




September 10, 2019

DIVISION MEMORANDUM  
NO. 449, s. 2019

**CORRIGENDUM/ADDENDUM TO DIVISION MEMORANDUM NO. 443, s. 2019  
UNIFIED LEADERSHIP TRAINING FOR SPG AND SSG OFFICERS AND  
SPG AND SSG TEACHER-ADVISERS OF SY 2019-2020  
“STRENGTHENING TEAM EFFORT AND PARTICIPATION (STEP) LEADERSHIP TRAINING”**

TO: All Division Chiefs  
Public Elementary and Secondary School Principals  
All Others Concerned

1. Pursuant to DepEd Order No. 47, s. 2014 entitled Constitution and By-Laws of the Supreme Student Government stating the division office through the SGOD shall conduct a Division-wide Leadership Training for the Elected SPG and SSG Officers and SPG and SSG Teacher-Advisers.
2. With this, Tagbilaran City Division through the partnership of Youth Lead Philippines will conduct a one-day Unified Leadership Training for SPG and SSG Officers and SPG and SSG Teacher-Advisers entitled “*Strengthening Team Effort and Participation (STEP) Leadership Training*” on September 12, 2019, Casa Rey Francis Pension House Venancio P. Inting Avenue, Tagbilaran City, Bohol at 8:00-5:00PM.
3. The objective of this one-day activity is to unite the Student Leaders and Teacher-Advisers of the division to develop and equip them with good leadership skills.
4. Participants of the said activity are *three* (3) Supreme Pupil Government Officers, *three* (3) Supreme Student Government Officers and *one* (1) Teacher-Adviser of the 24 Public Schools of Tagbilaran City. Participants are required to bring a *handkerchief* to be used in one of the training exercises.
5. Expenses relative to and in the conduct of the Division-wide Leadership Training shall be charge to Division HRDD funds while a registration fee of P400.00 per SPG and SSG Officer shall be collected chargeable to School MOOE subject to the usual auditing and regulations.
6. Attached to this memorandum is the Parent/Guardian Letter of Consent.
7. Immediate and wide dissemination of this Memorandum is highly expected.

  
**NERI C. OJASTRO, Ed.D., CESE**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

## PARENTS'/GUARDIANS' LETTER OF CONSENT

TO WHOM IT MAY CONCERN:

WE, \_\_\_\_\_ (Mother/Father), PARENT OF  
\_\_\_\_\_  
(Student), DO HEREBY GIVE OUR  
CONSENT/PERMISSION for him/her to attend the Unified Leadership Training for  
Supreme Pupil Government and Supreme Student Government Officers and SPG/SSG  
Teacher-Advisers of the City Schools Division- Tagbilaran for School Year 2019-2020  
entitled "*Strengthening Team Effort and Participation (STEP) Leadership Training*" to be  
held in Casa Rey Francis Pension House, Venancio P. Inting Avenue, Tagbilaran City, Bohol on  
September 12, 2019 at 8:00AM-5:00PM .

It is understood that he/she abides by the rules and regulations that may be imposed  
by the training facilitators for his/her welfare and safety.

I fully agree to wave any responsibility to the part of the School, the City Schools  
Division of Tagbilaran and the partner agency, Youth Lead Philippines and/or the  
representative/s, in case of any untoward incident that may happen to my son/daughter during  
the duration of the training.

This Letter of Consent is being issued this \_\_\_\_ day of \_\_\_\_\_ 2019 at  
Tagbilaran City, Bohol.

Parents Signature: \_\_\_\_\_

Parents Name: \_\_\_\_\_