



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

March 12, 2019

DIVISION MEMORANDUM

No. 172, s. 2019

**1st QUARTERLY MEETING
OF ALL SSG ADVISERS AND SPG DISTRICT COORDINATORS (CY 2019)**

TO :

- Assistant Schools Division Superintendents
- Chiefs (CID & SGOD)
- Division Education Supervisors & Division Coordinators
- District Supervisors/District In-Charge
- All Elementary & Secondary School Heads
- All Newly Appointed SPG & SSG Advisers
- All Others Concerned

1. The 1st quarterly meeting of all SSG advisers and SPG district coordinators for the current year 2019 will be held on March 29, 2019, 9am at the 3rd Flr., Conference Room, Division Office of Negros Oriental.
2. The meeting includes the presentation of accomplishments (reports submitted), CIGPs, a post-activity assessment on the recently held SSG-SPG Elections and other matters as necessary.
3. The participants of this meeting are all SSG advisers and all SPG district coordinators.
4. All district SSG/SPG coordinators must submit a signed and printed copy of CIGPs (see attached enclosure) from the SSG/SPG Advisers of each school specifying all the concerns, issues, and problems encountered during the conduct of the SSG-SPG 2019-2020 Elections. The printed copy will be collected during the meeting. CIGPs per district must be enclosed in a folder.
5. In addition, all SSG/SPG advisers per school are hereby required to email the aforementioned CIGPs (in Word/Excel file) to negor.youthformation@gmail.com on or before March 27, 2019. Please be specific as possible. Recommendations on how the election can be improved are also welcome.
6. Use the following format when emailing the CIGPs (Subject Title):

Name of District, SSG or SPG Election 2019 CIGPs, Name of School

7. This memo serves as a Travel Order.

Tel. Nos. (035)225-2838 / 225-0887/422-7644 (Division Supt's Office), (035) 225-1622 (CID), (035) 225-1623 (Legal Section), (035)225-6180 (SGOD), (035) 422-7643 (Cash Section), (035) 422-8511 (Planning Section), (035) 225-6987 (Record's Section), (035) 422-5283 (Admin. Section), (035) 422-0267 (Personnel Section), (035) 225-2376 (Guard/Medical/Dental Sections), (035) 225-7012 (Educ. Facilities Section), (035) 225-1640 (Acct. Budget Section), (035) 422-3921 (Supply Section)



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8. Travel expenses (including meals) of the participants shall be chargeable against School MOOE or from any other available funds in the school all subject to the usual accounting and auditing rules and regulations.
9. For the information, guidance and compliance of all concerned.

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent

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Enclosure: Template for CIGPs on SSG/SPG Election

Republic of the Philippines
Province of Negros Oriental
Municipality of _____
(Name of School)

Concerns, Issues, Gaps and Problems (CIGPs)
on the Conduct of SSG/SPG Election
for the SY 2019-2020

Areas of Concern	CIGPs	Solution/Recommendation(s)
Student Commission on Election (COMELEC)		
Logistics		
Student Engagement		
Selection of Candidates		
Campaign		
Voting		
Counting of Votes		
Others, please specify:		

Prepared by:

SSG/SPG Adviser

**Note: Email Word/Excel file to negor.youthformation@gmail.com and submit signed copy to SSG/SPG district coordinator.
Subject Title: Name of District, SSG or SPG Election 2019 CIGPs, Name of School*

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