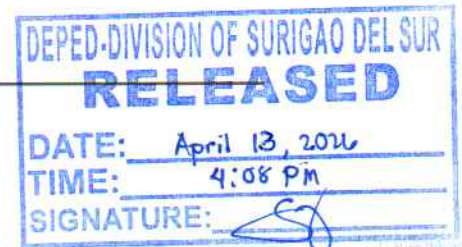




Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



Division MEMORANDUM
 No. 129, s. 2026

To: All Public Schools District Supervisors/ District In-Charge
 All School Heads
 All School Organizations Teacher Coordinators
 All Others Concerned

REQUIRED DOCUMENTS FOR LEARNER-LED ACTIVITIES IMPLEMENTATION

- The Department of Education (DepEd) recognizes that the Learner Government Program, through the Supreme Elementary Education (SELG) and Supreme Secondary Learner Government (SSLG), is the foremost co-curricular learner-lead organization authorized to operate and implement pertinent programs, projects, and activities in all schools nationwide (DepEd Order No. 21, s. 2019).
- As part of the preparations for SY 2026-2027, the Youth Formation Unit of the Schools Governance and Operations Division mandates the use of necessary documents to uphold transparency and provide valuable training opportunities for learners. To reinforce leadership skills and ensure accountability, all student organizations—including **SELG, SSLG, YES-O, BKB, SDRRM, and RCY**—are required to submit the following documents before the conduct of any activity: (*Please refer to Enclosures 1, 2, 3, and 4*). The templates can be downloaded through this link: <https://tinyurl.com/learnerformation>.
 - Enclosure 1: Training Design
 - Enclosure 2: Completion Report
 - Enclosure 3: Attendance Sheet
 - Enclosure 4: General Plan of Action (GPOA)
- All planned activities must be included in the General Plan of Action (GPOA).
- In addition, all school organizations must adhere to the guidance of their respective advisers to ensure compliance with these requirements.
- The Youth Formation Unit of the Schools Governance Operations Division, Surigao del Sur Division, will oversee the proper implementation of this directive. For more details, please contact the Division Youth Formation Coordinator, **Grace Christy Mae Y. Lumanta and Joseph D. Gales**, via email at gracechristymae.lumanta@deped.gov.ph and joseph.gales@deped.gov.ph.



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6. For compliance.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: None
References: as stated
To be indicated in the Perpetual Index
Under the following subjects:

LEARNERS REPORTS

SGOD/gcmyl
04/07/2026



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Enclosure 1 (ACTIVITY DESIGN PROPOSAL)

ACTIVITY DESIGN PROPOSAL

A. Information about the applicant

Name of Applicant/Proponent: _____
 Position/ Name of Organization: _____
 School/ District: _____

B. Profile of the Program or Course

- i. Title of the Program or course: _____
- a. TD Tracking Number: **YFD -** _____
- ii. Rationale: _____
- iii. DepEd Core Value: _____
- iv. Program or Course Description: **A (number) day series of face-to-face activities**
- v. Target Participant Profile (Grade level, Sex Disaggregated):

Participants:	_____
Grade level No.	_____
Male	_____
Female	_____

Overall Total= No. of participants

- vi. List of Resource Persons/ Learning Facilitators / PMT supported by CVs

Program Manager	
Learning Manager	
Resource Speakers/Learning Facilitators/Subject Matter Expert	
M&E Coordinator	
Documenter	
Secretariat	
Welfare Officer	*** Preferably School DRR & School Nurse ***
Logistics officer	

- i. Modality (Formal Learning, possibly with Job-Embedded Learning (JEL), relationship and discussion-based learning, among other modalities):

- ii. Delivery Platform (Online, face-to-face and blended delivery):



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iii. Indicative Date of Implementation and venue; and Number of Hours:

C. Program or course design

i. Objective/s or Outcome/s
 General Objective:

Specific Objectives

Specifically, it aims to:

ii. Detailed Program or Course Matrix

Time and Date	Activities
Day 1 Month 00, 2024 00:00 AM-00:00 AM	Preliminaries - Nationalistic Song/Philippine National Anthem - Ecumenical Prayer - Acknowledgement of Participants - Opening Remarks - Statement of Purpose - Inspirational Message - House Rules
Time & Date	Activities
Day 2 Month 00, 2024 00:00 AM-00:00 AM	Management of Learning (MOL)

iii. Modules or Learning Resources to be Used:

iv. Assessment Plan (if applicable):

Activity	Objective	Type of Assessment	Output

D. Program or Course Implementation Plan

- i. Schedule of Activities
 Refer to specific course objectives and/or instructional design.
- ii. Budget Requirements (if applicable):

Unit	Item Description	Quantity	Unit Cost	Total Cost



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Total				000,000.00

iii. Funding Source

CHARGEABLE AGAINST: *insert source of fund if applicable*

iv. Monitoring and Evaluation

The Monitoring and Evaluation (M&E) Section shall provide the evaluation tool for the entire conduct of the training. The said M&E Tool in a form of link and/or QR code shall be provided for the participants to cast their online evaluation. Participants are required to answer online. For participants who are needing assistance in accessing internet connection, assistance shall be extended to facilitate 100% online evaluation.

v. Gender and Development Mainstreaming

The activity ensures that gender perspectives and needs are always considered in the design, implementation, monitoring, and evaluation. Likewise, it seeks to ensure that participants (regardless of gender preference) have equitable access to, and benefit from, Office's resources and opportunities. Thus, the Equal Opportunity Principle (EOP) and the promotion of non-discrimination, fairness, and transparency shall be strictly observed, and gender equality shall overrule in program implementation and management.

vi. Minimum Health Standards (MHS)

The conduct of the ****insert title of activity**** shall be compliant and observant to the Minimum Health Standards set by the Department of Health (DOH) and Inter-Agency Task Force (IATF).

Prepared by:

 Proponent/ Position

 Proponent/ Position

Noted by:

NAME OF SCHOOL HEAD

Position



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Funds Available:

NAME OF TREASURER/ SCHOOL
BOOKKEEPER
Position

Recommended for Approval:

NOTE: (The initial approval of the Youth Formation Focal is required before the approval of the ASDS)

LAILA F. DANAQUE, EdD, CESO VI
Assistant Schools Division Superintendent

Approved:

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent



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Title of Activity:

Date:

LIST OF MENU
(if applicable)

Day 1 – Month 00, 2025

Breakfast	AM Snacks	Lunch	PM Snacks	Dinner

Day 2 – Month 00, 2025

Breakfast	AM Snacks	Lunch	PM Snacks	Dinner



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Title of Activity:

Date:

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

ROLE	TERMS OF REFERENCE	RESPONSIBLE PERSON IN THE IMPLEMENTATION
a. Program Manager	<ol style="list-style-type: none">i. Oversees the implementation of the entire program.ii. Organized and supervises the Program Management Team (PMT) to ensure that all processes are carried out and outputs delivered according to standards.iii. Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design.iv. Leads in conducting debriefing with the PMT and resource speakers/subject-matter experts.	
b. Learning Manager	<ol style="list-style-type: none">i. Leads the conduct of the program.ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts.iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs.iv. Facilitates management of learning activities as scheduled and as needed.v. Facilitates integration session at the end of the intervention.	



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<p>c. Resource Speakers/Learning Facilitators/Subject Matter Expert</p>	<p>i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provide expert content input during learning sessions.</p>	
<p>d. M&E Coordinator</p>	<p>i. Prepare and implement the Monitoring and Evaluation Plan in collaboration with the PMT. ii. Applies process observation and prescribed tools to monitor and evaluate program delivery. iii. Administers and analyzes the results of evaluation which is to be presented during debriefing. iv. Prepares post-program delivery M&E Report and submits to Program Manager for inclusion in the Completion Report.</p>	
<p>e. Documenter</p>	<p>i. Documents the proceedings of the learning sessions using the prescribed documentation template. ii. Takes photos of the different parts of the program delivery.</p>	
<p>f. Secretariat</p>	<p>i. Attends to registration needs of learners. iii. Ensures that learners fill up attendance sheets. iv. Prepares directory of participants based on registration forms. v. Assists in posting and collection of session outputs. vi. Compiles session documents and learning resource materials. vii. Prepares the Completion Report for submission.</p>	
<p>g. Welfare Officer</p>	<p>i. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are</p>	



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	<p>adequate and available at all times in the venue.</p> <p>ii. Attends to emerging inclusions, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject matter experts (including incidents of social exclusion, sexual harassment, et.).</p>	
<p>h. Logistics officer</p>	<p>i. Ensures the quality adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program.</p> <p>ii. Leads ocular inspection of venues to ensure adherence to standards and specifications.</p> <p>iii. Checks that venue is always ready for use and conducive to learning.</p>	
<p>i. Finance officer</p>	<p>i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentations for liquidation.</p> <p>ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate officers.</p> <p>iii. Monitors and documents all disbursement against budget to support liquidation.</p> <p>iv. Liquidates all funds disbursements and prepares a financial report as input to the program completion report.</p>	



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ENCLOSURE 2 (COMPLETION REPORT)

COMPLETION REPORT

A. Information about the applicant

Name of Applicant/Proponent: _____
 Position/ Name of Organization: _____
 School/ District: _____

B. Profile of the Program or Course

- iv. Title of the Program or course:
 - a. TD Tracking Number:
- v. DepEd Core Value:
- vi. Total No. of Participant: Grade Level No.
 Male= Female=

Overall Total=

vii. Date of Implementation:
 Date started: _____ Date Completed: _____

C. Program Implementation

- i. Executive Summary:
- ii. Proceedings:
- iii. Financial Report of Actual Expenditure:

Quantity	Particulars	Unit Cost	Amount Allocated	Actual Expenditure
TOTAL >>>			000.00	000.00

iv. Funding Source
CHARGEABLE AGAINST: (state here the source of fund)



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D. Other Requirements

- vii. **Monitoring and Evaluation Report** (see attachments)
- viii. **Attendance Sheets** (see attachments)
- ix. **Photo Documentation** (see attachments)

Prepared by:

Proponent

Noted By:

NAME OF SCHOOL HEAD
Position

Recommended for Approval:

NOTE: (The initial approval of the Youth Formation Focal is required before the approval of the ASDS)

LAILA F. DANAQUE
Assistant Schools Division Superintendent

Approved:

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent



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Title of Activity:

Date:

PHOTO DOCUMENTATION

Day 1 – Month 00, 2025

Day 2 – Month 00, 2025



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ENCLOSURE 3 (ATTENDANCE SHEET)

Title of
Activity: _____
School/
District: _____
Date: _____
Venue: _____

ATTENDANCE SHEET

Data Privacy Notice: Department of Education – Schools Division of Surigao del Sur complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. During the course of this activity, we will collect personal information for the purpose of documentation and verification of attendance. Information collected as well as pictures taken during the activity will be stored for as long as necessary, but they will not be shared with any third parties without your consent or any legal basis. By signing in this attendance sheet, you are consenting to the collection, use, and retention of your personal information.

NO.	NAME	SEX	GRADE LEVEL	MORNING				AFTERNOON			
				Time In	Signature	Time Out	Signature	Time In	Signature	Time Out	Signature
1.											
2.											
3.											
4.											
5.											



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ENCLOSURE 4 (GENERAL PLAN OF ACTION)

**Learners Government Program:
General Plan of Action (LGP: GPOA)**

School Name:	School I.D.:
School Year:	Division Office:
LG Category: <input type="checkbox"/> SELG <input type="checkbox"/> SSLG	Regional Office:

Quarter No.: <i>(Indicate the specific quarter of the school year in which the activity is scheduled.)</i>					
Name of Activity 1: <i>(Provide the complete and accurate name of the activity.)</i>					
DepEd Core Value: <i>(Identify which DepEd Core Value/s align with the activity: Maka-Diyos/ Makakaikasan/ Makatao / Makabansa)</i>					
Description of Activity: <i>(Present a concise description outlining the nature and purpose of the activity.)</i>					
Time Frame	Objectives	Participants	Mode of Delivery	Resources	Expected Outputs
<i>(Specify the exact month, date, and year during which the activity is planned.)</i>	<i>(Clearly state the objectives of the activity.)</i>	<i>(Enumerate and specify the participants involved, including any collaborating organizations/ clubs.)</i>	<i>(Clearly state the location/platform where the activity is scheduled to take place.)</i>	<i>(Detail the resources, including funds or materials, essential for the successful execution of the activity.)</i>	<i>(Clearly define the anticipated outcomes or results of the activity.)</i>
Strategies/Implementation <i>(Describe in brief the steps involved in conducting the activity.)</i>			Monitoring & Evaluation <i>(Establish metrics, data collection methods, and responsible parties for ongoing assessment. Include a feedback mechanism and criteria for adjustments.)</i>		
Remarks <i>(Provide any additional comments/special notes relevant to the activity.)</i>					



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Quarter No.:					
Name of Activity 2:					
DepEd Core Value:					
Description of Activity:					
Time Frame	Objectives	Participants	Mode of Delivery	Resources	Expected Outputs
Strategies/Implementation			Monitoring & Evaluation		
Remarks					

Note. Add additional tables as necessary. Ensure that each section is completed accurately and thoroughly to facilitate comprehensive planning and execution of the GPOA.

Prepared by:

(Include all the Name/s and Designation/s of the SELG/SSLG Officer/s responsible for preparing the GPOA.)

[NAME 1]
 Designation
 SELG/SSLG Officer

[NAME 2]
 Designation
 SELG/SSLG Officer

[NAME 3]
 Designation
 SELG/SSLG Officer

[NAME 4]
 Designation
 SELG/SSLG Officer

Recommending Approval:

(Include the Name and Designation of the Adviser responsible for overseeing the SELG/SSLG Officers' GPOA.)

[NAME OF SELG/SSLG ADVISER]
 Designation
 Name of School



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Approved by:

(Include the Name, Designation, and Office of the approving authority for the GPOA.)

[NAME OF SCHOOL HEAD]

Designation

Name of School



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