



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

ORD-2024- 1037

**To :** **MARIA EVALOU CONCEPCION A. AGUSTIN**  
 Schools Division Superintendent, Makati City  
**CYNTHIA L. AYLES**  
 Schools Division Superintendent, Marikina City  
**CARLEEN S. SEDILLA**  
 Schools Division Superintendent, Quezon City  
 All Others Concerned

**FROM :** **OFFICE OF THE REGIONAL DIRECTOR**

**SUBJECT :** **INVITATION TO PARTICIPATE IN THE VALIDATION OF THE POLICY GUIDELINES ON THE OPERATIONALIZATION OF SCHOOL CLUBS AND ORGANIZATIONS IN BASIC EDUCATION**

**DATE :** October 10, 2024

1. Pursuant to Memorandum No. DM-OASOPS-2024-11-07925 dated September 17, 2024 of Atty Revsee A. Escobedo, Undersecretary for Operations, re: Invitation to Participate in the Validation of the Policy Guidelines on the Operationalization of the School Clubs and Organizations in Basic Education, the concerned Divisions are requested to send the following personnel for the conduct of the said event on October 14-18, 2024 at theHeart of the Mother Earth (HOME) Resort located at Brgy. Samara, Aringay, La Union :

Name	SDO
Lawrence S . Sedilla	Makati City
Dr. Elizalde Q. Cena	Marikina City
Risheill D. Guevara	Marikina City
Darryl C. Correa	Quezon City (Quezon City Science NHS)



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph



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Republic of the Philippines  
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NATIONAL CAPITAL REGION

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2. Participants are requested to register through this link : <https://forms.office.com/r/eZF2VzzGsy>.
3. Travel and other incidental expenses may be charged to local funds, Program Support Funds (PSF), Maintenance and Other Operating Expenses (MOOE), or other fund source/s subject to the existing auditing rules and regulations.
4. For further concerns, please coordinate with BLSS-YFD through email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).
5. Attached are the copy of the Guidelines on the Selection of Participants, Pre-Identified Participants and Indicative Program of Activities, for reference. Approved Advisory and Travel Guide will be sent via email.
6. Immediate dissemination of this Memorandum is desired.

**JOCELYN DR ANDAYA**  
Director IV

Enclosed : as stated



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Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)



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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2024-11-** *07925*

**TO :** Regional Directors  
Schools Division Superintendent  
Regional and Division Youth Formation Coordinators  
School Heads  
All Others Concerned

**FROM :** *[Signature]*  
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

*[Signature]*  
**DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations

**SUBJECT :** **INVITATION TO PARTICIPATE IN THE VALIDATION OF THE POLICY GUIDELINES ON THE OPERATIONALIZATION OF SCHOOL CLUBS AND ORGANIZATIONS IN BASIC EDUCATION**

**DATE :** September 17, 2024

The Operations Strand, through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), will conduct a **Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education** on **October 14–18, 2024**, in **La Union** (*exact venue is to be announced through an advisory*).

This activity aims to further refine the policy draft by gathering additional insights and recommendations from various field implementers to ensure the guidelines are comprehensive, responsive, and aligned with current educational needs. It will provide a platform for collaboration between various personnel from different governance levels.

In light of this, a **total of three representatives from each region: one from the regional office, one from the schools division office, and one from a school** are hereby requested to actively participate in the said activity. As such, the representatives shall meet the qualifications outlined in **Annex A**.

Additionally, an invitation is extended to the **13 school-based personnel** listed in **Annex B**. These individuals were among the first consulted during last year's interface sessions on the review and development of this policy, where valuable insights and contributions were demonstrated.

For confirmation of attendance, please have the designated representative complete the **online registration form** via this link: <https://forms.office.com/r/cZF2VzzGsy> on or before **October 2, 2024, Wednesday**. Failure to register by the set deadline will result in the non-receipt of the Certificate of Participation and Appearance during the activity proper. For reference, the Indicative Program of Activities is attached as **Annex C**.

Travel and other incidental expenses of the representatives shall be charged to Local Funds, Program Support Funds (PSF), Maintenance and Other Operating Expenses (MOOE), or other fund source/s subject to DepEd's existing rules and regulations.

For questions and/or concerns, your staff may contact the BLSS-YFD through email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

Immediate dissemination of and appropriate action for this Memorandum is desired.

[BLSS-YFD/RRDJBVA]

## Annex A.

### GUIDELINES ON THE SELECTION OF PARTICIPANTS

The selection of participants from the **Region, Division, and School-based Level** in the **Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education** shall adhere to the following guidelines listed below:

#### Regional Representative

- a. All Regional Youth Formation Coordinators (RYFCs) are automatically given slots to participate in the mentioned activity. In case of unavailability, an alternate may be designated.
- b. The alternate representative must receive an official endorsement from the respective RYFC. Should the chosen alternate representative originate from the Division or School level, the guidelines pertaining to this governance level shall be duly observed.
- c. Implemented mechanisms for operationalizing clubs and organizations, which may include the issuance of local policies on registration, accreditation, and other related processes.

#### Division Representative

- a. Designated as the Division Youth Formation Coordinator (DYFC) and shall be endorsed by their RYFC.
- b. Actively involved in the implementation of school clubs and organizations.
- c. It is preferred, but not required, to have attended BLSS-YFD data gathering and consultation sessions on after-school activities and school clubs and organizations to promote broader participation and ensure diverse insights.
- d. Implemented mechanisms through innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for school clubs and organizations.

