



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

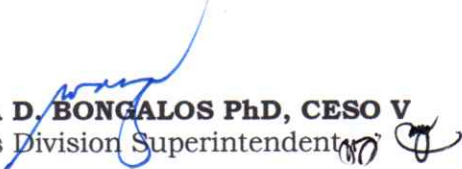
July 14, 2025

DIVISION MEMORANDUM
SGOD-2025- 158

To: **JOERMELYNE P. PASILBAS**- Project Development Officer I

**CONDUCT OF SUPREME SECONDARY LEARNER GOVERNMENT LEGAL AND
ADMINISTRATIVE WRITING WORKSHOP**

1. Pursuant to Regional Memorandum No. 0705, s. 2025, you are hereby directed to attend the conduct of Supreme Secondary Learner Government Legal and Administrative Writing Workshop on **July 18-19, 2025** at **DepEd EcoTech Center, Sudlon, Lahug, Cebu City**.
2. Travel, incidental, and other expenses of the participants shall be charged against Division MOOE/Youth Formation Program PSF, subject to the usual accounting and auditing rules and regulations. You are also entitled to Compensatory Time Off (CTO) since July 19, 2025 falls on a Saturday, subject to existing rules and guidelines.
3. For your guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

WDB/JAL/SGOD/MCC/jpp



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

17 JUL 2025

REGIONAL MEMORANDUM

No. 0705 s. 2025

**CONDUCT OF SUPREME SECONDARY LEARNER GOVERNMENT
LEGAL AND ADMINISTRATIVE WRITING WORKSHOP**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

- To strengthen the capacity of Supreme Secondary Learner Government (SSLG) Officers to efficiently manage the SSLG affairs, the Office hereby announces the conduct of **SSLG Legal and Administrative Writing Workshop** on **July 18-19, 2025**, at the **DepEd EcoTech Center, Lahug, Cebu City**.
- This activity aims to enhance the accuracy, professionalism, and compliance of SSLG outputs with DepEd standards by addressing the following problems:
 - Limited document-writing skills;
 - Inconsistent use of formats and protocols;
 - Knowledge gaps in legal and administrative frameworks;
 - Weak accountability and transparency; and
 - Insufficient collaboration among SSLG units.
- In line with this, the following participants from all 12 Schools Division Offices (SDOs) are requested to attend:
 - Division Youth Formation Coordinators (1 per SDO) to serve as chaperones
 - Division Federated Supreme Student Learner Government Officers:
 - President
 - Vice-President
 - Secretary
 - Treasurer
- Meals and accommodation shall be provided to the participants chargeable against the Regional YFD Funds. Traveling and other incidental expenses related to the conduct of the activity shall be charged against the Division/School MOOE/Local Funds or Division-YFD Funds, subject to the usual accounting and auditing rules and regulations.
- All learner participants are required to submit the **Notice of Confirmation on July 14, 2025 (Monday)** together with the **signed Parental Consent and Waiver Form & Learner Consent**. Please refer to the attached templates.
- Additionally, see the attached Activity Matrix for guidance.
- For any questions or clarifications, please coordinate with the Regional Youth Formation Coordinator, Ms. Johnnyline Jagdon, through essd.seven@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV
Regional Director

STJ/FYA/ESSD/TTP/jpj