



September 26, 2014

DIVISION MEMORANDUM
No. 481, s. 2014

**ORGANIZATIONAL AND PLANNING CONFERENCE OF THE DIVISION
FEDERATION OF SUPREME STUDENT GOVERNMENT (DFSSG)**

TO : Assistant Schools Division Superintendents
Division Supervisors/Coordinators
Secondary School Heads
Heads, Private Secondary Schools

1. The **SUPREME STUDENT GOVERNMENT (SSG)** is the foremost co-curricular student organization authorized to operate and implement pertinent programs, projects and activities in schools nationwide. It aims to lay the groundwork for unity and cooperation among students by providing them venue where they can improve their leadership skills and abilities. It also seeks to train students to become better members of the society with the ideals and principles of participative democracy. More importantly, the organization intends to harness the student government as an important partner in achieving quality education and academic excellence.
2. In order to concretize the role of the Supreme Student Government, an organizational and planning conference is scheduled on September 30, 2014 at the 4th Floor of Golden Valley Hotel, Pelaez St., Cebu City (near USC Main Campus).
3. The said conference aims to:
 - a. Elect the federation's officers for SY 2013 – 2014;
 - b. Revisit and discuss the constitution and other existing policies of the organization;
 - c. Discuss the different mandated programs and activities of the organization;
 - d. Devise a support mechanism for the attainment and realization of the programs as planned.

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com

Recd: 9-30-14 8:30 AM

5. All participants to the conference are required to bring their municipal action plan collated from their subordinate organizations, strictly conforming to the mandated programs of the SSG nationwide. Sample formats are hereto attached for your easy reference and use.

6. A registration fee of **SIX HUNDRED PESOS (P 600. 00)** shall be collected to help defray expenses for the meal, two (2) snacks, venue, materials and other incidental and related expenses of the conference.

7. Registration fee, traveling and other incidental and related expenses in connection with the participants' attendance to the said conference shall be chargeable against the **SSG/SEF/PTA funds/School MOOE** subject to its availability and the usual accounting and auditing rules and regulations. Travelling and other incidental expenses of the Division representatives to the Conference shall be chargeable against **Division InSET funds**.

8. This Memorandum serves as **Travel Authority** of the participants. Immediate dissemination of this Memorandum is enjoined.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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SUPREME STUDENT GOVERNMENT ANNUAL PLAN

Program Title _____

(Based on the SSG Mandated Programs. Use separate sheet/s per mandated program)

KEY FOCUSED AREA	SPECIFIC OBJECTIVES	PROGRAMS/ACTIVITIES	PERSON/S OR COMMITTEE INVOLVED	MATERIALS/ FUNDS NEEDED	TIME FRAME (Expressed in Actual/Specific Date/s)	SUCCESS INDICATORS (Quantitative or Qualitative)

Prepared by: _____

Reviewed by: _____

Approved by: _____

SSG President _____

SSG Adviser _____

School Principal _____

SUPREME STUDENT GOVERNMENT ANNUAL PLAN

Operating Budget for SY _____

Account Code	Account Name & Particulars	SY 2013 - 2014	SY 2014 - 2015	Remarks
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STATEMENT OF INCOME AND RECEIPTS

2013 - 0101	SSG Due			
2013 - 0102	SSG Income Generating Projects			
2013 - 0103	Donations & Grants			
2013 - 0104	Miscellaneous Income and Receipts			

STATEMENT OF DISBURSEMENT AND EXPENSES

2013 - 0201	SSG Operational Expenses			
0201 - 001	Office Supplies			
0201 - 002	Travel and Representation Expenses			
0201 - 003	Expenses for Meetings/Conferences			
0201 - 004	Miscellaneous Expenses			
2013 - 0202	Mandated Program Support			
0202 - 005	National and Local Greening Program			
0202 - 006	Annual Brigada Eskwela			
0202 - 007	Advocacy Program for K-12			
0202 - 008	DORP Advocacy Programs			
0202 - 009	Tutorial and Reading Services			
0202 - 010	Advocacy Program of Anti-Drug Abuse Awareness			
0202 - 011	Peer Counselling and Career Guidance Programs and Advocacy			
0202 - 012	Advocacy Programs on Anti-Smoking and Alcohol Drinking			
0202 - 013	Program on World Teachers' Day			
0202 - 014	Leadership Training and Capability Building Program			
0202 - 015	Education Week Program			
0202 - 016	School Academic Programs			
0202 - 017	School Sports and Cultural Activities			
0202 - 018	Community Outreach Program			

2013 - 0203	Capital Outlay Projects				
0203 - 001					
0203 - 002					
0203 - 003					
0203 - 004					
0203 - 005					
0203 - 006					
0203 - 007					
0203 - 008					

Prepared by:

Reviewed by:

Approved:

SSG Committee on Budget & Finance

SSG Vice President & Program Head

SSG President & Chief Executive Officer

Approved for School Implementation

School Principal

Supporting documents

- SSG Officers Budget Resolution
- Proof of Consultation
- SSG Annual Plan
- Program Calendar
- Budget Message of the SSG President Outlining the SSG Thrust for the School Year



