



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



Sept. 24, 2019

Division Memorandum  
No. 192 s. 2019



To : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Secondary School Heads  
All other concerned

**REGULAR CONDUCT OF YOUTH DEVELOPMENT SESSION AMONG 4Ps BENEFICIARIES AND  
SUBMISSION OF DOCUMENTATION FORM & ATTENDANCE SHEET**

1. Per MOA between DepEd Region III and DSWD Region III in relation to RA No. 8425 otherwise known as the Social Reform and Poverty Alleviation Act, this Office announces the regular conduct of Youth Development Sessions for 4Ps beneficiaries in all public secondary schools once a month.
2. The objectives of this activity are as follows :
  - a. Achieve a mutual cooperation between DSWD and DepEd for the best interest of the beneficiaries of 4Ps.
  - b. Ensure the proper implementation of the regular conduct of the Youth Development Sessions in schools.
3. Deadline of submission of Documentation Form and Attendance sheet is one (1) week after the conduct of YDS Module
4. Enclosure Nos. 1 & 2 contain Youth Development Session Documentation Form and Youth Development Session Attendance Sheet respectively.
5. Immediate and wide dissemination of this Memorandum is enjoined.

  
**GERMELINA H. PASCUAL , CESO V**  
Schools Division Superintendent



## YOUTH DEVELOPMENT SESSION DOCUMENTATION FORM

Month & Year : \_\_\_\_\_

**I. Identifying Information:**

Name of School: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Session Topic: \_\_\_\_\_

**Attendance:**

Student-Participants	Target	Actual
Male		
Female		
<b>Total</b>		

**Age Group of Student-Participants:**

No. of IPs: \_\_\_\_\_  
 Ethnic Group: \_\_\_\_\_  
 No. of PWDs: \_\_\_\_\_  
 No. of Groups: \_\_\_\_\_

Age	No. of student	Male	Female
11y/o			
12y/o			
13y/o			
14y/o			
15y/o			
16y/o			
17y/o			
18y/o			

**II. Learning of the students:**

**III. Issues/Concerns of the students:**

Issues/Concerns Raised & Challenges Encountered	Agreements/Recommendations

**IV. Take Home Assignment / Tasks: (if there is any)** \_\_\_\_\_

**V. Next YDS Schedule & Topic:** \_\_\_\_\_

**VI. Challenge/Issues Encountered by Facilitator:** \_\_\_\_\_

**VII. Attachment:** \_\_\_\_\_ Attendance sheet      \_\_\_\_\_ Photo documentation  
 Others: \_\_\_\_\_

**Prepared by:**

**Noted by:**

\_\_\_\_\_  
 YDS Focal Person

\_\_\_\_\_  
 School Head/Principal



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Total no. of Actual Attendees: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_ PWDs: \_\_\_\_\_ IPs: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
 Name of YDS Focal Person & Signature

Noted by: \_\_\_\_\_  
 Name of School Head/Principal & Signature