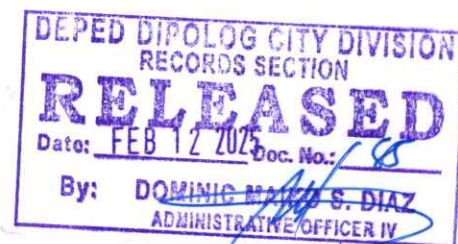




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



February 10, 2025

DIVISION MEMORANDUM

No. KT, s. 2025

**INSTITUTIONALIZATION OF DIVISION FEDERATION SUPREME SECONDARY
LEARNER GOVERNMENT (DFSSLG) AND DIVISION FEDERATION LEARNER
FORMATOR TEACHER-ADVISERS AND COORDINATORS (DFLFTAC) JOINT
QUARTERLY MEETINGS**

To: Secondary School Principals
SSLG Teacher-Advisers
SSLG Presidents
This Division

1. In pursuit of the effective implementation of the Department of Education - Bureau of Learner Support Services' **Learner Government Program (LGP)** and **Learner Formators Enhancement Program (LFEP)**, this Division formally institutionalizes the DFSSLG & DFLFTAC Joint Quarterly Meetings to ensure continuous collaboration, alignment, and capacity-building among learner-leaders and formators.

2. This initiative aims to:

- Strengthen the governance and leadership capacities of student-leaders under the Division Federation of Supreme Secondary Learner Government (DFSSLG) and the Division Federation of Learner Formators and Teacher-Advisers Council (DFLFTAC);
- Provide a platform for sharing best practices, challenges, and solutions concerning student leadership, governance, and learner welfare programs, all while fostering inter-school collaboration and synergy;
- Align division-wide learner government initiatives with the policies and thrusts of DepEd; and
- Ensure a structured system for monitoring and evaluating learner-led and formator-driven programs while providing regular updates on progress, challenges, and implementation of projects and activities.

3. The indicative schedule and hosts for the DFSSLG & DFLFTAC Joint Quarterly Meetings are as follows:

Quarter	Date	Venue	Hosts
1 st Quarter	February 15, 2025	SBM Hub of Zamboanga del Norte National High School, Estaka	<ul style="list-style-type: none">• ZNNHS• Gulayon IS• Punta NHS• Sta. Filomena IS



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

2 nd Quarter	May 19, 2025	DepEd Dipolog Training Center	<ul style="list-style-type: none">• ZNNHS Turno• Sicayab NHS• Sinaman IS• Pamansalan ETHS
3 rd Quarter	July 26, 2025	DepEd Dipolog Training Center	<ul style="list-style-type: none">• Miputak NHS• Galas NHS• Upper Dicayas IS• Tubod IS
4 th Quarter	October 11, 2025	DepEd Dipolog Training Center	<ul style="list-style-type: none">• Dipolog City NHS• Cayasan IS• Cogon NHS• AQUMATSHS

4. The **host schools** are responsible for preparing the *tarapel*, screen, projector, and a set of snacks. Schools assigned per quarter shall pool their funds to accommodate 34 to 40 attendees, depending on the invited officers and other participants. Expenses incurred for these activities should be sourced from the School MOOE, PTA-VSC Funds, or other available funds, subject to standard accounting and auditing procedures.

5. **The Joint Quarterly Meetings shall be conducted on Saturdays** from 8:00 a.m. to 12:00 p.m. for a minimum of four hours to avoid disrupting weekday instructional hours dedicated to teaching and learning.

6. Teaching personnel in attendance will be granted 0.75 service credits for a four-hour meeting and 1.50 service credits for an eight-hour meeting. Likewise, non-teaching personnel involved will receive an equivalent amount of Compensatory Overtime Credits (COC).

7. In the event of an emergency meeting, a separate advisory will be issued, with the DLFU automatically designated as the host. All established guidelines shall still apply.

8. Teacher-advisers must secure and collect **parental consent forms** each quarter and submit them to the DLFU on the day of the meeting. See **Enclosure 1** for the template.

9. For clarifications and inquiries regarding this issuance, all concerned parties are directed to coordinate with the Division Learner Formation Unit (DLFU).

10. Utmost compliance in this matter and immediate dissemination of this memorandum is directed.

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

(Enclosure 1 of Division Memorandum No. _____, s. 2025)

PARENT/GUARDIAN'S CONSENT FORM

Name of learner: _____
Date of birth: _____ Sex: _____
Allergies: _____
Blood type: _____

Parent/Guardian's Name: _____
Relationship to learner: _____
Home address: _____
Contact number: _____

Adviser/Teacher's Name: _____
School: _____
Contact Number: _____

Activity: _____
Date: _____
Time: _____
Venue: _____

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect my child to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

I also authorize the oversight proponent of the activity to gather and utilize the data and information, including personal information and images, that may arise during the activity, in accordance with the Data Privacy Act of 2012.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all of the foregoing. I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

Parent/Guardian's Printed Name & Signature

Date