



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of Schools Division Superintendent

DIVISION MEMORANDUM

March 31, 2022

No. 178, s. 2022

DESIGNATION ORDER AS ACTING YOUTH FORMATION OFFICERS

To:

 3/31/2022
APRIL ROSE A. ALCALA

Administrative Officer II

 3/31/2022
MARIA LEONORA P. SALAZAR

Administrative Officer II

1. In exigency of the service and in view of the reassignment of Mrs. Julie Anne Posadas-Ampa and Mr. Jose Israel M. Maravilles, this Office hereby designates you as the Acting Youth Formation Coordinators of the School Governance and Operations Division under the leadership of Sollie B. Oliver, Chief Education Supervisor-SGOD.
2. As such, you are to perform the duties and functions stipulated in the compendium of the Project Development Officer I (Youth Formation Coordinator), to wit:
 - a. Implements the mandated programs, projects and activities on youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG) and career guidance program
 - b. Coordinates the schools on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office.
 - c. Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values
 - d. Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities.
 - e. Oversees the activities of the schools on youth formation programs.
 - f. Develops a knowledge management system for the newly-elected SPG, SSG, and school clubs/organizations officers and newly-appointed Teacher-Advisers and for other data driven youth formation activities and submits it to the Regional and Central Office.
 - g. Submits narrative report on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary
 - h. Initiates other youth formation programs, projects, and activities applicable in the division.



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- i. Modifies the training needs assessment tool for conceptualizing youth formation training programs in the division level in coordination with the Human Resource Personnel
 - j. Facilitates the conduct of the training needs assessment in schools.
 - k. Prepares training design for capacity building activities
 - l. Organizes capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs in coordination with the Human Resource Personnel.
 - m. Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Implementation Division (CID) and Human Resource personnel.
 - n. Monitors the implementation of youth formation programs including but not limited to the school implementation of the SSG/SPG plan of actions and career guidance program
 - o. Analyzes/interprets the results of the monitoring
 - p. Submits the report on the results of monitoring and evaluation to the SGOD Chiefs.
 - q. Provides feedback on youth formation program implementation as reference for possible program intervention/modification
 - r. Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs.
 - s. Provides technical assistance on the implementation of youth formation programs, projects and activities from national to school level.
 - t. Prepares proposals to possible partners and advocates of youth formation programs.
 - u. Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level
 - v. As may be assigned by the superior.
3. This designation does not carry with it any additional remuneration or priority of promotion. Upon assumption to duty you shall discuss with your rater the Chief Education Supervisor -SGOD your new IPCR for rating purposes of your new duties and responsibilities.
 4. This designation shall take effect immediately and subject to recall when deemed necessary.
 5. For your information and strict compliance.



CRISTY C. EPE
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION
82914
DATE: 31 MAR 2022 TIME: 11:08 AM
BY: 



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