

September 26, 2014

DIVISION MEMORANDUM No. 481, s. 2014

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

TO

Assistant Schools Division Superintendents

Division Supervisors/Coordinators

Secondary School Heads

Heads, Private Secondary Schools

- 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 30, 2014 at the 4th Floor of Golden Valley Hotel, Pelaez St., Cebu City (near USC Main Campus).
- 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. Devise a support mechanism for the attainment and realization of the programs as planned.

Website: www.depedcebuprovince.com

E-mail Add: depedcebuprovince@vahoo.com

Telephone Numbers:

Schools Division Superintendent:

(032) 255-6405 (032) 414-7457

Asst. Schools Division Superintendent:

Accounting Section:

(032) 254-2632

Disbursing Section: Admin/Legal:

(032) 255-4401

(032) 253-7847

acol; 9-30-14 850 AM

- 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 <u>SIX HUNDRED PESOS (P 600. 00)</u> shall be collected to help defray expenses for the meal, two (2) snacks, venue, 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 InSET funds**.

8. This Memorandum serves as **Travel Authority** 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)

	Prepared by:	KEY FOCUSED AREA
SSG President		SPECIFIC OBJECTIVES
	Reviewed by:	PROGRAMS/ACTIVITIES
SSG Adviser		PERSON/S OR COMMITTEE INVOLVED
	Approved by:	MATERIALS/ FUNDS NEEDED
School Principal		TIME FRAME (Expressed in Actual/Specific Date/s)
2		SUCCESS INDICATORS (Quantitative or Qualitative

MONITORING AND EVALUATION SHEET Program Title

(Based on the Mandated Programs of SSG)

SSG President	Prepared by:																
SSG Adviser																	Accomplishment
Schoo	Noted:	4															
School Principal																	Recommendations

SUPREME STUDENT GOVERNMENT CALENDAR OF CTIVITIES SY ______

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REMARKS		ACTIVITIES	S S S S S S S S S S S S S S S S S S S	DATES
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	Operating Budget for SY
Account Code	SV 2013 - 2014 CV 2014 2015
	OF INCOME AND RECEIPTS
2013 - 0101	
2013 - 0102	SSG Income Generating Projects
2013 - 0103	Donations & Grants
2013 - 0104	Miscellaneous Income and Receipts
	STATEMENT OF DISBURSEMENT AND EXPENSES
2013 - 0201	
0201 - 001	Office Supplies
0201 - 002	Travel and Representation Expenses
0201 - 003	Expenses for Meetings/Conferences
0201 - 004	Miscellaneous Expenses
2013 - 0202	Mandated Program Support
0202 - 005	National and Local Greening Program
0202 - 006	Annual Brigada Eskwela
0202 - 007	Advocacy Program for K-12
	DORP Advocacy Programs
	Tutorial and Reading Services
	Advocacy Program of Anti-Drug Abuse Awareness
	Peer Counselling and Career Guidance Programs and Advocacy
	Advocacy Programs on Anti-Smoking and Alcohol Drinking
	Program on World Teachers' Day
	Leadership Training and Capability Building Program
	Education Week Program
0202 - 016	School Academic Programs
	School Sports and Cultural Activities
0202 - 018	Community Outreach Program

Prepared by:	0203 - 008	0203 - 007	0203 - 006	0203 - 005	0203 - 004	0203 - 003	0203 - 002	0203 - 001	2013 – 0203 C
Reviewed by:									2013 - 0203 Capital Outlay Projects
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

SUPREME STUDENT GOVERNMENT ACTIVITY DESIGN

orter pescription.					
Rationale/General Objectives:					
- Comment					
			2. V.		
			:		
Specific Objectives	Programs/Activities	Person/s Involved	Materials	Time Frame	Success Indicato
			Needed/Budget		
Prepared by:			Approved by:		

CASH DISBURSEMENTS REGISTER

For the Period

Date:		Date:			Date
President	SSG Auditor			er	Disbursing Officer/Treasurer
Approved:	ting Documents Complete	Certified: Supporting			Certified Correct:
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BREAKDOWN OF PAYMENTS		CASH ADVANCE	C		Reference
					Type of Fund: