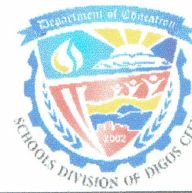




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 138, s. 2018

February 6, 2018

**3rd REGIONAL LEADERSHIP TRAINING FOR PUPIL
GOVERNMENT OFFICERS (RLTPGO)**

To: Public Schools District Supervisors
SGOD & CID Chief
All School Heads, Public and Private Elementary Schools
ATTN: Supreme Pupil Government Advisers

1. In reference to the Regional Memorandum No. 22, series of 2018, the **3rd Regional Leadership Training for Pupil Government Officers (RLTPGO)**, with the theme **"Leadership with a Heart: A Call for SPG"**, will be held on **March 2 – 4, 2018 at Hotel de Crisbelle, Digos City, Davao del Sur**.
2. Participants in this training are the duly-elected officers of the SPG including their teacher-advisers, Youth Formation Coordinators, school heads and other pupil and teachers who are willing to be trained and to serve their school through pupil government. All participating school shall coordinate and submit the **Pre-Registration Form (PRF)** to Mr. Jose Israel M. Maravilles (PDO I) in the SGOD of the City Schools Division Office on or before **February 20, 2018 (Tuesday)** or through email address: joseisrael.maravilles001@deped.gov.ph.
3. The deadline for the submission of the documents/papers for Search for Outstanding Region XI SPG Officers and Advisers (Division-level Screening) is on **February 14, 2018 (Wednesday)**. For further details, please see enclosed Guidelines of the Criteria and Mechanics.
4. The registration fee for each participant is Three Thousand Pesos Only (Php3,000.00) chargeable to SPG Developmental Fund, PTA Funds, Local School Board (LSB)/Special Education Funds (SEF), Local Government Unit Funds, local / MOOE Funds, funds from the school site income (SSI) or funds sourced from private organizations and other civic and private entities subject to its availability and the usual government accounting and auditing rules and regulations. Teachers who shall attend during Saturday and Sunday shall be given service credits while Education Program Supervisor, PDO I, School Heads and members of the training team shall be entitled for a two-day compensatory overtime credits (COC).
5. For the complete details and Guidelines in attending this training, attached Regional Memorandum No. 22, s. 2018.
6. Immediate dissemination of this Memorandum is desired.

FOR AND IN THE ABSENCE OF:

WINNIE E. BATON, CESE
Officer-in-Charge
Office of the Schools Division Superintendent

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

Encls As stated
References: Regional Memorandum No. 22, s. 2018
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE, YFP, SPG, TRAINING
YFP/posadas: 3rd Regional Leadership Training for Pupil Government Officers (RLTPGO)
06 Feb 2018

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 ☎ (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
☎ (082) 553-8396 | (082) 553-8376 🌐 www.depeddigoscity.org ✉ digos.city@deped.gov.ph

DepEd Schools Division Office - Digos City
REC'D 1767/730
Date: 09 FEB 2018 Time: 9:59
By: *[Signature]*



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Lungsod ng Davao



Tel Nos. (082) 227-9342/(082) 227-1102 Fax No. (082) 227-1102

Website : <http://www.region11.deped.gov.ph>

January 29, 2018

REGIONAL MEMORANDUM

No. 22, series 2018

**3rd REGIONAL LEADERSHIP TRAINING FOR PUPIL
GOVERNMENT OFFICERS (RLTPGO)**

To: All Schools Division Superintendents
OIC-SDS/ASDS/OIC-ASDS
Heads, Public and Private Elementary Schools

1. Pursuant to DepEd Order No. 79, s. 2009 entitled Revised Standard Constitution and By – Laws of the Supreme Pupil Government (SPG) in Elementary Schools and DepEd Order No. 49, s. 2011 entitled Mandated Programs, Projects and Activities of the Supreme Pupil Government, the DepEd Region XI in coordination with the Region XI – Federated Supreme Pupil/Student Government, Inc. will conduct the **3rd Regional Leadership Training for Pupil Government Officers** with the theme “**Leadership With a Heart: A Call for SPG**” on **March 2-4, 2018 at Hotel de Crisbelle, Digos City, Davao del Sur.**

2. The leadership training, serves, in general, to develop the management and leadership experience, expertise and attitudes of elected Supreme Pupil Government (SPG) officers through dynamic plenary sessions, interactive break-out sessions and enriched discussions and provide a venue for sharing best practices in the Pupil Government Program (PGP). In particular, the training commits to align the programs, projects and activities of SPGs regionwide to the thrusts of His Excellency President Rodrigo Roa Duterte and in achieving the Vision, Mission and Core Values of the Department of Education. The training aims to:

- a) expose the participants especially the pupil-leaders to various DepEd Orders pertaining Supreme Pupil Government in the schools;
- b) enlighten participants on their roles as leaders with the heart in achieving DepEd’s Vision, Mission and Core Values;
- c) value the importance of leading the school government in the challenges of the 21st century; and
- d) educate the pupil-leaders on the value of volunteerism, financial literacy and heart-led leadership.