#### School-Based Representative

- a. Identified by the Schools Division Superintendent and approved by the Regional Director.
- b. Actively involved in the implementation of school clubs and organizations.
- c. It is preferred, but not required, to have attended BLSS-YFD data gathering and consultation sessions on after-school activities and school clubs and organizations to promote broader participation and ensure diverse insights.
- d. Implemented mechanisms through innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for school clubs and organizations.

Kindly note that each region is expected to identify a total of **three (3) participants only**, encompassing the **RYFC or alternate, DYFC, and School-Level personnel**.

**Annex B.**

**PRE-IDENTIFIED PARTICIPANTS**

No.	Name	Region	School
1	Dr. Carina C. Untalasco	I	Calasiao Comprehensive NHS
2	Eloisa L. Dizon, PhD	II	Patul National High School
3	Yolanda M. Gonzales	III	Tarlac NHS
4	Nelbin Palao	IV-B	Marcelino A. Javarez NHS
5	Nerio Melano M. Sibulo III	V	Camaligan NHS,
6	Julie Ann T. Geguiento	VI	Talisay South ES
7	Noel L. Bayno	VII	South City Elementary School
8	Glendale Lamiseria	VIII	Burauen Comprehensive National High School
9	Ramil J. Magunot	XI	Baracatan National High School
10	Antonio D. Alberca	XI	Kalbay National High School
11	Soledad E. Copsiyan	CAR	Pines City NHS
12	Hazel P. Yabo	CARAGA	Amparo NHS
13	Darryl C. Correa	NCR	Quezon City Science NHS

*Note: In case of unavailability, an alternate may be designated.*

**Annex C.**

**INDICATIVE PROGRAM OF ACTIVITIES**  
**Validation of the Policy Guidelines on the Operationalization of**  
**School Clubs and Organizations**  
 October 14–18, 2024 | La Union

Day 1   October 14, 2024		
Time	Activity	Person-in-Charge
08:00 AM – 03:00 PM	Travel-in of Participants Registration	
03:00 PM – 03:15 PM	Opening Program Preliminaries	BLSS-YFD
03:15 PM – 03:20 PM	Welcome Message	<b>Dr. Miguel Angelo S. Mantaring</b> <i>Director IV, Bureau of Learner Support Services</i>
03:20 PM – 03:25 PM	Inspirational Message	<b>Dr. Dexter A. Galban</b> <i>Assistant Secretary for Operations</i>
03:25 PM – 03:30 PM	Rationale and Objectives	BLSS-YFD
03:30 PM – 4:00 PM	Ice Breaker GTKY Expectation Setting House Rules	BLSS-YFD
4:00 PM – 04:15 PM	Program Overview	BLSS-YFD
4:16 PM – 05:00 PM	Announcements and Pre-work Activity	BLSS-YFD
6:00 PM	Dinner	

Day 2   October 15, 2024		
Time	Activity	Person-in-Charge
07:00 AM – 08:00 AM	Breakfast	
8:00 AM – 8:15 AM	Preliminaries Ice Breaker	Assigned Group
8:15 AM – 09:15 AM	Context-Setting and Recap	BLSS-YFD
09:15 AM – 12:00	Validation and Critiquing – by Group <i>(Rationale, Scope, Definition of Terms, Policy Statement, Guiding Principles)</i>	BLSS-YFD
12:00 NN – 01:00 PM	Lunch	
01:00 PM – 02:30 PM	Validation and Critiquing – Plenary <i>(Rationale, Scope, Definition of Terms, Policy Statement, Guiding Principles)</i>	BLSS-YFD
02:30 PM – 05:00 PM	Validation and Critiquing – by Group <i>(Operating Procedures and Roles and Responsibilities)</i>	BLSS-YFD
06:00 PM	Dinner	

Day 3   October 16, 2024		
Time	Activity	Person-in-Charge
07:00 AM – 08:00 AM	Breakfast	
08:00 AM – 08:15 AM	Preliminaries Ice Breaker MOL	Assigned Group
08:15 AM – 12:00 NN	Continuation of Validation and Critiquing – by Group <i>(Operating Procedures and Roles and Responsibilities)</i>	BLSS-YFD
12:00 NN – 01:00 PM	Lunch	
01:00 PM – 05:00 PM	Validation and Critiquing – Plenary <i>(Operating Procedures and Roles and Responsibilities)</i>	
06:00 PM	Dinner	

Day 4   October 17, 2024		
Time	Activity	Person-in-Charge
07:00 AM – 08:00 AM	Breakfast	
8:00 AM – 08:15 AM	Preliminaries Ice Breaker MOL	Assigned Group
08:15 AM – 12:00 NN	Continuation of Validation and Critiquing – by Group <i>(Monitoring and Evaluation)</i>	BLSS-YFD
12:00 NN – 1:00 PM	Lunch	
1:00 PM – 4:00 PM	Continuation of Validation and Critiquing – Plenary <i>(Monitoring and Evaluation)</i>	BLSS-YFD
4:00 PM – 5:00 PM	Distribution of Certificates Photo-Op Session	BLSS-YFD
6:00 PM	Dinner	

Day 4   October 18, 2024		
Time	Activity	Person-in-Charge
7:00 AM – 8:00 AM	Breakfast	
8:00 AM – 12:00 NN	Consolidation of Gathered Insights	BLSS-YFD
12:00 NN – 1:00 PM	Lunch	
1:00 PM	Check-Out Travel-out of Participants	

Nothing follows.