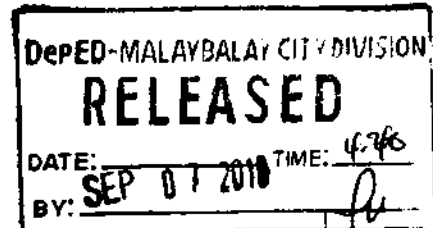




Department of Education
Region X - Northern Mindanao
Division of Malaybalay City

DIVISION MEMORANDUM

No. 409, s. 2018



TO : Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads
All Others Concerned
This Division

FROM :  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE : September 4, 2018

RE : SUBMISSION OF OPERATIONAL RECOGNIZED CLUBS AND ORGANIZATIONS IN SCHOOLS

For data gathering purposes all elementary and secondary school heads are hereby informed to submit list and action plan of operational recognized clubs and organizations in school for SY 2018-2019 through email at lucilyn.cahucom@deped.gov.ph following the attached template on or before September 17, 2018.

Queries relative to this can be relayed to Lucilyn M. Cahucom, PDO1 at 09551259232.

Encl.:

As stated

Copy furnished:

Records Unit

SGOD/lmc

TO BE POSTED IN THE DIVISION WEBSITE



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



Sayre Highway, Purak 6, Casisang, Malaybalay City
 Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net

Name of School: _____ School Head: _____

Club and Organization	Club Adviser	Contact No.	Club Officers	Contact No.
			President:	
			Vice-President:	
			Secretary:	
			Treasurer:	
			Auditor:	
			PIO:	
			President:	
			Vice-President:	
			Secretary:	
			Treasurer:	
			Auditor:	
			PIO:	
			President:	
			Vice-President:	
			Secretary:	
			Treasurer:	
			Auditor:	
			PIO:	

Suggested Action Plan Template

Objectives	Activities	Time Frame	Person Involved	Resources Needed	Remarks

Prepared by:

Attested:

Club Adviser

School Head