3. The participants in this training are the duly-elected officers of the SPG including their teacher-advisers, Project Development Officers (PDO) I, Division SPG Coordinators (Youth Formation Coordinators), school heads and other interested pupils and teachers who are willing to be trained and to serve their school through pupil government.

4. Participation shall be on **official business**. The registration fee for each participant is Three Thousand Pesos Only (P3,000.00) chargeable to SPG Developmental Fund, PTA Funds, Local School Board (LSB)/Special Education Funds (SEF), Local Government Unit Funds, local/MOOE funds, funds from the school site income (SSI) or funds sourced from private

organizations and from other civic organizations and private entities subject to its availability and the usual government accounting and auditing rules and regulations.

5. The registration fees shall be used to pay for accommodation, and meals from dinner of Day 1 to lunch of Day 3 , snacks, training kits, training ID, plaques, medals and awards, use of venue, honoraria, bags, t-shirts, souvenir programs, tokens, prizes, communications, supplies and materials and other related , necessary and incidental expenses of the training. The participants from the private schools shall make arrangement with their respective schools in connection with their attendance. Teachers who shall attend during Saturday and Sunday shall be given service credits while Education Program Supervisors/Division In-charge of SPG, PDO I, school heads and members of the training team shall be entitled for a two-day compensatory overtime credits (COC). **Pupil-participants are required to secure parent's consent for their attendance in this training and to be submitted to the secretariat.** All participants shall wear Filipiniana attire during the Gabi ng Parangal.

6. The deadline for the submission of the documents/papers for Search for Outstanding Region XI SPG Officers and Advisers is on **February 16, 2018 (Friday)**. **Each division is only allowed to submit three (3) entries for officers and advisers.** All Division Federation Officers and Advisers are encouraged to submit their documents. The **interview for Ten (10) Finalists for Outstanding SPG Officers and Advisers** shall be on **February 23, 2018 (Friday)** at the **RELC-NEAP, Quirino Avenue, Davao City**. The criteria for selection is enclosed.

7. All Schools Division Superintendents (SDSs) and school principals/heads (SPs/SHs) are encouraged to send participants to this leadership training. **Deadline of submission of pre-registration form is on February 23, 2018 (Friday)** addressed to Warlito E. Hua, Ed.D., Chief, Education Support Services Division through telefax no. **(082) – 224-0748 (ESSD)** or send via email at huatanglaw@yahoo.com. Walk-in participants are discouraged. All participants shall coordinate with their Division SPG Coordinator/Youth Formation Coordinator. All divisions shall bring their Division banners. **The Regional Federated SPG Officers, Advisers and Division SPG Coordinators shall report to the venue a day before the training for final checking and executive meeting.**

8. The members of the Regional Management Team (RMT) and Secretariat are authorized to travel one (1) day before the training. Enclosed are the following documents:

Enclosure No. 1	-	Pre-Registration Form (PRF)
Enclosure No. 2	-	Tentative Schedule of Activities
Enclosure No. 3	-	Guidelines for the Training
Enclosure No. 4	-	List of Regional Organizing Committee and Secretariat which serves as their Authority to Travel
Enclosure No. 5	-	Criteria for Search for Outstanding Region XI SPG Officers and Advisers

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


ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Inc.: As stated.

References: DepEd Memoranda: No. 280, s. 2010 and (DepEd Order No. 49, s. 2011)

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

ADVISERS OFFICIALS SUPREME PUPIL GOVERNMENT TRAINING PROGRAMS

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

RELEASED

By: gudi 2018-01-001

Date: 1/29/18 Time: 8:33A



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3RD REGIONAL LEADERSHIP TRAINING FOR PUPIL GOVERNMENT OFFICERS (RLTPGO)

Hotel de Crisbelle, Digos City, Davao del Sur

March 2-4, 2018

PRE-REGISTRATION FORM (PRF)

School: _____

Division: _____ District: _____

(Please write legibly and complete all data required)

No.	Name of Participants	Size of T-shirt	Organization/Position (Indicate if school head, teacher, president, etc.)	Contact Number (preferably mobile number)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Sizes of T-shirts: No. 16, 18, 20, S, M, L, 2XL)

Date: _____

Name & Signature of Division SPG Coordinator/
School Head/SPG Adviser

VERIFICATION	CASHIER	BILLETING	RELEASING	
			IDs with Meal Tickets	
			Bags	
			T-shirts	
			Souvenirs	
			Notebooks/Pens	
			Certificates	
			Others	

Note: Participants are requested to confirm their participation on or before February 23, 2018 (Friday) by sending this Pre-Registration Form (PRF), thru email address: huatanglaw@yahoo.com or fax to (082) 224-0748. Only participants who have pre-registration and have coordinated with the Division SPG Coordinator shall be given priority for the different souvenir items. Walk-in participants may be accepted or denied by the management.



