



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM 2021-01-035  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: \_\_\_\_\_ TIME: 3:27  
 BY: \_\_\_\_\_  
 JAN 20 2021 *glaw*

Division Memorandum  
 No. 035 series of 2021

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

FROM : **VICTORIA V. GAZO, PhD, CESO V**  
 Schools Division Superintendent

DATE : **January 28, 2021**

SUBJECT : **VIRTUAL CAPACITY BUILDING ON PARLIAMENTARY PROCEDURE FOR  
 TEACHER-ADVISER AND SUPREME STUDENT LEADERS**

1. Pursuant to DepED Order No. 79, s. 2009 re: Revised Standard Constitution and By-Laws of the Supreme Student Government in Secondary Schools, this Office will conduct virtual capacity building on parliamentary procedure for teacher-adviser and Supreme Student Government (SSG) Officers on February 5, 2021 at 8:00 a.m. via zoom.
2. Participants are requested to register on or before February 4, 2021 to the link below. Moreover, secondary school heads and teacher-advisers are requested to provide necessary technical support, if needed, to achieve maximum participation of all the officers.  
  
<https://docs.google.com/forms/d/e/1FAIpQLSev47hEc1sQ7m7GWMi5vLjFJCRvWKLpxnysY8TXvjxQ607eSA/viewform>
3. Expenses to this activity shall be charged to school funds and Learner Support Program funds subject to the usual accounting and auditing rules.
4. Queries relative to this can be relayed to Lucilyn M. Cahucom, PDO1 at 0955-125-9232.

Copy furnished:  
 Records Unit  
 SGOD/lmc

