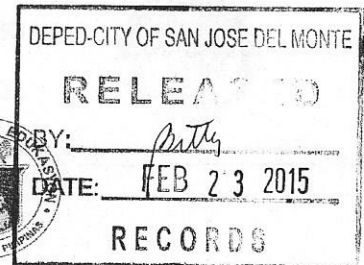




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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February 9, 2015

DIVISION MEMORANDUM

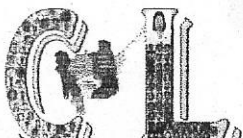
No. 36 s 2015

To : Elementary and Secondary School Heads/OICs

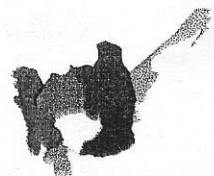
PLANNING CONFERENCE CUM TEAM BUILDING OF PTA AND SSG PRESIDENTS

1. This is to announce the conduct of the Planning Conference cum Team Building of PTA and SSG Presidents on March 7- 8, 2015 at Supreme Hotel, Baguio City.
2. The activity aims to:
 - a. Promote good leadership among the PTA officers and SSG officers
 - b. Develop among them such values as camaraderie, unity and cooperation
 - c. Discuss plans for School Year 2015-2016
3. The participants to this activity are the PTA Presidents, the SSG Presidents and their advisers and Education Program Supervisor.
4. The SSG advisers are advised to secure parents' consent of SSG Presidents
5. Expenses relative to this activity shall be charged from the SEF subject to the usual accounting and auditing rules and regulations.
6. Attached is the matrix of activities for the two- day activity.
7. Immediate and wide dissemination of this memorandum is desired.

GERMELINA H. PASCUAL
Schools Division Superintendent



"Collaborating with our Leaders, Caring for our Learners"





MATRIX OF ACTIVITIES
 March 7, 2015

DAY 1	2:00 AM	Assembly and Departure (Division Office)
	12:00 – 3:00 PM	Lunch and check-in at the Hotel
	3:00 – 3:30 PM	Snacks
	3:30 – 5:00 PM	Guidelines Governing Parents-Teachers Associations (PTAs) at the School Level Engr. Roel Noraña – Federated President Charlie Moncaida – PTA Adviser - ES in-charge Revised Standard Constitution and By-Laws of the SS Governments in Secondary Schools Mary Ann Gojo Cruz – SSG Adviser Lilibeth S. Sytangco - SSG Adviser - ES in-charge
	5:00 – 6:30 PM	Plans and Programs for SY 2015 – 2016 Anna Ronquillo PTA Officer Leonardo Padilla PTA Officer Anthony Abarrientos PTA Officers Noemi Munar SSG Adviser Kris Margaret Gonzales SSG Adviser
	6:30 – 8:00 PM	Dinner
	8:00 – 10:00 PM	The Value of Good Leadership cum Team Building Bobby Ocampo - PTA President Moises Cuacopas - BOD Alma L. Cruz - SSG Adviser

MATRIX OF ACTIVITIES
 March 8, 2015

DAY 2	6:30 – 8:30 AM	Breakfast
	8:30 – 10:00 AM	Planning Gladys Martinez PTA President Chona Dulay SSG Adviser Alfie Ramento SSG Adviser
	10:00 – 10:30 AM	Break
	10:30 – 12:00 Noon	Presentation of Outputs Engr. Roel Noraña Federated President Imelda Babiano BOD Karen Talavera SSG Adviser Millicent Jane Villaruel SSG Adviser
	12:00 – 1:30 PM	Lunch
	2:00 – 7:00 PM	Departure from Baguio City
	8:00 PM	Arrival at the Division Office, CSJDM