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3RD REGIONAL LEADERSHIP TRAINING FOR PUPIL GOVERNMENT OFFICERS (RLTPGO)

Hotel de Crisbelle, Digos City, Davao del Sur

March 2-4, 2018

TENTATIVE PROGRAM AND SCHEDULE OF ACTIVITIES

(Speakers and Guests are subject to invitation and confirmation)

Day 1 (March 2, 2018 - Friday)

AM - Travel Time

PM

1:00 - 5:00 - Arrival/Registration/Billeting

Secretariat

5:00 - 6:00 - Dinner

6:00 - 8:30 - Opening Program

Welcome Message

Dr. Winnie Batoon

SDS, Digos City

Inspirational Talk

Atty. Alberto T. Escobarte

Regional Director

Opening Salvo

Ramon Magsaysay CES

Orientation/House Rules

Levelling Off

Warlito E. Hua, Ed. D.

RFSPG Coordinator

8:30 - 10:00 RFSPG Officers & Advisers

Executive Session

Regional Officers & Advisers

Day 2 (March 3, 2018 - Saturday)

AM

5:00- 6:00 Zumba with the Heart

6:00- 7:30 Breakfast

8:00- 9:30 Plenary Session

Heart-Led Leadership

Hon. Mayor Inday Sara

Davao City

9:30-10:00 Snacks

10:00-11:30 Plenary Session

Financial Leadership

Ms. Jenalyn M. Rivera, MBA

Youth Program Officer

Tagum Cooperative

12:00 Noon Lunch

PM

1:00-4:00 Break-out Session
(Pupils' Group)

RENGCA Officers

Team Building Activities

Advisers' Group

**Understanding Millennials
With the Heart**

Ms. Sheila Marie G. Hucson

National President, Guidance

Continuation.....Schedule of Activities

5:30 – 6:30	Dinner	
6:30 - 9:30	Barkadahan (Socialization/ Cultural Presentations	RFSPG Officers and Advisers R. Magsaysay CES

GABI NG PARANGAL

Awarding of Division Federation Officers and Advisers

Awarding of RXI Outstanding SPG Officers and Advisers

Day 3 (March 4, 2018 – Sunday)

AM

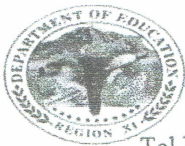
5:30-6:30	Morning Fellowship/Holy Mass	Digos Cathedral
7:00 – 7:30	Breakfast	
8:00 – 9:30	Community Involvement/Service	
10:00- 11:30	Plenary Session	Volunteerism Ms. Jean Pascua Youth Coordinator, Central Office

12:00	Lunch	
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PM

1:00 – 2:00	Clearing the House	RFSPG Officers & Advisers
2:30-3:00	Snacks	
3:00-3:30	Closing Program	RFSPG Officers & Advisers
4:00	HOMEWARD BOUND	





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3rd REGIONAL LEADERSHIP TRAINING FOR PUPIL GOVERNMENT OFFICERS (RLTPGO)

Hotel de Crisbelle, Digos City, Davao del Sur

March 2-4, 2018

GUIDELINES

PRE-TRAINING PREPARATION

Pre-Registration Requirement

To ensure your participation, please send and/or fax your Pre-Registration Form (PRF) to the DepEd Regional Office, F. Torres St., Davao City at (082) 224-0748 (ESSD) or thru email at huatanglaw@yahoo.com on or before February 23, 2018 (Friday). Only participants who have pre-registered shall be given priority in the distribution of bags, t-shirts, and other event collaterals. Walk-in participants or whose PRFs were not received by the Management on or before the due date will not be assured of slots in the pre-arranged hotel and to receive the kits during the TRAINING proper.

TRAINING PROPER

Arrival of the Participants / Registration

Participants are expected to arrive before lunch of March 2, 2018 (Friday). All participants shall proceed immediately to the Registration Area of the Crisbelle Crowne Center at the back of Hotel de Crisbelle, Digos City. **IT IS INFORMED THAT TRAINING PROPER WILL START AT 6:30 IN THE EVENING.** No participant shall be entertained for registration during program.

