



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF BIÑAN CITY

Effectivity Date 08/05/2021
 Revision No. 01
DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

RECEIVED
 12 NOV 2021
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 By:

11 Nov 2021

DIVISION MEMORANDUM
 No. 504, s. 2021

**DIVISION WEBINAR FOR SPG AND SSG OFFICERS AND ADVISERS
 (PROJECT NEWS: NURTURING EXCELLENT WRITERS IN SCHOOLS)**

To : Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 All School Heads
 All Others Concerned

1. Pursuant to Division Memorandum No. 410, s. 2021 re: Schedule of Activities for the Supreme Government Organizations, this Office through the Youth Formation Section of the School Governance and Operations Division, announces the conduct of a **Division Webinar for SPG and SSG Officers and Advisers (Project NEWS: Nurturing Excellent Writers in Schools)** on **November 15, 2021** via **MS Teams**.
2. This activity aims to:
 - a. Equip participants on the Constitution and By-Laws of the Student Government Organization;
 - b. Train officers and advisers in producing news articles relative to Youth Formation Programs, Projects, and Activities (PPAs); and
 - c. Emphasize importance of responsible journalism through writing workshop.
3. Below are the participants and schedule of the activity:

PARTICIPANTS	TIME
SSG School President SSG School Vice President SSG School Secretary SSG School Treasurer SSG School Auditor SSG School Public Information Officer SSG School Protocol Officer SSG Grade 7-12 Chairperson/Representatives SSG Teacher-Advisers	9:00 a.m. – 12:00 p.m.
SPG School President SPG School Vice President SPG School Secretary SPG School Treasurer SPG School Auditor SPG School Public Information Officer SPG School Protocol Officer SPG Grade 4-6 Chairperson/Representatives SPG Teacher-Advisers	1:00 p.m. – 4:00 p.m.

Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna

Website: depedbinancity.com.ph

Email: deped.binancity@deped.gov.ph

Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746



4. Learners must secure a parental consent for this activity. Softcopy of this consent can be downloaded at <https://tinyurl.com/ProjectNEWSConsentForm> and must be submitted to your SPG/SSG Adviser.

5. All participants must download the MS Teams ahead of time and are expected to register on or before **November 14, 2021** through this link: <https://tinyurl.com/ProjectNEWS>.

6. For queries, please contact Ms. Maureen Jane Q. Alangco, Project Development Officer I - Division Youth Formation Coordinator thru tel. no.: (049) 511-4191 or email at depedbinan.youthformation@deped.gov.ph.

7. Immediate and widest dissemination of this Memorandum is desired.

For the Schools Division Superintendent:


BAYANI V. ENRIQUEZ
Chief, SGOD
Officer of the Day

Encl: Parent's/Guardian's Consent

Reference: Division Memorandum No. 410, s. 2021

SGOD/VF / DM-Division Webinar for SPG and SSG Officers and Advisers (Project NEWS: Nurturing Excellent Writers in Schools)
3680 / 11/08/2021



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

Date

Dear Parents/Guardians,

The Youth Formation Section of the School Governance and Operations Division will conduct a **Division Webinar for SSG and SPG Officers and Advisers titled Project NEWS: Nurturing Excellent Writers in Schools on November 15, 2021** via MS Teams.

Thus, we would like to ask your permission to allow your child to attend the said training.

Thank you for your attention to this matter. God Bless!

Respectfully yours,

Complete Name
SSG/SPG Teacher-Adviser

Complete Name
School Head

PARENT'S/ GUARDIAN'S CONSENT

I, _____, parent/guardian of _____, currently enrolled at _____ (School), allows my child to attend the Division Webinar for SSG and SPG Officers and Advisers titled Project NEWS: Nurturing Excellent Writers in Schools on November 15, 2021 via MS Teams.

Signature over Printed Name
Parent/Guardian

Date

