



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, Metro Manila



September 29, 2011

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District Supervisors
Secondary School Principals
Head Teachers/Teachers In – Charge

1. Attached is a Communication Letter from Mr. John Bernard Ordoñez Caasi, President, Division Federation of Supreme Student Government Quezon City (DFSSG-QC) dated September 15, 2011 which is self – explanatory, for the information and guidance of all concerned.
2. School Presidents and Vice Presidents of Supreme Student Government are encourage to attend.
3. Immediate and wide dissemination of this Memorandum is desired.

YOLANDA C. ARCO
Chief Administrative Officer
OIC, Office of the Schools Division Superintendent

SUPERVISORS/JR

Division Federation of Supreme Student Government
Division of City Schools
Quezon City

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RECORDS SECTION

September 15, 2011

DR. CORAZON C. RUBIO, CESO VI
Schools Division Superintendent
Division of City Schools
Quezon City

Thru: **DR. ADELINA SEBASTIAN**
Education Program Supervisor I
Social Studies

Madam:

We, the officers of the Division Federation of Supreme Student Government, are requesting for a Consultative Seminar that will be attended by the SSG Presidents and Vice Presidents of our division on October 5, 2011, 1:00-5:00PM which will be held at the Division Office.

The said event aims to discuss the implementation of SSG Mandated Programs, Projects and Activities as per DepED Order No. 49, s. 2011. Furthermore, the seminar will serve as a consultative body to discuss SSGs local problems, queries, grievances and other concerns.

May we also inform you that we are requesting for a registration fee of one hundred pesos (P100.00) per participant to defray the expenses for the materials, snacks and certificates.

Attached herewith is the proposed program matrix.

Very truly yours,

[Signature]
JOHN BERNARD ORDONEZ CAASI
DFSSG-QC President

Noted by:

[Signature]
ESTRELLA R. PANGAN
DFSSG-QC Adviser

[Signature]
AIDA H. PILAPIL
Social Studies Dept. Head

PROGRAM

I. Registration

GYLZEL SAPLA
DFSSG Secretary

II. Opening

a. Prayer

ALDUS SABANGAN
DFSSG _____

b. Welcome Message

DR. CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

c. Recognition of Attendance

ISRAEL BAÑEZ
DFSSG P.I.O.

III. Discussions and Consultations

Speakers:

DR. ADELINA SEBASTIAN
EPS I, Social Studies

MRS. ESTRELLA R. PANGAN
DFSSG Adviser

DFSSGS OFFICERS

IV. Decentralization of SSG Functions & Organization of SSG Committees

JOHN BERNARD CAASI
DFSSG President

ELIJAH MARTINEZ
DFSSG Vice President

V. Formulation of Action Plan by District

MRS. ESTRELLA R. PANGAN
DFSSG Adviser

JONEL ALMOITE

GENZY MALLANAO
Master OF Ceremonies