



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF TAGUM CITY**

**Division Memorandum**

No. 533, s. 2020

TO: All Public Elementary and Secondary School Heads

**Attention: SPG/SSG Advisers**

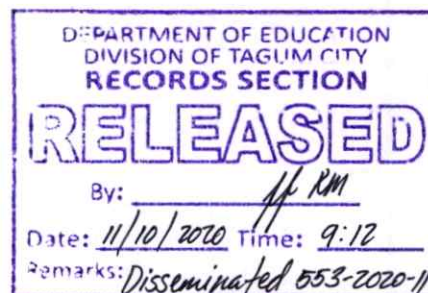
FROM: The Office of the Schools Division Superintendent

SUBJECT: **Submission of Relevant Documents Relative to the Conduct of Recognition of SPG/SSG and School Clubs and Organizations**

DATE: November 11, 2020

1. In view of the upcoming activities of the Youth Formation Program re: Recognition of SPG/SSG and School Clubs and organizations, SPG/SSG Advisers are advised to submit the following:
  - a. SPG/SSG Accomplishment Report for SY 2019-2020;
  - b. SPG/SSG Action Plan for SY 2020-2021; and
  - c. List of active/compliant school clubs and organizations.
2. Soft copy of the templates are provided in the respective GCs for your reference.
3. Deadline of submission is on or **November 20, 2020**, Attention: Daisy P. Delfino/Queena Mae L. Traje, YFP Focals. For inquiries/clarification, please contact the YFP Focal persons through FB messenger group chat.
4. For information and compliance.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent



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