



August 19, 2013

DIVISION MEMORANDUM
No. 468, s. 2013

**ORGANIZATIONAL AND PLANNING CONFERENCE OF THE DIVISION
FEDERATION OF SUPREME STUDENT GOVERNMENT (DFSSG)**

TO : OIC, Assistant Superintendents
Division Supervisors/Coordinators
Secondary School Heads
Heads, Private Secondary Schools

1. The **Supreme Student Government (SSG)** is the foremost co-curricular student organization authorized to operate and implement pertinent programs, projects and activities in schools nationwide. It aims to lay the groundwork for unity and cooperation among students by providing them venue where they can improve their leadership skills and abilities. It also seeks to train students to become better members of the society with the ideals and principles of participative democracy. More importantly, the organization intends to harness the student government as an important partner in achieving quality education and academic excellence.
2. In order to concretize the role of the Supreme Student Government, an organizational and planning conference is scheduled on September 5 – 6, 2013 to be hosted by Liloan National High School – Don Bosco Extension Campus. This is an overnight live in activity thus, all participants are advised to bring their own provisions for sleeping.
3. The said conference aims to:
 - a. Elect the federation's officers for SY 2013 – 2014;
 - b. Revisit and discuss the constitution and other existing policies of the organization;
 - c. Discuss the different mandated programs and activities of the organization;
 - d. Come up with the Division Program and Action Plan of Supreme Student Government for SY 2013 – 2014.
 - e. Devise a support mechanism for the attainment and realization of the programs as planned.

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com



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4. Participants to the conference are the duly elected municipal federation Presidents and Vice Presidents and the municipal focal person for SSG affairs who shall be selected from among the SSG Advisers of the municipality.

5. All participants to the conference are required to bring their municipal action plan collated from their subordinate organizations, strictly conforming to the mandated programs of the SSG nationwide. Sample formats are hereto attached for your easy reference and use.

6. A registration fee of SIX HUNDRED PESOS (P 600. 00) shall be collected to help defray expenses for the four (4) meals, four (4) snacks, venue, tokens, materials and other incidental and related expenses of the conference.

7. Registration fee, traveling and other incidental and related expenses in connection with the participants' attendance to the said conference shall be chargeable against the SSG/SEF/PTA funds/School MOOE subject to its availability and the usual accounting and auditing rules and regulations. Travelling and other incidental expenses of the Division representatives to the Conference shall be chargeable against division funds.

8. All participants shall converge at Liloan National High School before 8: 00 o'clock in the morning on September 5, 2013.

9. This Memorandum serves as Travel Order of the participants. Immediate dissemination of this Memorandum is enjoined.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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SUPREME STUDENT GOVERNMENT ANNUAL PLAN

Program Title _____

(Based on the SSG Mandated Programs. Use separate sheet/s per mandated program)

FOCUS AREA	SPECIFIC OBJECTIVES	PROGRAMS/ACTIVITIES	PERSON/S OR COMMITTEE INVOLVED	MATERIALS/FUNDS NEEDED	TIME FRAME (Expressed in Actual/Specific Date/s)	SUCCESS INDICATORS (Quantitative or Qualitative)

Reviewed by: _____

Approved by: _____

SSG President

SSG Adviser

School Principal

SUPREME STUDENT GOVERNMENT ANNUAL PLAN

Operating Budget for SY

Account Code	Account Name & Particulars	SY 2012 - 2013	SY 2013 - 2014	Remarks
STATEMENT OF INCOME AND RECEIPTS				
113 - 0101	SSG Due			
113 - 0102	SSG Income Generating Projects			
113 - 0103	Donations & Grants			
113 - 0104	Miscellaneous Income and Receipts			
STATEMENT OF DISBURSEMENT AND EXPENSES				
13 - 0201	SSG Operational Expenses			
201 - 001	Office Supplies			
201 - 002	Travel and Representation Expenses			
201 - 003	Expenses for Meetings/Conferences			
201 - 004	Miscellaneous Expenses			
13 - 0202	Mandated Program Support			
202 - 005	National and Local Greening Program			
202 - 006	Annual Brigada Eskwela			
202 - 007	Advocacy Program for K-12			
202 - 008	DORP Advocacy Programs			
202 - 008	Tutorial and Reading Services			
202 - 010	Advocacy Program of Anti-Drug Abuse Awareness			
202 - 011	Peer Counselling and Career Guidance Programs and Advocacy			
202 - 012	Advocacy Programs on Anti-Smoking and Alcohol Drinking			
202 - 013	Program on World Teachers' Day			
202 - 014	Leadership Training and Capability Building Program			
202 - 015	Education Week Program			
202 - 016	School Academic Programs			
202 - 017	School Sports and Cultural Activities			
202 - 018	Community Outreach Program			

2013 - 0203	Capital Outlay Projects		
0203 - 001			
0203 - 002			
0203 - 003			
0203 - 004			
0203 - 005			
0203 - 006			
0203 - 007			
0203 - 008			

Prepared by: _____ Reviewed by: _____ Approved: _____

SSG Committee on Budget & Finance _____ SSG Vice President & Program Head _____ SSG President & Chief Executive Officer _____

Approved for School Implementation

School Principal

- Supporting documents
- SSG Officers Budget Resolution
 - Proof of Consultation
 - SSG Annual Plan
 - Program Calendar
 - Budget Message of the SSG President Outlining the SSG Thrust for the School Year