Payment

Payment of the registration fee must be in cash. It is encouraged that participants shall give their payments to their Division SPG Coordinators/Youth Formation Coordinators or to your Division Federated Advisers President prior to the training to avoid rush.

Billeting and Accommodation

Check-in shall be on March 2 after registration. Check-out shall be at 12:00 noon of March 4. Accommodation is pre-arranged by the management. Participants shall follow the room assignments provided for them. Changing rooms is strictly not allowed. It is recommended that participants shall check-out upon leaving the hotel in the third day. **Payment for the advance and extended accommodation shall be charged to the participants.**

Meals

First meal shall be dinner of March 2 and last meal shall be lunch of March 4. All meals shall be at the Crowne Center. **Participants shall present their meal stub. Lost meal stub will not be replaced. No meal stub, no meal. No meal shall be served after the schedule.** Schedule of meals are the following: Breakfast - 6:00 – 7:30 in the morning; Lunch – 11:30 – 12:30 Noon; Dinner 6:00 – 7:00 in the evening.

Continuation.....

Attire

All participants are required to wear decent attire during the whole duration of the training. Shorts, sleeveless and slippers are not proper attires. Training t-shirt shall be worn on the third day of the training.

Wearing of Summit ID

IDs must be worn at all times for your security. No participant shall be allowed entry in the plenary, buffet and other sessions without the ID.

Transportation

Those who will be billeted outside Hotel de Crisbelle, transportation shall be provided. Schedule of transportation 6:00-7:00 AM; 5:00 – 6:00 PM & 9:00-10 PM during evening activities.

Proper Decorum and Attitude

Since the training is intended for pupil-leaders and educators who are the role models of good values and attitudes, it is expected that all participants shall observe proper decorum and discipline at all times. **WE ARE THE REFLECTIONS OF THE KIND OF CHILDREN WE HAVE IN SCHOOL AND AT HOME.**

ENJOY OUR TRAINING!!!!

A handwritten signature in black ink, appearing to be a stylized 'J' or 'K' followed by a flourish.



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3RD REGIONAL LEADERSHIP TRAINING FOR PUPIL GOVERNMENT OFFICERS (RLTPGO)

Hotel de Crisbelle, Digos City, Davao del Sur

March 2-4, 2018

CRITERIA & MECHANICS FOR OUTSTANDING SPG OFFICERS AND ADVISERS

1. All school SPG Officers and Advisers are qualified to join the Search for Region XI Outstanding SPG Officers and Advisers.
2. The Division Offices shall screen and indorse the applicants who are qualified for the Search with attached certified documents signed by the Division SPG Coordinator. The Regional Office shall not entertain documents without the endorsement by the Schools Division Superintendent.
3. Only three (3) SPG Officers and three (3) SPG Advisers shall only be submitted by the Division Office.
4. Documents to be included both for students and advisers must be for School Years 2015-2016, 2016-2017 and 2017-2018. The documents shall be in red folder for the SPG officers and green folder for the SPG advisers.
5. The deadline of submission of the documents is on **February 16, 2018 (Friday)**. Late submission of documents shall not be entertained by the screening committee.
6. The final interview for the ten (10) finalists both students and advisers is on **February 23, 2018 (Friday)** at **RELC-NEAP, Quirino Avenue, Davao City**.
7. The ten (10) finalists shall immediately receive a personalized medallion and certificates while the Most Outstanding SPG Officer and Adviser shall receive a personalized plaque and cash prize during the Gabi ng Parangal.
8. The ten (10) finalists shall wear Filipiniana Attire during the Awarding Ceremony.
9. The decision of the Regional Awards Committee is final and irrevocable.
10. The criteria are the following:
 - a) **Leadership Performance - 40%**
(awards – 20%; training- 10% ; initiated programs – 10%)
Awards : school -5; division-10; region-15; national-20
Trainings: school-2; division-4; region-6; national-10
SPG initiated programs: school-5; division-10
 - b) **Involvement in Extra and Co-Curricular Activities – 30%**
Extra Curricular - 15%
Co-Curricular – 15%
(national-15; region-12; division-7; school-5)
 - c) **Personal Qualities , character & Communication Skills – 20%**
(Interview)
 - d) **Academic Performance – 10%**
 - a) Pupils (should be based on the final grade last school year and first grading grade this school year)
*Form 138 must be photocopied and certified by the school head. Final grade last school year and average grade of the first grading for this school year must not below 85%. Please compute the average for last year and for the first grading this school year.
 - b) Adviser:

finished bachelor degree	- 6%
finished masteral degree	- 8%
finished doctorate degree	- 10%