



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

October 4, 2022

**DIVISION MEMORANDUM**

No. 210, s. 2022

**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. Division Level Recognition of School Clubs and Organization is a Division's initiative where all public elementary and secondary school clubs and organizations are required to apply to the Division Office for the updating of school club / organization list and databank.
2. Anent thereto, all schools are directed to register and submit the pertinent documents of their clubs and organizations online for division level recognition.
3. For registration, the following documents must be uploaded in the link [bit.ly/TugClub2223](https://bit.ly/TugClub2223) not later than November 29, 2022:
  - a. Club/Organization Registration Form
  - b. Constitution and By-Laws (for new clubs)
  - c. Accomplishment Report (for old clubs)
  - d. Assignment Order of teacher-adviser
  - e. List of Officers; and
  - f. General Plan of Action
4. The Project Development Officer – Youth Formation Program Coordinators (PDO – YFPC) shall coordinate, monitor and provide technical assistance to schools with regard to the creation and preparation of documents for the recognition of school clubs and organizations.
5. Expenses incurred in the conduct of the SY 2022 – 2023 student organizations' elections shall be charged to School Maintenance and Other Operating Expenses (MOOE) or other available funds subject to the usual accounting and auditing rules and regulations.
6. Attached are the following documents:
  - a. School Club / Organization Primer
  - b. Registration Form



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

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7. For more information, questions and concerns, please contact Ms. Ma Josephine Angela S. Cacacho, PDO I – YFPC, via email address [youth.tuguegarao@deped.gov.ph](mailto:youth.tuguegarao@deped.gov.ph)

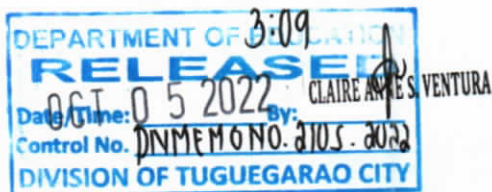
8. Immediate and wide dissemination of this Memorandum is desired

  
**REYNANTE Z. CALIGUIRAN**  
Schools Division Superintendent

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

SGOD/gmd/jsc

SGOD-10-11



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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/TugClub2223](https://bit.ly/TugClub2223)). 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**

- 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.

**Expected Clubs / Organization and their Legal Bases**

	<b>LEVEL</b>	<b>NAME OF CLUB / ORGANIZATION</b>	<b>LEGAL BASES</b>
1	Elementary	Supreme Pupil Government	DepEd Order 47 s. 2014
2	Secondary	Supreme Student Government	DepEd Order 47 s. 2014
3	Elementary and Secondary	Youth for Environment in Schools – Organization	DepEd Order 72 s. 2003
4	Elementary and Secondary	We Advocate Time Consciousness and Honesty (WATCH) club	DepEd Memo 410 s. 2009
5	Secondary	Barkada Kontra Droga	DepEd Memo 128 s 2012
6	Secondary	Youth Entrepreneurial and Cooperatives in School Club (YECS)	DepEd order 109 s. 1999
7	Secondary	Student Technologist and Entrepreneurs of the Philippines (STEP)	DepEd Order 44 s. 2001
8	Secondary	Debate Council	Letter Endorsement and Recommendation of Hon. Atty. Mary Marjorie P. Martin Chan



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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"/> 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**  
Schools Division Superintendent



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