



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

February 3, 2021

**DIVISION MEMORANDUM**

No. 031, s. 2021

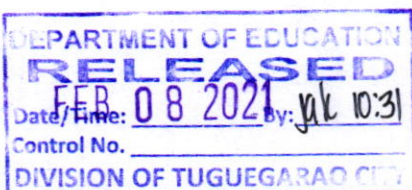
**DIVISION LEVEL RECOGNITION OF SCHOOL CLUBS AND ORGANIZATIONS**

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

1. This Office highly encourages the submission of reports through paperless and online transaction due to health restrictions and limited movement brought about the pandemic. Hence, all schools are directed to register and submit the online pertinent documents of their clubs and organizations for the division level recognition.
2. For registration, the following documents must be uploaded in the link [bit.ly/TugClub2021](http://bit.ly/TugClub2021) not later than February 19, 2021:
  - a. Club/Organization Registration Form
  - b. Constitution and By-Laws (for new clubs)
  - c. Accomplishment Report (for old clubs)
  - d. Assignment Order of adviser
  - e. List of Officers or Members
  - f. General Plan of Action
3. Attached are the following documents:
  - a. School Club / Organization Primer
  - b. Registration Form
4. For dissemination and compliance.

**REYNANTE Z. CALIGUIRAN**

Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



SGOD-02-0010



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Encl: as stated  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:  
SCHOOL STUDENTS

SGOD/gmd/jsc



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**School Clubs and Organizations  
PRIMER**

School clubs and organizations are student-based school organizations, consisting of administration-approved organizations functioning with innumerable tasks, varying on the specific purpose of each respective club.

In the recent years, elementary and secondary clubs and organizations were recognized by submitting pertinent documents in the Division Office. But due to the current situation and existence of pandemic, face-to-face submissions and physical presence are not advised. To continue the project, other modality will be used in submitting permanent documents.

With this enhanced project, all public elementary and secondary clubs and organizations are required to apply to the Division Office via online platform. Pertinent Documents will be uploaded in the link provided for registration ([bit.ly/TugClub2021](http://bit.ly/TugClub2021)). Only those approved by the Division Office shall be recognized as school clubs and organizations and can join in different awards and recognitions conducted by the Youth Formation Program Unit.

### Objectives

The objectives are the following:

1. Pertinent Documents are submitted for information and guidance to govern their operations;
2. Database of Clubs and Organizations shall be established;
3. Division Office can oversee the advocacy activities of the schools on Youth Formation Program; and
4. Guide for division-level recognition and awards programs for outstanding school organizations, officers and advisers.

### Process Flow

#### a. Phase 1: Registration

##### a.1 Online Registration

- A link will be provided for schools to upload the necessary documents such as Registration Form, Constitution and By-Laws or Accomplishment Reports, Assignment Order of Teachers, List of Members, List of Officers etc. for registration.

##### a.2 Evaluation of Documents

- The Project Development Officers will evaluate the submitted documents for approval.

##### a.3 Approval or Disapproval of Club/Organization



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