



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

15 November 2023

SCHOOLS DIVISION MEMORANDUM

No. 416,

s. 2023

**SUBMISSION OF YOUTH FORMATION PROGRAMS REGISTRATION FORM AND
CALENDAR OF ANNUAL PROPOSED ACTIVITIES (CAPA) FOR SCHOOL YEAR
2023-2024**

- To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public and Private Elementary and Secondary Schoolheads
All Others Concerned
- To ensure the continuous delivery and strengthen the implementation of the programs, projects, and activities of the Youth Formation program in schools, this Office through the School Governance and Operations Division informs all Public Elementary and Secondary Schools to submit Youth Formation Registration Forms and Calendar of Annual Proposed Activities (CAPA) for School Year 2023-2024 on or before **November 30, 2023** through this google link: <https://rb.gy/vfjgbm>.
 - All Youth for Environment in Schools Organization (YES-O) and Barkada Kontra Droga (BKD) advisers shall ensure that all members have accomplished the required membership forms. and the mandated YES-O, BKD, Learner Government Program (LGP) PPAs are included in their respective CAPAs.
 - Enclosed in this issuance are the following:
 - Enclosure No. 1 – **YES-O Registration Form** to be accomplished by the YES-O Adviser, duly noted by the Schoolhead;
 - Enclosure No. 2 – **BKD Registration Form** to be accomplished by the BKD;
 - Enclosure No. 3 – **YES-O CAPA** to be accomplished by the YES-O Adviser following the mandated PPAs, duly approved by the Schoolhead;
 - Enclosure No. 4 – **BKD CAPA** to be accomplished by the BKD Adviser following the mandated PPAs, duly approved by the Schoolhead;
 - Enclosure No. 5 – **LGP CAPA** to be SELG and SSLG Adviser following the mandated PPAs, duly approved by the Schoolhead;
 - Enclosure No. 6 – **BKD Membership Form** to be accomplished by the learners applying for membership to BKD, submitted to the BKD Adviser for appropriate action;
 - Enclosure No. 7 – **YES-O Membership Form** to be accomplished by the learners applying for membership to YES-O, submitted to the YES-O Adviser for appropriate action;
 - Enclosure No. 8 – **YES-O Mandated PPAs**;
 - Enclosure No. 9 – **BKD Mandated PPAs**; and
 - Enclosure No. 10 – **LGP Mandated PPAs**.



Address: Brgy. Rizal, Science City of Muñoz, 3119

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4. For questions and clarifications, please communicate with Miss Jonnadel S. Patonona, Schools Division Youth Formation Coordinator, through her email address jonnadel.patonona@deped.gov.ph.
5. Immediate dissemination and compliance of this Memorandum is desired.



Johanna N. Gervacio
JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: as stated
To be indicated in the Perpetual Index:
Under the following subjects:

Youth Formation Program Establishment

SGOD/JSP/ Submission of Registration Form and CAPA
016 /November 14, 2023





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 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 412, s. 2023
Wmdulm

YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES O)

REGISTRATION FORM
 School Year _____

Level: ELEMENTARY SECONDARY

Name of School: _____

School Address: _____

Tel/Fax No.: _____ Email Address: _____

Contact Persons	Name	Mobile No.	Email Address
School Head			
YES-O Adviser			
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			

Number of Members: Male: _____ Female: _____ TOTAL: _____

Date Organized: _____

Prepared by: _____

Noted by: _____

 YES-O Adviser
(Signature Over Printed Name)

 School Head
(Signature Over Printed Name)

(To be accomplished by the YES-O Adviser and submitted to the Division Youth Formation Coordinator.)



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Enclosure No. 2 to Schools Division Memorandum No. 413, s. 2023
no underline

**BARKADA KONTRA DROGA
 REGISTRATION FORM**
 School Year _____

Name of School: _____
 School Address: _____
 Tel/Fax No.: _____ Email Address: _____

Contact Persons	Name	Mobile No.	Email Address
School Head			
BKD Adviser			
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			

Number of Members: Male: _____ Female: _____ TOTAL: _____

Date Organized: _____

Prepared by: _____

Noted by: _____

 BKD Adviser
(Signature Over Printed Name)

 School Head
(Signature Over Printed Name)

(To be accomplished by the BKD Adviser and submitted to the Division Youth Formation Coordinator.)



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Enclosure No. 6 to Schools Division Memorandum No. 413, s. 2023

School Name
BARKADA KONTRA DROGA
 School Year _____

Place your
 1x1
 Picture
 Here

MEMBERSHIP FORM

I. GENERAL INFORMATION

Last Name	First Name	MI	Nickname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Address				
<input type="text"/>				
Contact Number/s		Email Address		
<input type="text"/>		<input type="text"/>		
Sex	Citizenship	Age	Date of Birth	Place of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father's Name		Contact Number		
<input type="text"/>		<input type="text"/>		
Mother's Name		Contact Number		
<input type="text"/>		<input type="text"/>		

II. EDUCATIONAL LEVEL

Grade Level	Section	Class Adviser
<input type="text"/>	<input type="text"/>	<input type="text"/>
Membership in other School Organization/s	Position/Role Held	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Co-curricular Activities	Available Time Schedule for BKD	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	Special Skills/Talents	
<input type="text"/>	<input type="text"/>	

PARENTS'/GUARDIANS' PERMIT

I/We hereby permit my/our son/daughter to join the **Barkada Kontra Droga** (BKD). We also promise to support him/her, financially or otherwise, in all undertakings related to the organization's mandated program, projects and activities.

 Parent/Guardian (Signature over printed Name)

(Do not fill below this line)
 (To be filled-up by BKD Adviser ONLY)

Recommending Approval:

Approved:

 BKD Adviser
 (Signature over printed Name)

 School Head
 (Signature over printed Name)





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Enclosure No. 7 to Schools Division Memorandum No. 413, s. 2023



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School Name _____

YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O)

School Year _____

Place your
1x1
Picture
Here

MEMBERSHIP FORM

I. GENERAL INFORMATION

Last Name _____ First Name _____ MI _____ Nickname _____

Home Address _____

Contact Number/s _____ Email Address _____

Sex Male Female Citizenship _____ Age _____ Date of Birth _____ Place of Birth _____

Father's Name _____ Contact Number _____

Mother's Name _____ Contact Number _____

II. EDUCATIONAL LEVEL

Grade Level _____ Section _____ Class Adviser _____

Membership in other School Organization/s _____

Other Curricular Activities _____

Position/s Held _____ Year _____

Available Time Schedule for YES-O _____

Special Skills/Talents _____

PARENTS'/GUARDIANS' PERMIT

I/We hereby permit my/our son/daughter to join the Youth for Environment in Schools Organization (YES-O). We also promise to support him/her, financially or otherwise, in all undertakings related to the organization's mandated program, projects and activities.

Parent/Guardian (Signature over printed Name)

(Do not fill below this line)
(To be filled-up by YES-O Adviser ONLY)

Recommending Approval:

Approved:

YES-O Adviser
(Signature over printed Name)

School Head
(Signature over printed Name)





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Enclosure No. 8 to Schools Division Memorandum No. 416, s. 2023

YES-O MANDATED PROGRAMS, PROJECTS AND ACTIVITIES FOR SY 2023-2024

Youth for Environment in Schools Organization (YES-O)	Establish a flowering garden with at least 25 varieties of flowering plants
	Lead in planting, growing and caring for trees within the school premises, maintain at least 150 pcs of tree seedlings with 5 variety of endemic and indigenous trees; plant at least 5 endemic or indigenous tree
	Conduct awareness campaign or symposia on environmental issues and actions
	Initiate and conduct Arbor Day and Earth Day Celebration ensuring 100% attendance of the school population
	Implement at least one outreach program within the community such as but not limited to clean-up drives, adopt/develop a forest, adopt a river and adopt a community
	Ensure proper implementation of waste management program (segregation, recycling and entrepreneurship) within the school
	Lead the implementation of plastic-free environment
	Organize school-based environment camps
	Submit necessary reports such as but not limited to Calendar of Annual Proposed Activities (CAPA); Registration Form; Bi-annual Accomplishment Report (BAR); Activity Completion Reports; Financial Reports
	Participate in at least one (1) community/civic/organizations/associations and its activities
	Initiate and implement at least one (1) outreach programs/activities in the community
	Create a video advocacy/IEC material or picto-narrative in promoting and practicing the 5Rs (Refuse, Reduce, Reuse, Repurpose, Recycle) at school, home, and in the community
	Create a video advocacy/IEC material or picto-narrative in promoting and practicing vegetable gardening at school, home, and in community
	Create a video advocacy/IEC material or picto-narrative in promoting and advocating practice of not using single-use plastic at school, home, and in community
	Create a video advocacy/IEC material or picto-narrative in promoting and practicing energy, water, and electricity supply conversion at school, home, and in community
	Create a video advocacy/IEC material or picto-narrative in promoting and practicing the conduct of environment protection and preservation at school, home and in community
	Conduct a school-based seminar-workshop/training/webinar on environmental education, awareness, issues and call to action
	Conduct a school-based contest on environmental education, awareness, issues, and call to action
Implement one tumbler for every learner campaign	



