



Republic of the Philippines
Department of Education
 NEGROS ISLAND REGION
 DIVISION OF SAGAY CITY

September 11, 2025

DIVISION MEMORANDUM
 No. 555 s. 2025

**GENERAL ORIENTATION-WORKSHOP OF THE CONSTITUTION
 AND BY-LAWS OF SELG AND SSLG**

To: Asst. Schools Division Superintendent
 Chief Education Supervisors – CID and SGOD
 Public Schools District Supervisors
 Public and Private Elementary & Secondary School Heads
 All Others Concerned

1. The Schools Division of Sagay City will conduct the **General Orientation- Workshop of the Constitution and By-Laws of the SELG and SSLG** on **September 19, 2025 (Friday) at 7:30 AM** at Jose B. Puey Elementary School- Covered Court.
2. The expected participants in this activity are the elected presidents and advisers of the Supreme Student Learner Government (SSLG) and the Supreme Elementary Learner Government (SELG) from both public and private schools for SY 2025–2026. They are expected to wear their organizational uniforms throughout the activity. Attendance is a must.
3. The teacher-adviser shall ensure the submission of parental consent of the learners who will be attending the activity (please see attached form).
4. Travel and other expenses are chargeable against MOOE and/or other local funds subject to the usual accounting and auditing rules and regulations.
5. For questions or clarifications, please contact Princess Harney C. Basa, PDO I – LFD at 09457281760 and Rey Mark A. Jade, PDO I – LFD at 09272513533
6. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
 Assistant Schools Division Superintendent
 Officer-In-Charge

lc Office of the Schools Division Superintendent



Enclosure : as stated
 Reference : as stated
 Allotment : N/A
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 To be indicate in the **Perpetual Index** under the following subjects:

SGOD LFD



Address: Sitio Chloe, Barangay Rizal, Sagay City, Negros Occidental
 Telephone Number:



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ENCLOSURE I: PARENTAL CONSENT FORM

P A R E N T A L C O N S E N T

I/We hereby willingly and voluntarily give consent the participation of my/our son/daughter _____ in the **General Orientation-Workshop of the Constitution and By-Laws of the SELG/SSLG** on September 19, 2025 at Jose B. Puey Elementary School- Covered Court.

I have considered the benefits that my son or daughter will derive from his/her participation in this activity provided that due care and precaution will be observed to ensure the comfort and safety of my son/daughter and that DepEd employees and personnel may not be held responsible for any untoward incident that may happen beyond their control.

Signature of Father over printed name

Signature of Mother over printed name

Signature of Guardian over Printed name

(Relationship with the Participant)

Verified by:

Teacher – Adviser

Principal/School Head



Address: Sitio Chloe, Barangay Rizal, Sagay City, Negros Occidental
Telephone Number: