



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

26 September 2023

**SCHOOLS DIVISION MEMORANDUM**

No. 360, s. 2023

**SUBMISSION OF DESIGNATED SCHOOL YOUTH FORMATION PROGRAM COORDINATORS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 All Public Elementary and Secondary Schoolheads  
 All Others Concerned

- The Schools Division Office of Science City of Munoz, through the thrusts of the Youth Formation section of the School Governance and Operations Division Division, requests all public elementary and secondary School Heads to designate School Youth Formation Program Teacher-advisers/Coordinators as follows:

Designation	Level	Qualifications
Supreme Elementary Learner Government/ Supreme Secondary Learner Government Teacher-adviser	Elementary and Secondary	<ul style="list-style-type: none"> <li>• Have direct experience in youth organizational management;</li> <li>• With good character and reputation in school and community;</li> <li>• Competent, able, and willing to work with the student leaders from planning to implementation of programs, projects, and activities</li> <li>• Shall have at least one (1) year residency in the school</li> </ul> *Reference: OUPS Memorandum dated May 5, 2023
Youth for the Environment in Schools Organization (YES-O) Teacher-adviser	Elementary and Secondary	<ul style="list-style-type: none"> <li>• Preferably Science Department Head/Teacher/Coordinator</li> <li>• Able to lead and operationalize the YES-O and its activities at the school level with the guidance of the School Head;</li> <li>• Able to monitor the conduct of activities and meetings of YES-O</li> </ul> *Reference: DepEd Order No. 72, s 2003



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Barkada Kontra Droga (BKD)	Secondary	<ul style="list-style-type: none"> <li>Any teacher able to lead and operationalize the BKD program and its activities at the school level with the guidance of the School Head.</li> </ul>
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2. Unless sooner revoked for a cause, the designated teacher-advisers/coordinators shall have a fixed term of two (2) years reckoned from the date of appointment, renewable at the discretion of the School Head.
3. In this regard, all schools are instructed to submit copies of designation orders issued to Youth Formation Teacher-advisers/Coordinators through this link:  
[https://drive.google.com/drive/folders/1z3u6\\_f1EYZyUyUAN\\_HkkwYoL9HWNExhD?usp=drive\\_link](https://drive.google.com/drive/folders/1z3u6_f1EYZyUyUAN_HkkwYoL9HWNExhD?usp=drive_link) on or before **October 6, 2023**.
4. Enclosed are the following:
  - a. Enclosure No. 1 – Designation Order Template (SELG/SSLG)
  - b. Enclosure No. 2 - Designation Order Template (YES-O)
  - c. Enclosure No. 3 - Designation Order Template (BKD)
5. For clarifications, you may contact the Schools Division Youth Formation Coordinator through cellphone number 0917 580 7468.
6. Widest dissemination and compliance are highly desired.

DEP-ED  
 SCIENCE CITY OF MUÑOZ  
**RECEIVED**  
 SEP 27 2023  
 by: *[Signature]*

**JOHANNA N. GERVACIO PhD, CESO V**  
 Schools Division Superintendent *[Signature]*

Encl: as stated  
 Reference: OUPS dated May 5, 2023; DepEd Order No. 72, s 2003  
 To be indicated in the Perpetual Index  
 Under the following subjects:

YOUTH FORMATION

*JSP/Designation Order of YFC Teacher-advisers  
 015/September 18, 2023*



*MCC*





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Enclosure No. 1 to Schools Division Memorandum No. ~~360~~ s. 2023

DESIGNATION ORDER (For SELG/SSLG)

\_\_\_\_\_  
Date

Name of Teacher-adviser/Coordinator

Position

Name of School

In the exigency of the service, you are hereby designated as SUPREME ELEMENTARY/SECONDARY LEARNER GOVERNMENT TEACHER-ADVISER of NAME OF SCHOOL effective immediately. This designation is effective for two (2) years from the date of issuance.

With such a designation, you are to perform the following official duties and functions inherent to the position:

- a. Monitor all programs, projects, activities, and meetings of the SELG/SSLG at all times;
- b. Act as SELG/SSLG's mentor in good governance and leadership;
- c. Oversee all the SELG/SSLG's internal and external processes and leadership practices;
- d. Ensure the academic excellence, as well as the holistic welfare and development of the SELG/SSLG officers;
- e. Conduct consultations with SELG/SSLG officers to gather feedback on the efficiency and effectiveness of an officer's performance and/or the overall performance of the SELG/SSLG.
- f. Propose recommendations for improvement based on the information gathered from the consultations;
- g. Actively participate and coordinate with the Division Youth Formation Coordinators through the School Head in the implementation and management of SELG/SSLG-related activities in all levels of governance;
- h. Facilitate the crafting of the General Program of Activities (GPOA) for approval of the School Head.
- i. Submit reports and other pertinent documents for approval of the School Head, and copy furnish the Schools Division Office through the Division Youth Formation Coordinators, if necessary.
- j. Perform other related tasks needed for the implementation of the program.

This designation carries with it the authority to administer and supervise the specific tasks. It does not, however, carry any additional remuneration.

Please be guided accordingly.

\_\_\_\_\_  
Signature over printed name of School Head/Date

Conforme:

\_\_\_\_\_  
Signature over printed name of teacher-adviser/Date



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Enclosure No. 2 to Schools Division Memorandum No. ~~36~~ s. 2023

DESIGNATION ORDER (For YES-O)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Teacher-adviser/Coordinator

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of School

In the exigency of the service, you are hereby designated as YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O) TEACHER-ADVISER of NAME OF SCHOOL effective immediately. This designation is effective for two (2) years from the date of issuance.

With such a designation, you are to perform the following official duties and functions inherent to the position:

- a. Monitor all programs, projects, activities, and meetings of YES-O at all times;
- b. Act as YES-O mentor in good governance and leadership;
- c. Implement major environmental activities such as tree planting and growing , waste management, segregation, recycling and entrepreneurship, etc.
- d. Submit reports and other pertinent documents for approval of the School Head, and copy furnish the Schools Division Office through the Division Youth Formation Coordinators, if necessary.
- e. Perform other related tasks needed for the implementation of the program.

This designation carries with it the authority to administer and supervise the specific tasks. It does not, however, carry additional remuneration.

Please be guided accordingly.

\_\_\_\_\_  
Signature over printed name of School Head

Conforme:

\_\_\_\_\_  
Signature over printed name of teacher-adviser