Lunch Break</b>
1:00 - 1:30	<b>Energizer</b>	1:00 - 1:30	<b>Energizer</b>
1:30 - 3:00	<b>Topic 3: Guidelines for Off Campus Activities</b> (Joben B. Perez, PDO1)	1:30 - 3:00	<b>Topic 7: Writing Minutes Workshop</b> (Stephen Tracy Tabamo, Baras Baras HS)
3:00 - 3:15	<b>Health Break</b>	3:00 - 3:15	<b>Health Break</b>
3:15 - 5:00	<b>Topic 4: Learner's Participation in the Policy Making Process in Schools</b> (Jose Angel D. Zaballa, Burot IS)	3:15 - 4:30	<b>Topic 8: Activity Design and Project Proposal Making</b> (Janet Suaverdez, Matatalaib Bato ES)
		4:30 - 5:00	<b>Closing Program</b> <b>Closing Message : Michelle A. Mejica</b> Asst. Schools Division Superintendent

**Facilitators and members of Technical Working Group (TWG):**

1. Jose Angel D. Zaballa (Burot IS)
2. Michael G. Ocoma (Tibag HS)
3. Francis Louie D. Mendoza (SCIS)
4. Stephen Tracy E. Tabamo (Baras Baras HS)
5. Janet L. Suaverdez (Matatalaib Bato ES)
6. Jean D. Samson (Burot IS)
7. Florita A. Santos (TWCES)
8. Amelia G. Santiago (Maliwalo ES)