



July 5, 2019

Division Memorandum
No. 224, s. 2019

DIVISION TEACHER ADVISER TRAINING PROGRAM(DTATP)

To: Chiefs of CID & SGOD
Public Schools District Supervisors
Education Program Supervisors
SREPS
School Heads of Public Elementary and Secondary Schools
SPG/SSG Advisers

1. The Department of Education - Division of Sagay City through the Schools Governance and Operations Division will conduct a *Division Teacher-Adviser Training Program (DTATP) on July 18-19, 2019 and Induction Ceremony of Division Federated SPG and SSG Advisers at Balay Kauswagan, Sagay City.*
2. The training aims to capacitate our Teacher-Advisers in handling Youth Formation Development Programs, revitalizes and strengthen the SPG/SSG and other Youth Clubs Advisers in harmony with Deped Core Values and help enhance their professional development and advancement, inculcate and establish clear and deep understanding on the salient features of the constitution and By Laws.
3. This is a 2-day live-out training and the program will start at 7: 30 o' clock in the morning for the registration on July 18, 2019.
4. The participants of the said activity are the following:
 - a. *SPG Advisers (1) per School - Elementary*
 - b. *SSG Advisers (1) per School -High Schools*
 - c. *Division Federated SPG & SSG Advisers*
5. Advisers are encouraged to wear the SPG/SSG Dark Blue Polo shirt if available, while Deped Blue Polo Shirt for those newly elected SPG and SSG Advisers on July 19, 2019, Friday.
6. Attached are the training matrix and committee in charge of the activity.
7. *Trainers and Facilitators* will have a coordination meeting on *July 15, 2019 @ 4:00p.m. at the Division Lobby.*
8. Food and Accommodation of participants shall be charged against *HRTD funds* while travel expenses shall be charged against *School MOOE* subject to the usual accounting rules and regulations.
9. Immediate dissemination to all concerned is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

Executive and Working Committees

	CHAIRMAN	MEMBER
Overall Committee	Marsette D. Sabbaluca, CESO VI	Nenita P. Gamao, PhD. Nicanor Alparito, PhD. Ma. Theresa Q. Bingcang, PhD.
Planning Committee	Nelson L. Gellera Kathreen S. Mendoza Jerson F. Donasco	Angeli P. Diaz Romeo B. Santillan
Registration and Reception	Angeli P. Diaz Romeo B. Santillan	Jerson F. Donasco Inger S. Pacheco
Certificates & Program	Kathreen S. Mendoza	Angeli P. Diaz
Logistics / Supplies	Kyrvielem Kevin Celeste	
Documentation	Romeo Santillan	Angeli P. Diaz
Monitoring & Evaluation	Sheilamae Mayonila	Inger S. Pacheco
Trainers	Robert Flores Gerly Garde John Argiel Victor Brenda Espanol Jerson Donasco Kathreen Mendoza	

Training Matrix

Day 1

TIME	ACTIVITY	RESOURCE PERSON
7:30 - 8:00	Registration	
8:00 - 9:00	Opening Program: Messages Presentation of Participants Overview of the Training	
9:30 - 10:30	GTKY	Gerly Garde
10:30 - 12:00	Guidelines on the Off-Campus Activities	Robert Flores
12:00-1:00	Lunch Break	
1:15-2:30	Constitution and By Laws	John Argiel Victor
2:30-3:30	Learners Participation in the Policy Making Process in Schools	Brenda Espanol
3:30 - 4:30	Parliamentary Procedure	Gerly Garde

Day 2

TIME	ACTIVITY	RESOURCE PERSON
8:00 - 9:30	Partnership and Linkages	Jerson Donasco
9:30 - 10:30	Event Management & Event Management Tools	Robert Flores
10:30 - 12:00	Writing Minutes	Brenda Espanol
12:00 - 1:00	Lunch Break	
1:30 - 2:30	Resolution Writing	John Argiel Victor
2:30 - 3:30	Mandated Programs, Projects and Activities & Calendar of Activities	Kathreen S. Mendoza
3:30 - 4:30	Closing Program	