



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

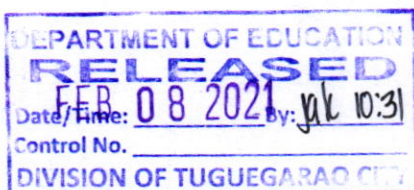
DIVISION LEVEL RECOGNITION OF SCHOOL CLUBS AND ORGANIZATIONS

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 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



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	1

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

SGOD/gmd/jsc



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	2



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

**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). 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



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net



SCD-02-001

- Upon evaluation if all submitted documents are complete, a confirmation via Email will be sent to the adviser and their respective Supreme Pupil/Student Government. Club no., Certificate of Registration and link of YFP Google Drive Folder will also be given. For incomplete documents, an Email will be sent disapproving their application.

b. Phase 2: Uploading of Data in the YFP Portal

- The Project Development Officers will upload necessary documents of the recognized clubs in the established YFP Portal.

c. Phase 3: Reporting

c.1 Submission of Reports

- Club/Organization Officers and/or teacher-Advisers will submit their accomplishment reports online (Assigned Google Drive Folder per Club).

c.2 Monitoring and Evaluation

- The Project Development Officers will monitor and evaluate the programs, projects and activities of clubs/organizations thru the submitted accomplishment reports.

c.3 Provision of Technical Assistance

- The Project Development Officers will provide online or face-to-face technical assistance to clubs/organizations if necessary.

d. Phase 4: Awards and Recognition

- Awards and recognitions will be conducted and be given to registered clubs/organizations.





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

SCHOOL CLUB / ORGANIZATION APPLICATION FORM

School Year: _____

____ New Application		____ Renewal Application	
Name of Organization			
Category	<input type="checkbox"/> Subject-related	<input type="checkbox"/> Athletic/Game	<input type="checkbox"/> Special Interest
	<input type="checkbox"/> Culture & Arts	<input type="checkbox"/> Others: _____	
School			
Name of Adviser			
Email Address		Contact Number	
Name of President			
Email Address		Contact Number	

Attached are the following supporting documents required for Supreme Pupil/Student Government, School head and Division's Recognition:

- | | |
|--|---|
| <input type="checkbox"/> Organization/Club's Constitution and By-Laws | <input type="checkbox"/> General Plan of Action |
| <input type="checkbox"/> Accomplishment Report of previous School Year | <input type="checkbox"/> List of Elected Officers |
| <input type="checkbox"/> Assignment Order of Teacher-Adviser | <input type="checkbox"/> List of Members |

We hereby assemble this Organization/Club and agree to fulfill the mission and purpose for which it was established to the best of our abilities.

 Signature over printed name of Club President
 Date: _____

 Signature over printed name of Club Adviser
 Date: _____

SCHOOL LEVEL (Assessment and Endorsement):

- All documentary requirements complied
- Returned to applicant due to:
- Incomplete documentary requirements
 - Need revision(s) Please see corrections/feedbacks on the supporting documents
- Endorsed for approval

 Signature over printed name of SPG/SSG President
 Date: _____

 Signature over printed name of SPG/SSG Adviser
 Date: _____

Recommending Approval:

 Signature over printed name of School Head

DIVISION LEVEL:

School Club/Organization ID number: _____

Approved:

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



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: depedtuguegarao.net

