



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

October 13, 2021

DIVISION MEMORANDUM

No. 217, s. 2021

**UPDATED YOUTH FORMATION PROGRAM TEMPLATES TO BE
USED IN SCHOOLS**

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. Pursuant to Department of Education (DepEd) Memorandum 55 s. 2021 entitled **Recommended Programs, Projects and Activities of the Student Government for School Year (SY) 2021- 2022**, Office of the Under Secretary for Administration (OUA) Memorandum 00-0821 – 0140 entitled **Interim Guidelines on Student Government Election for SY 2021 – 2022 Under the New Normal** and Division Memorandum no. 177 s 2019 entitled **Utilization of Youth Formation Program (YFP) Templates in Schools**, all clubs and organizations, including Supreme Student Government (SSG) and Supreme Pupil Government (SPG) in public schools are required to adopt the different YFP templates for uniformity purposes.
2. Attached are the following templates (Forms can be downloaded at bit.ly/YFPTemplates) :
 - a. General Plan of Action (GPOA)
 - b. Project / Program / Activity Proposal
 - c. Minutes of the Meeting
 - d. Resolution
 - e. Terminal / Narrative / Accomplishment Report
 - f. Annual Accomplishment Report (AAR)
 - g. Monthly Financial Report
 - h. Approved and Recognized Clubs and Organization
 - i. Club / Organization Application Form



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



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3. Immediate and wide dissemination of this Memorandum to all concerned is desired.


REYNANTE Z. CALIGUIRAN

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

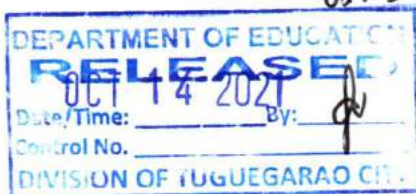
Encl: as stated
Reference: DepEd Memo 55 s. 2021
OUA Memo 00 – 0821 – 0140
Div Memo 039 s. 2021

To be indicated in the Perpetual Index

Under the following subjects:

CLUB	PUPILS
ORGANIZATION	SCHOOL
PROGRAM	STUDENTS

SGOD/gmd/jsc



SGOD-10-26



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Republic of the Philippines
Department of Education
(NAME OF SCHOOL)
(NAME OF CLUB)

ACCOMPLISHMENT REPORT

Title of Activity:	
Date	
Venue	
No. of Participants	

I. RATIONALE

II. OBJECTIVES:

a. _____;

b. _____; and

c. _____.

III. NARRATIVE

IV. DOCUMENTATION (Pictures. Max of 8 ONLY)

--

V. FINANCIAL REPORT

Source of Fund	
Total Expenses	
Expenditures	

Prepared by:

Club / Organization President
Signature Over Printed Name

Reviewed by:

Club / Organization Teacher-Adviser
Signature Over Printed Name

Noted:

Principal / School Head
Signature Over Printed Name

Republic of the Philippines
Department of Education
 (NAME OF SCHOOL)
 (NAME OF CLUB)

MINUTES OF THE MEETING

Meeting	
Venue	
Date	
Attendees	Chair: Present: 1. _____ 2. _____ 3. _____ Absent: 1. _____ 2. _____
Agenda	a. _____; b. _____; and c. _____
Call to Order	
Review of the Minutes of the Previous Meeting	
Meeting Proper	Discussion / Agreement / Assignment / Reminders / Recommendations:
Adjournment:	

Prepared by:

 Club / Organization Secretary
 Signature Over Printed Name

 Club / Organization President
 Signature Over Printed Name

Reviewed by:

 Club / Organization Teacher - Adviser
 Signature Over Printed Name

Noted by:

 Principal / School Heads
 Signature Over Printed Name

Republic of the Philippines
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(NAME OF CLUB)

FINANCIAL REPORT

Month: _____

I. SOURCE OF FUND

	Source of Fund	Amount
1		
2		
3		
4		
	TOTAL	

II. EXPENSES

	Activity	Amount
1		
2		
3		
4		
	TOTAL	

III. BALANCE

Total Source of Fund
Less: Total Expenses
BALANCE

Prepared by:

Club / Organization Treasurer
Signature Over Printed Name

Club / Organization President
Signature Over Printed Name

Reviewed by:

Club / Organization Teacher - Adviser
Signature Over Printed Name

Noted by:

Principal / School Heads
Signature Over

Republic of the Philippines
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(NAME OF SCHOOL)
(NAME OF CLUB)

PROPOSAL

Title	
Date	
Venue	
Expected Participants	

VI. RATIONALE

VII. OBJECTIVES:

- d. _____;
- e. _____; and
- f. _____.

VIII. PROPOSED BUDGET

Source of Fund	
Total Budget Estimate	
Expenditures	

Prepared by:

Recommending Approval

Club / Organization President
Signature Over Printed Name

Club / Organization Teacher-Adviser
Signature Over Printed Name

Approved:

Principal / School Head
Signature Over Printed Name

Republic of the Philippines
Department of Education
(NAME OF SCHOOL)
(NAME OF CLUB)

RESOLUTION no. 20__ - 0__
(Title)

WHEREAS, _____

WHEREAS, _____

WHEREAS, _____

NOW, THEREFORE BE IT RESOLVED, _____

Prepared by:

Club / Organization Secretary
Signature Over Printed Name

Budget Availability:

Club / Organization Treasurer
Signature Over Printed Name

Noted:

Club / Organization President
Signature Over Printed Name

Recommending Approval:

Principal / School Heads
Signature Over Printed Name

Approved:

Principal / School Heads
Signature Over Printed Name

Republic of the Philippines
Department of Education
 (NAME OF SCHOOL)
 (NAME OF CLUB)

ANNUAL ACCOMPLISHMENT REPORT (AAR)

School Year: _____

Region: Region II
 Division: SDO Tuguegarao City

School Name: _____
 School ID: _____

Program, Projects and Activities	Key Performance Indicator	Involved Individuals /Group	Time Frame	Accomplishment		Status (Completed, On-Going, Deferred)
				Target	Actual	
Maka-Diyos:						
Maka-Tao:						
Maka-Kalikasan:						
Maka-Bansa:						

School Address:
 School Contact:
 Number:
 E-Mail Address:

Prepared by:

Recommending Approval

Noted by:

 Club / Organization President
 Signature Over Printed Name

 Club / Organization Teacher-Adviser
 Signature Over Printed Name

 Principal / School Head
 Signature Over Printed Name

Republic of the Philippines
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 (NAME OF SCHOOL)
 (NAME OF CLUB)

GENERAL PLAN OF ACTION

School Year: _____

Region: Region II
 Division: SDO Tuguegarao City

School Name: _____
 School ID: _____

Program, Projects and Activities	Objectives	Strategies	Time Frame	Resources			Expected Output
				Human	Material	Proposed Budget	
Maka-Diyos:							
Maka-Tao:							
Maka-Kalikasan:							
Maka-Bansa:							

School Address:
 School Contact:
 Number:
 E-Mail Address:

Prepared by:

Recommending Approval

Noted by:

 Club / Organization President
 Signature Over Printed Name

 Club / Organization Teacher-Adviser
 Signature Over Printed Name

 Principal / School Head
 Signature Over Printed Name



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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"/> Annual Accomplishment Report of previous School Year | <input type="checkbox"/> List of Elected Officers |
| <input type="checkbox"/> Assignment Order of Teacher-Adviser | <input type="checkbox"/> Approved and Recognized Clubs
<small>(for SPG and SSG ONLY)</small> |

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



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