



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF TUGUEGARAO CITY

SGOD - 2020 - 040

February 11, 2020

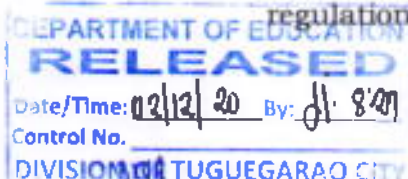
DIVISION MEMORANDUM

No. 040, s. 2020

CONDUCT OF MONITORING, EVALUATION AND VALIDATION OF STUDENT GOVERNMENT PROGRAM AND CAREER GUIDANCE PROGRAM

To: Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 Public Schools District Supervisors
 Education Program Supervisors
 All Public Elementary and Secondary Schools

1. Pursuant to Department of Education (DepEd) Order 47 s. 2014 entitled Constitution and By-Laws of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in Elementary and Secondary Schools, and Office of the Undersecretary for Administration (OUA) Memorandum 09-0719-023 entitled Guidelines on the Utilization of Senior High School Career Guidance Program (CGP) Modules and Reporting System, this Office through the School Governance and Operations Division (SGOD) – Youth Formation Program Unit will conduct a monitoring, evaluation and validation of implementation of Student Government Program (SGP) and CGP starting February 19 – March 27, 2020 (see attached schedule).
2. The objectives of this activity is to ensure that all mandated programs, projects and activities under the SGP are being implemented and to validate the delivery of CGP modules in schools.
3. The following forms shall be used during the conduct of the aforementioned activity:
 - a. Pupil/Student Government Program Monitoring Tool (FM-SGO-YFP-001)
 - b. Career Guidance Program Monitoring Tool (FM-SGO-YFP-003)
 - c. Pupil/Student Government Program Monitoring Tool for Clubs and organizations
4. Travel and other allowable expenses shall be charged against local funds subject to the usual accounting and auditing policies, rules and regulations.



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5. Immediate dissemination and compliance with this Memorandum is desired.


REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encl: as stated
Reference: DO 47 s. 2014
OUA Memo 09-0719-0236

To be indicated in the Perpetual Index
Under the following subjects:
SCHOOL
STUDENT

SGOD/gmd/jsc



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SCHEDULE OF SCHOOL VISIT

SCHOOL	No. of Clubs	Date of Visit
Dadda Elementary School	7	February 19-25, 2020
Tagga-Dadda Elementary School	7	
Gosi Elementary School	6	
Libag Elementary School	7	
Namabbalan Elementary School	2	
Tuguegarao East Central School	15	
Gosi High School	21	
Balzain East Elementary School	9	February 26-28, 2020
Carig Integrated School	9	
Carig Norte Elementary School	2	
Pengue-Ruyu Elementary School	2	
Capatan Elementary School	8	
Larion Alto Elementary School	8	
Larion Bajo Elementary School	2	
Linao Elementary School	2	March 17-19, 2020
Tuguegarao Northeast Central School	9	
Linao National High School	19	
Buntun Elementary School	2	
Cataggaman Elementary School	7	
Cataggaman Nuevo Elementary School	2	
Pardo Elementary School	8	
San Gabriel Elementary School	2	
Tuguegarao West Central School	6	
Ugac Elementary School	6	
Cataggaman National High School	13	March 24-27, 2020
Tuguegarao City Science High School	27	
Anafunan Elementary School	7	
Atulayan Elementary School	8	
Bagay Elementary School	2	
Caritan Norte Elementary School	4	
Pallua Elementary School	7	
Tuguegarao North Central School	2	
Cagayan National High School	56	March 24-27, 2020
Tuguegarao City West High School	13	



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PUPIL/STUDENT GOVERNMENT PROGRAM

Monitoring Tool

SCHOOL:	SCHOOL ID:
SCHOOL HEAD:	SPG/SSG ADVISER:
CLUSTER:	SPG/SSG PRESIDENT:
CONTACT NO.:	DATE:
STUDENT GOVERNMENT TYPE:	
<input type="checkbox"/> SUPREME PUPIL GOVERNMENT (SPG) <input type="checkbox"/> SUPREME STUDENT GOVERNMENT (SSG)	

		Evident	Not Evident	Remarks
1	Student Handbook that includes DO No. 47, s. 2014 (Constitution and By-Laws of the SPG and SSG) and DO No. 11 s. 2016 (Additional Guideline to DO No. 47, s. 2014)			
2	Annual Implementation Plan/Action Plan aligned to DO No. 49, s. 2011			
3	DepEd Core Values in the SPG/SSG Action Plan			
	a. Makadiyos			
	b. Makatao			
	c. Makakalikasan			
	d. Makabansa			
	e. Drug Prevention Program			
4	MOVs of the conducted School YFP-related PPAs			
	a. Proposals			
	b. Minutes of the meeting			
	c. Resolution			
	d. Financial report			
	e. Terminal/Narrative/Accomplishment report			
5	List of recognized pupil/student organizations or clubs.			

Monitored by:

Conformed:

Noted by:

Project Development Officer I

SPG/SSG President

Teacher-Adviser/School



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CAREER GUIDANCE PROGRAM
 Monitoring Tool

SCHOOL:		SCHOOL ID:							
SCHOOL HEAD:		CAREER GUIDANCE ADVOCATE:							
CLUSTER:		NO. OF STUDENTS:							
CONTACT NO.:		DATE:							
Email Add.:									

PART I

	Evident	Not Evident	Remarks
Action Plan			
Accomplishment Report			
Compilation of Accomplished Monitoring Tools			
a. School-based CGP Monitoring Tool			
b. CGP Modules Monitoring Tool (Unnumbered Memorandum dated July 1, 2019 titled Guidelines of the Utilization of SHS Career Guidance Program Modules and Reporting System)			
List of teachers with advisory class			
Compiled CGP Modules			





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PART 2

A. Grade 11 Module

Career Guidance Seminar (Ref. DepEd Memorandum No. 165, s. 2017)	Conducted		Not Conducted		Remarks	
	No. of Classes	Implementation Date	No. of Classes	Implementation Date	Issues	Resolution
a. Module 1 – Road to the Right Choice						
b. Module 2 – Releasing the Power Within						
c. Module 3 – Reaffirming the Chosen Track						
d. Module 4 – Fit Me Right						
e. Module 5 – Rising Toward the Reality of My Dreams						
f. Module 6 – Up, Up in the Ladder of My Career						
g. Module 7 – Beginning the Journey Where I Am						
h. Module 8 – I Plan To Succeed						

B. Grade 12 Module

Career Guidance Seminar (Ref. DepEd Memorandum No. 165, s. 2017)	Conducted		Not Conducted		Remarks	
	No. of Classes	Implementation Date	No. of Classes	Implementation Date	Issues	Resolution
a. Module 1 – Entering the Exits						



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b. Module 2 – Discovering the C						
c. Module 3 – The Choice of Choosing						
d. Module 4 – Myself in Other’s Shoes						
e. Module 5 – Future Combo, Activate						
f. Module 6 – Keep me Balanced						
g. Module 7 – Version of Me 2.0						
h. Module 8 – Empower to Take Off						

Monitored by:

Conformed:

Noted by:

Project Development Officer I

Career Guidance Advocate

School Head



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PUPIL/STUDENT GOVERNMENT PROGRAM
(CLUB/ORGANIZATIONS)

Monitoring Tool

SCHOOL:		SCHOOL ID:		
SCHOOL HEAD:		CLUB/ORGANIZATION ADVISER:		
CLUB/ORGANIZATION:		CLUB/ORGANIZATION PRESIDENT:		
CONTACT NO.:		DATE:		
		Evident	Not Evident	Remarks
1	Constitution and By-Laws			
2	General Plan of Action			
3	DepEd Core Values in the SPG/SSG Action Plan			
4	List of Officers			
5	List of Members			
6	Assignment Order of Teacher-Adviser			
7	MOVs of the conducted School YFP-related PPAs			
	a. Proposals			
	b. Minutes of the meeting			
	c. Resolution			
	d. Financial report			
	e. Terminal/Narrative/Accomplishment report			

Monitored by:

Conformed:

Noted by:

Project Development Officer I

Club/Organization President

Teacher-Adviser/School



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