



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



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Division Memorandum
No. 403 s. 2016

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Deped-MALAYBALAY CITY DIVISION
RELEASED
Date: AUG 04 2016 Time: 10:30
By: *[Signature]*

TO : Chief Education Supervisor SGOD & Staff
Chief Education Supervisor CID & Staff
Public Schools District Supervisors
Public & Private Secondary School Heads
SSG/SBO Advisers
All Other Concerned

FROM : *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE : August 1, 2016

SUBJECT : **INDUCTION AND OATH-TAKING CEREMONY OF MALAYBALAY CITY DIVISION SUPREME STUDENT GOVERNMENT (SSG) FEDERATION OFFICERS AND LEADERSHIP TRAINING OF SSG OFFICERS WITH THE SSG ADVISERS**

1. Pursuant to DepEd Order no. 49, s. 2011 **Mandated Programs, Projects and Activities of the Supreme Student Government**, this Office invites all elected SSG officers with the SSG advisers to attend the Induction of SSG Federation and Leadership Training of SSG officers on August 13, 2016 (Saturday) to August 14, 2016 (Sunday).
2. A registration fee of Php300 will be charge to cover the expenses for meals and snacks and other training expenses for 2 days. Transportation and other incidental expenses of the participants shall be charged to SSG funds/PTA funds and other local funds subject to the usual accounting and auditing rules and regulations.
3. Participants to this activity are requested to bring the following:
 - a. Morning snack and pack lunch during the 1st day of training
 - b. Sleeping tent and beddings (sleeping mat, pillow & blanket)
 - c. Drawing and writing materials (pentel pen, pencils, coloring materials bond paper, etc.)
 - d. Toiletries (Soap, shampoos, toothpaste etc.)
 - e. Eating Utensils (spoon, fork, plate & glass)
4. For confirmation and further inquiries, please contact the Education Program Specialist-II in Social Mobilization with mobile number 0926-600-4421 or through e-mail address: marsfifth_mamawag@yahoo.com
5. Wide and immediate dissemination of this Memorandum is desired.



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**INDUCTION AND OATH-TAKING CEREMONY OF THE SSG FEDERATION OFFICERS
AND LEADERSHIP TRAINING OF SSG OFFICERS WITH THE SSG ADVISERS**

**Bangcud National High School
Bangcud, Malaybalay City
August 13-14, 2016**

Over-all Chairperson : **LORENZO O. CAPACIO, Ed.D**
Chief Education Supervisor – SGOD

Co – Chairpersons : **PERLITA B. WALES**
SEPS

MARSFIFTH M. MAMAWAG
EPS II – SSG/SPG In-Charge

Members : **SGOD STAFF**
SSG FEDERATION OFFICERS/ADVISERS
SSG ADVISERS

COMMITTEE	IN-CHARGE/PERSON INVOLVED	DUTIES & RESPONSIBILITIES
1. Registration/Attendance	Chairman- Perlita B. Wales Co- Chairman- Angelina A. Cacharo, PhD Members: Dian Villanueva Franckish Cruz-SSG Treas.	1.To take charge of the registration of the participants 2.To follow up the attendance of the participants 3.To issue receipt to the participants
2. Accomodation/Meals & Snacks	Chairman – Marsfifth M. Mamawag Co-Chairman – Arlene Doydora Members: SSG Federation Officers	1.To provide sleeping quarter to the participants 2.Provide meals and snacks to the participants
3. Program/CA/Certificates of Recognition/Participation	Chairman- Vicente G. Sanmiguel Co-Chairman – Jade Grace Cabañelez Members: Ben Hannon Sarilla Margie Domingo	1.To prepare forms of communications to participants, inducting officer, speakers and visitors
4. Logistics/Sound System/Documentation	Chairman- Ferdinand V. Mortera Co-Chairman- Jimdandy S. Lucine Members: Arlene Doydora Maribel Saavedra Lovella Guirre	1.To take charge on the sound system 2.To record and document the entire coverage of the training
5. Health & Safety	Chairman-Nancy L. Dequito Co-Chairman- Jimdandy Lucine Members: Nurses/BdNHS Clinic In-Charge	1.To ensure safety to all participants 2.To promote health and provide first aid medicines as needed 3.To coordinate with the DRRM in case of emergency
6. Hall Preparation	Chairman – Rosalio P. Arangco Members: Lou Ann Viado Eva Grace Normor Julie Ann Callanta	1.To prepare the session hall before the activity starts 2.To ensure conducive learning of participants
7. Training Materials/Supplies	Chairman- Marsfifth M. Mamawag Members: Dian Villanueva Elsa Roa SSG Federation Officers	1.To make sure that the participants are provided with training materials/supplies

<p>8. Technical Working Group</p>	<p>Chairman- Perlita B. Wales Members: Daisyline Flores Richard Ramos Misty Cagmat Wendy Lou Bamba</p>	<p>1.To prepare necessary activities for capability building of participants 2. To ensure smooth sailing of activities</p>
<p>9. Billeting Quarter/ Housekeeping</p>	<p>Chairman-Angelina A. Cacharo Co-Chairman-Arlene Doydora Members: Elsa Roa Wendy Lou Bamba Nora Mayo Apple Joy Lenes Meridel Latras</p>	<p>1.To prepare the billeting quarter of participants 2.To check the functionality of comfort rooms and provisions of water 3. To ensure the cleanliness and orderliness of the quarter before and after the training</p>
<p>10. Session Hall/Ground Housekeeping</p>	<p>Chairman- Jimdandy Lucine Co-Chairman- Maribel Saavedra Members: Lou Ann Viado Eva Grace Normor Lilibeth Nieves Katherine Dumindin Ruth Galamiton</p>	<p>1. To check and follow-up the cleanliness of the area after the training.</p>