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Establish and maintain a functional Material Recovery Facility (MRF)
Conduct one (1) environmental youth camp in collaboration with existing clubs/organizations in the school
Initiate and conduct watershed protection and conservation with a minimum of 500 seedlings planted
Conduct community clean-up drives with at least 350 kilos solid waste collected
Adopt a river/community/forest
Conduct environmental entrepreneurial skill development
Put up a recycled product corner and submit sales report of recycled products
Collaborate with the Gulayan sa Paaralan Coordinator in the implementation of the following: establishment of seed bank and nursery; crop integration; use of organic fertilizer and/or pest control; properly maintained compost pit and heap; utilization of garden space; utilization of garden produce (school feeding)
Forge and engage partnership with community (barangay) and LGU (MAO, CENRO, MENRO, PENRO) in the clean and green program of the school
Forge and engage partnership with at least 1 NGO or CSO in the clean and green program of the school



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Enclosure No. 9 to Schools Division Memorandum No. 413, s. 2023

BKD MANDATED PROGRAMS, PROJECTS AND ACTIVITIES FOR SY 2023-2024

Barkada Kontra Droga (BKD)	Submit necessary reports such as but not limited to General Annual BKD Action Plan; Registration Form; List of Members; Approved minutes of meetings, resolutions, contextualized BKD school charter and Bi-annual Accomplishment Report (BAR)
	Join in a BKD community/civic/organizations/associations and participate in at least three (3) activities
	Initiate, organize and implement BKD at least four (4) outreach program/activity in the community
	Forge partnership with at least three (3) of the following: NGAs (PNP, PDEA, DDB); LGU; NGOs; CSOs and Religious Organizations
	Conduct Grand Launching of BKD program in school (BKD Kick-off Activity)
	Involve the Barangay covering the school in the implementation of BKD Program
	Create at least one (1) BKD advocacy video
	Create at least one (1) BKD jingle
	Conduct at least one (1) film showing related to drug prevention
	Produce at least one (1) IEC material (poster) related to drug prevention
	Integrate drug abuse prevention concepts and BKD components in classroom instructions
	Organize school-based seminar-workshop or webinar on drug abuse prevention
	Conduct BKD student forum/conference/summit
	Conduct school-based capacity building for BKD officers
	Integrate one session of BKD (Drug Prevention) in Learning Action Cell (LAC)
	Conduct at least 3 alternative interventions: Friendly Sports/Athletics competition; Cultural presentation; BKD arts and crafts; Religious activities; civic engagement/activity; other recreational activity
Establish a functional BKD corner/space	



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Enclosure No. 10 to Schools Division Memorandum No. 413, s. 2023

LGP MANDATED PROGRAMS, PROJECTS AND ACTIVITIES FOR SY 2023-2024

Learner Government Program (LGP)	Submit necessary reports based on DO 47, s. 2014 such as but not limited to Approved General Plan of Action (GPOA); Approved Resolutions, Minutes of Meetings, Financial Reports, Activity Proposals; Activity Completion Reports; School Memoranda and Election Report
	Initiate and implement at least one (1) community outreach/extension program/activity for the youth
	Participate in at least one (1) outreach/extension program/activities for the youth
	Initiate and implement at least three (3) Maka-Diyos program, project or activity
	Initiate and implement at least three (3) Maka-Tao program, project or activity
	Initiate and implement at least three (3) Makakalikasan program, project or activity
	Initiate and implement at least three (3) Makabansa program, project or activity
	Initiate and implement at least one (1) flagship program
	Forge partnership with stakeholders in support to Learner Government Program PPAs
	Conduct Peer Tutorial Services (Writing, Reading, Counting)
	Conduct school-based elections
	Conduct School-based leadership training
	Participate in the conduct of Brigada Eskwela
	Lead the organization of all school clubs and organization
	Facilitate and lead the conduct of general assembly of all school clubs and organizations
	Participation in the National Student's Day (Maka-Tao)



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