



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SEP 06 2024

DIVISION MEMORANDUM
No. 341, s. 2024

ADDITIONAL GUIDELINES IN DIVISION MEMORANDUM NO. 312, S. 2024
re: 2024 EMPOWERING OF VOICES: ELECTION OF THE LEARNER-LED
CLUB OFFICERS IN SCHOOLS FOR THE SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Learner Government Programs
Learner-Led Clubs and Organizations
All Others Concerned

1. This Office informs all concerned of the **Additional Guidelines in the Division Memorandum No. 312, s. 2024 re: 2024 Empowering of Voices: Election of the Learner-led Club Officers in Schools for the School Year 2024-2025.**
2. The deadline for submitting the SELG/SSLG GPOA and the required documents for the accreditation of School Clubs has been extended from August 30, 2024, to September 10, 2024. Submissions can be made via this link: <https://tinyurl.com/SchoolClubAccreditation>.
3. School Clubs are required to submit their project proposals to their respective SELG and SSLG at least two weeks prior to the event. Additionally, an Activity Completion Report must be submitted following the event.
4. Also, the Barkada Kontra Droga (BKD) and Kabataan Iwas Droga (KIDS) Organization is required to submit the following documents for accreditation:
 - GPOA (approved by the Principal)
 - Localized Constitution and By-Laws (approved by the Principal)
 - List of Officers
 - Recent Resolutions
 - Recent Memorandum of Agreement (MoA) or Memorandum of Understanding (MoU)
 - Oath of Office (for Officers and Adviser)



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- Designation Letter of the BKD/KIDS Adviser
 - Activity Completion Report (recent activities)
 - Letter of Request for Accreditation
 - Application Form for BKD/KIDS Organization
5. The deadline for submitting the requirements for the BKD/KIDS accreditation is set on or before October 1, 2024. Submissions can be made via this link: <https://tinyurl.com/SchoolClubAccreditation>.
6. Attached to this Memorandum are the following:
- Enclosure 1: Letter of Request for Accreditation (to be accomplished by the BKD/KIDS Presidents)
 - Enclosure 2: Application Form for BKD/KIDS Organization
 - Enclosure 3: Designation Letter of the BKD/KIDS Adviser
7. Immediate dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

Reference: Division Memorandum No. 312, s. 2024

To be indicated in the Perpetual Index

Under the following subjects:

COMMITTEES

ELEMENTARY

SECONDARY

SO13/RMI
September 5, 2024



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Enclosure 1 to the Division Memorandum No. _____, s. 2024

Letter of Request for Accreditation (Elementary)

ARSHEY JESHLYN D. RIVERA

President
Division Federated Kabataan Iwas Droga at Sigarilyo
Schools Division Office of Bataan

Warm greetings!

I hope this letter finds you well. On behalf of [School Name], I am writing to formally submit our application for the accreditation of our Kabataan Iwas Droga at Sigarilyo (KIDS) Organization for the School Year 2024-2025. We have attached all the necessary documents required for the accreditation process, as outlined by the Division Federated KIDS Organization.

The following documents are included in this submission:

- GPOA (Approved by the Principal)
- Localized Constitution and By-Laws (Approved by the Principal)
- Name/List of Officers
- Recent Resolutions
- Recent Memorandum of Agreement (MoA) or Memorandum of Understanding (MoU)
- Oath of Office (Officers and Adviser)
- Designation Letter of the KIDS Adviser
- Activity Completion Report (Recent Activities)
- Letter of Request for Accreditation
- Application Form for KIDS Organization

We hope that this application will meet the requirements and standards set forth by your esteemed office. Should there be any additional information or clarifications needed, please do not hesitate to contact us. We look forward to your favorable consideration and the successful accreditation of our KIDS Organization.

Thank you for your continued support of our initiatives to promote a drug-free community through proactive youth engagement.

Very truly yours,

KIDS President



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Enclosure 1 to the Division Memorandum No. _____, s. 2024

Letter of Request for Accreditation (Secondary)

MIYORE KYLE P. MORALES

President

Division Federated Barkada Kontra Droga Organization
Schools Division Office of Bataan

Warm greetings!

I hope this letter finds you well. On behalf of [School Name], I am writing to formally submit our application for the accreditation of our Barkada Kontra Droga (BKD) Organization for the School Year 2024-2025. We have attached all the necessary documents required for the accreditation process, as outlined by the Division Federated BKD Organization.

