



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2026-046

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division (SGOD)
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
SSLG/SELG Advisers
All Others Concerned

Subject: **Finalization Meeting for Conduct of Division-Wide Leadership Training for SELG/SSLG Learner-Leaders and Teacher-Advisers and Division Federated Election of SELG/SSLG Officers**

Date : March 2, 2026

- In preparation for the scheduled conduct of the Division-Wide Training for Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Learner-Leaders and Teacher-Advisers, and the Division Federated Election of SELG/SSLG Officers, all concerned personnel are hereby directed to attend a virtual meeting to finalize coordination details, roles, and preparatory requirements.
- Schedule and platform details are as follows:
 - a) Date: 03 March 2026 (Tuesday)
 - b) Time: 1:00 PM
 - c) Modality: Virtual Meeting (online)
 - d) Meeting Link: To be sent through the official SELG/SSLG group chat
- Participants:
 - a) SELG District Federated Advisers
 - b) SSLG Advisers from all Secondary Schools and Integrated Schools (this division)
- Agenda highlights shall include, but are not limited to:
 - a) Final program flow and timeline of activities (Training and Federated Election)
 - b) Roles and responsibilities of advisers and committees
 - c) Confirmation of participant lists and representation requirements
 - d) Technical requirements and online protocols
 - e) Documentation, reporting, and post-activity deliverables



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- All concerned are directed to ensure attendance and come prepared with updates on their respective assignments and concerns for immediate resolution during the meeting.
- Immediate and wide dissemination of this Memorandum is desired.

DR. JOSEPHINE L. FADUL
Schools Division Superintendent

DEPED SDO-DAVAO ORIENTAL
RECORDS SECTION
RELEASED
03-02-20
TYROSE T. DIANSAY, LPT
ADMINISTRATIVE OFFICER-IV

Enclosed: As stated/SGOD
11/11/11



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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2026-045

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division (SGOD)
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
SSLG/SELG Advisers
All Others Concerned

Subject: **Conduct of Division-Wide Leadership Training for SELG/SSLG
Learner-Leaders and Teacher-Advisers and Division Federated
Election of SELG/SSLG Officers**

Date : March 2, 2026

1. PURPOSE AND RATIONALE

This Division Memorandum is issued to announce and direct the participation of official representatives to the “Division-Wide Leadership Training for Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Learner-Leaders and Teacher-Advisers,” including the “Division Federated Election of SELG/SSLG Officers and Teacher-Advisers.”

This activity aims to strengthen student governance by enhancing leadership competence, self-confidence, critical thinking and change processes, identity and leadership/followership, effective communication, and student governance practices among learner-leaders and teacher-advisers.

2. PARTICIPANTS AND COVERAGE

2.1 Required Participants (Priority/Official Representatives)

In view of the limited venue capacity, participation is prioritized and shall be strictly composed of the following official representatives:

a) Elementary Level (SELG)

- Federated District SELG President
- Federated District SELG Teacher-Adviser

b) Secondary Level (SSLG)

- All School SSLG Presidents (public secondary schools this division)
- SSLG Teacher-Adviser of each participating secondary school of this division



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2.2 Additional Participants (Subject to Available Slots)

Integrated Schools may send SELG/SSLG Presidents and their respective teacher-advisers on a first come, first served basis, subject to availability of slots due to venue limitations.

2.3 Optional Inclusion

Former SSLG Officers from the previous school year may be included only if slots remain after confirming the required participants in Section 2.1, and subject to the same first come, first served arrangement.

3. SCHEDULE AND VENUE

Date: March 10-12, 2026

Venue: Santiago National High School, Santiago, Caraga, Davao Oriental

Opening Mass: March 05, 2026, 9:00 AM, GKK Santiago Chapel

4. REGISTRATION FEE, BUDGETARY REQUIREMENTS, REGISTRATION DEADLINE, AND SLOT RESERVATION POLICY

4.1 Registration Fee and Budgetary Requirements

A registration fee of PHP 2,470.00 per participant shall be collected to cover the following budgetary requirements:

VI – BUDGETARY REQUIREMENTS (Per Participant)

No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	Head	Meal	7	250.00	1,750.00
2	Head	Snack	5	100.00	500.00
3	Pc	T-shirt	1	220.00	220.00
				Total	2,470.00

The activity shall utilize public school premises. Any minimal costs related to venue preparation (e.g., minor repairs and simple stage/venue décor) shall be undertaken only as necessary and shall be kept minimal.

4.2 Registration Deadline (To Be Announced)

The deadline for registration (including payment submission and confirmation of slots) shall be announced during a scheduled virtual meeting to be conducted by the Secretariat. Further details on the virtual meeting schedule and platform shall be issued separately through an official advisory/notice.

4.3 Slot Reservation Policy

Due to limited venue capacity, registration shall be strictly implemented on a “payment first, then reservation” policy. Slots shall be confirmed only upon receipt of payment and shall be accommodated on a first-paid, first reserved basis. Schools/districts are advised to complete registration requirements early to secure participation.



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5. FUNDING PROVISIONS

All expenses relative to participation, including traveling expenses and registration fee, shall be charged against available local funds, MOOE, PTA funds, SELG/SSLG funds, and other available school/district funds, subject to the usual accounting and auditing rules and regulations.

6. ACTIVITY HIGHLIGHTS (SUMMARY)

Day 1 (March 10, 2026)

- Arrival and registration
- Emergency preparedness and drill
- Opening Mass (9:00 AM)
- Grand parade and welcome program
- Plenary 1: Leadership Principles
- Breakout learning tracks
- Solidarity/Mayor's Night

Day 2 (March 11, 2026)

- Mission trips per learning track (morning)
- Plenary 2: Parliamentary Procedure
- Breakout sessions (Learner-Leaders and Teacher-Advisers)
- Spiritual activities

Day 3 (March 12, 2026)

- Team building
- Breakouts: Role of Student Leaders in School Governance / Advisers' Accomplishment Reports and Best Practices
- Division Federated Election of DFLG Officers (10:30 AM)
- Closing program and oath taking

7. LEARNING TRACKS AND MISSION TRIPS

Participants shall join one (1) learning track with a corresponding mission trip, as follows:

1. Servant Leadership Track – Balete Elementary School
2. Community Engagement and Social Responsibility Track – Santiago Coastal Areas; Sitio Sampaloc; Sitio Lower/Narra
3. Cultural Awareness and Inclusivity Track – Brgy. Pantuyan
4. Community-Based Tourism Leadership Track – Pusan Point / Oldest Church (Poblacion, Caraga)
5. Sports and Wellness-Focused Leadership Track – Sitio Atipo

8. IN-KIND OFFERINGS AND DISTRICT ASSIGNMENTS





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8.1 In-Kind Offering for Opening Mass

Each district is requested to bring an in-kind offering during the Opening Mass on March 10, 2026 at 9:00 AM. These items will be used for the learning tracks and mission trips.

8.2 District Assignments for In-Kind Donations

A. School Supplies (Core Writing and Stationery; Art and Creative Supplies; For Organization)

Assigned Districts: Boston District; Cateel 1 and 2 District; Baganga North and South District; Banaybanay District

Items:

- Core Writing and Stationery: pencils, ballpens, erasers, sharpeners, paper and notebooks, bond paper
- Art and Creative Supplies: crayons, colored pencils, markers, glue, scissors, ruler, construction paper
- For Organization: plastic envelopes

B. Hygiene Kit with Storage

Assigned Districts: Caraga North and South District; Manay North and South District; Tarragona District

Items: hand sanitizer or alcohol; soap; oral care set; face towel; comb/hairbrush

C. Grocery Items

Assigned Districts: Gov. Generoso North and South District; Lupon East and West District; San Isidro North and South District

D. Pre-loved Clothes

Assigned Districts: All Districts

9. ATTIRE

- Day 1: School SELG/SSLG Uniform
- Solidarity/Mayor's Night: Denim
- Day 2: Official T-shirt (included in registration)
- Day 3: Casual

10. THINGS TO BRING

All participants are instructed to bring the following:

1. Journal notebook and ballpen
2. Tumbler and personal necessities
3. Plain white T-shirt
4. Beddings

11. DELIVERABLES AND DOCUMENTATION





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11.1 Required Outputs

All districts/schools are required to prepare an Accomplishment Report and Best Practices (district-level and/or school-level, as applicable), to be submitted to the Secretariat on or before (Date to be announced by the secretariat)

11.2 Documentation Requirements

Schools/districts shall ensure complete documentation, including attendance sheets, activity photos, learning track outputs, and other required supporting documents for consolidation and reporting.

11.3 Parental Consent Requirement

For minor learner-participants, a duly signed Parental/Guardian Consent shall be required prior to participation. School Heads and Teacher-Advisers shall ensure that the signed consent forms are secured and submitted as part of the registration requirements, following the instructions to be issued by the Secretariat.

12. ROLES, EXPECTATIONS, AND COMPLIANCE REMINDERS

“These participants shall serve as the official representatives of their respective federated districts and are expected to actively participate in the advocacy activities and cascade relevant learnings to their schools and district federations.

Concerned schools are reminded to strictly observe the use of the **Automated Class and Teacher Scheduler (ACTS)** pursuant to **Regional Memorandum No. 025, s. 2023, titled “Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits,”** to ensure proper class substitution and granting of service credits to teacher-advisers involved in the activity.

Learner-leaders participating in Division-level activities shall be placed under appropriate **Alternative Delivery Mode (ADM) arrangements**, as necessary, to ensure compliance with learning requirements during their participation.

All participants are reminded to strictly adhere to existing DepEd guidelines, including **DO 66, s. 2017 (Conduct of Off-Campus Activities)**, **DO 21, s. 2023 (Conduct of In-Person Activities)**, **DO 40, s. 2012 (Child Protection Policy)**, and **DO 31, s. 2022 (Child Rights Policy).**”

13. Immediate and wide dissemination of this memorandum is desired.

DEPED SDO-DAVAO ORIENTAL
RECORDS SECTION

RELEASED

02-02-24

MYROSE T. DIANSAY, LPT
ADMINISTRATIVE OFFICER-IV

DR. JOSEPHINE L. FADUL

Schools Division Superintendent

Enclosed: As stated/SGOD
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