The following documents are included in this submission:

- GPOA (Approved by the Principal)
- Localized Constitution and By-Laws (Approved by the Principal)
- Name/List of Officers
- Recent Resolutions
- Recent Memorandum of Agreement (MoA) or Memorandum of Understanding (MoU)
- Oath of Office (Officers and Adviser)
- Designation Letter of the BKD Adviser
- Activity Completion Report (Recent Activities)
- Letter of Request for Accreditation
- Application Form for BKD Organization

We hope that this application will meet the requirements and standards set forth by your esteemed office. Should there be any additional information or clarifications needed, please do not hesitate to contact us. We look forward to your favorable consideration and the successful accreditation of our BKD Organization.

Thank you for your continued support of our initiatives to promote a drug-free community through proactive youth engagement.

Very truly yours,

BKD President



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Enclosure 2 to the Division Memorandum No. _____, s. 2024

Barkada Kontra Droga (BKD)/Kabataan Iwas Droga (KIDS) Organization
School Year: 2024-2025

School Name: _____

School ID: _____

No	Position	Name of Officers	School Category	Number of Members
1	President			
2	Vice-President			
3	Secretary			
4	Treasurer			
5	Auditor			
6	P.I.O.			
7	P.O.			

School Address: _____

School Contact Number: _____

Email Address: _____

Prepared by:

BKD/KIDS President

Noted:

BKD/KIDS Adviser

Approved:

School Principal



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Enclosure 3 to the Division Memorandum No. _____, s. 2024

Recommendation Letter of Teacher -Adviser for the Barkada Kontra Droga (BKD) / Kabataan Iwas Droga at Sigarilyo (KIDS) S.Y. 2024-2025

Date: _____

CAROLINA S. VIOLETA, EdD, CESO V.

Schools Division Superintendent
Schools Division Office of Bataan

Thru: **RAMON C. PEREZ**

Chief Education Supervisor
School Governance and Operations Division

Madam:

May I recommend to your good office the designation of Mr./Ms. <NAME OF APPOINTEE>, <POSITION (e.g., Teacher I)> as the Teacher-Adviser of the Barkada Kontra Droga (BKD)/Kabataan Iwas Droga at Sigarilyo (KIDS) of the <SCHOOL ID> <SCHOOL NAME> for S.Y. 2024-2025 who shall establish, implement, maintain, evaluate, revise, and continually enhance the implementation of BKD of the school. Mr./Ms. <NAME OF APPOINTEE> shall be vested with the Duties and Responsibilities of the Teacher-Adviser which he/she must fulfill, follow, accomplish, and be committed to.

In line with the OUA Memorandum No. 00-0321-0042 dated 03 March 2021, the school BKD teacher adviser has the following duties and responsibilities:

- I. Assistance extended to BKD
 - a. Provide technical assistance to BKD officers and members to effectively implement all mandated Programs, Projects, and Activities (PPAs);
 - b. Supervision to BKD student officers to accomplish the following:
 - i. Action Plan (AP)
 - ii. Certificate of Registration
 - iii. Registration Form
 - iv. Membership Forms
 - v. Accomplishment Report
 - vi. Activity Completion
 - vii. Monitoring and Evaluation Forms
 - viii. Five-Year Targets

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CSC PRIME-HEM BRONZE AWARD
CSC Resolution No. 200702



COMMITMENT TO
Quality, Relevance, and
Equity
2023



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- ix. Financial Reports, and
 - x. Other pertinent documents (i.e., Minutes, Notices, Resolutions)
- II. Networking, Linkages, and Collaboration
- a. Involvement through partnership in community/ civic/organizations/associations
 - b. Involvement in outreach/ extension programs/ activities
 - c. Participation in any training, webinars, and workshops offered by DepEd and other sectors (i.e., public, private) related to drug abuse prevention advocacy.

His/ Her appointment as the Teacher-Adviser of the Barkada Kontra Droga (BKD)/Kabataan Iwas Droga at Sigarilyo (KIDS) of the <SCHOOL ID> <SCHOOL NAME> for S.Y. 2024-2025 is an addition to the duties and responsibilities of his/her present position, shall not entail additional compensation, and be valid until superseded by a new appointment from your office.

Thank you very much.

Respectfully yours,

<NAME OF SCHOOL HEAD>
<DESIGNATION>