



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

JUL 07 2025

DIVISION MEMORANDUM
No. 278, s. 2025

**CHANGES IN THE SCHEDULE OF THE LEARNER GOVERNMENT PROGRAM
ACTIVITIES AND DIVISION ACCREDITATION FOR SCHOOL LEARNER-LED
CLUBS AND ORGANIZATIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Learner Government Commission on Elections and Appointments Members
Supreme Secondary Learner Government Advisers and Officers
Supreme Elementary Learner Government Advisers and Officers
Youth for the Environment in Schools Organization Advisers and Officers
Barkada Kontra Bisyo Organization Advisers and Officers
All Others Concerned

1. In reference to Division Memorandum No. 225, s. 2025 titled "Synchronized Election of Youth for Environment in Schools Organization (YES-O) for SY 2025–2026" and Division Memorandum No. 226, s. 2025 titled "Empowering Voices: Election of Learner-Led Club Officers in Schools for School Year 2025–2026", this Office notifies all concerned of the changes in the schedule for the Learner Government Program activities.
2. The original schedule of elections was set on July 4, but adjustments were made due to the cancellation of classes by the Provincial Government of Bataan caused by heavy rainfall brought about by the southwest monsoon, which was intensified by a low-pressure area.
3. The revised schedule for the Learner Government Program activities is as follows:
 - "Synchronized Election of Youth for Environment in Schools Organization (YES-O) for SY 2025–2026" has been rescheduled from July 4, 2025, to July 8, 2025.
 - "Empowering Voices: Election of Learner-Led Club Officers in Schools for the School Year 2025–2026" has been moved from July 4, 2025, to July 11, 2025.
4. Additionally, the SELG/SSLG, YES-O, and BKB of the respective schools shall consolidate the following documents for the Division Accreditation of Clubs and Organizations scheduled on August 1, 2025 (see attached enclosures):
 - Enclosure 1: Request Letter



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- Enclosure 2: List of Clubs to be Accredited
- Enclosure 3: List of Elected Officers
- Enclosure 4: List of Members (per club)
- Enclosure 5: General Plan of Action (for SSLG/SELG, YES-O, and BKB/KIDS)
- Enclosure 6: Project Proposals of Clubs
- Enclosure 7: Annual Accomplishment Report (for SSLG/SELG only)
- Enclosure 8: List of Officers including Committee Members (for SSLG/SELG, YES-O, and BKB/KIDS)

5. The links for the submission of accredited School Learner-Led Clubs and Organizations are as follows:

BARKADA KONTRA BISYO	https://tinyurl.com/BKB Accreditation
KABATAAN IWAS DROGA AT SIGARILYO	https://tinyurl.com/KIDS Accreditation
YOUTH FOR THE ENVIRONMENT IN SCHOOLS ORGANIZATION (ELEMENTARY)	https://tinyurl.com/YES-O Elem Accreditation
YOUTH FOR THE ENVIRONMENT IN SCHOOLS ORGANIZATION (SECONDARY)	https://tinyurl.com/YES-O Sec Accreditation
SUPREME ELEMENTARY LEARNER GOVERNMENT	https://tinyurl.com/SELG Accreditation
SUPREME SECONDARY LEARNER GOVERNMENT	https://tinyurl.com/SSLG Accreditations

6. Please note that incomplete requirements will result in the non-accreditation of the specific club or organization concerned, and not the disapproval of the school's overall application.
7. All other provisions stated in the said Memorandum remain in effect.
8. Immediate and wide dissemination of this Memorandum to all concerned is desired.


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

Encl: As stated
Reference: DM No. 225, s. 2025 & DM No. 226, 2025
To be indicated in the Perpetual Index
Under the following subjects:

SO13/RMI
July 7, 2025

CLUBS	ELEMENTARY	LEARNER	ORGANIZATION	SECONDARY
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Enclosure 1 to Division Memorandum No. _____, s. 2025

SAMPLE REQUEST LETTER

Date:

MIYORE KYLE P. MORALES
Division Federated SSLG President
Schools Division Office of Bataan

Subject: Request for Accreditation of School Learner-Led Clubs and Organizations for SY 2025–2026

Dear President Morales,

Greetings!

In line with the Division guidelines on the Accreditation of School Learner-Led Clubs and Organizations, I respectfully submit this letter to formally request the accreditation of the following clubs and organizations of **[Insert School Name]** for School Year 2025–2026:

List of Clubs and Organizations:

1. Supreme Secondary Learner Government (SSLG)
2. (Other Clubs)

Attached herewith are the required documents submitted via OneDrive for your review and consideration:

List of Enclosures:

- Enclosure 1: Request Letters (Clubs)
- Enclosure 2: List of Clubs to be Accredited
- Enclosure 3: List of Elected Officers per Club
- Enclosure 4: List of Members per Club
- Enclosure 5: General Plan of Action (GPOA) - SSLG
- Enclosure 6: Project Proposals of Clubs
- Enclosure 7: Annual Accomplishment Report (SSLG)



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We hope for your favorable consideration of this request. Should further information or clarification be required, please do not hesitate to contact us.

Thank you very much, and we look forward to your continued support.

Very truly yours,
(Name of SSLG President)
President
Name of School



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Enclosure 2 to Division Memorandum No. _____, s. 2025

List of Clubs to be Accredited

School Name:

District:

NO	NAME OF CLUB	ACCREDITATION NUMBER	NUMBER OF MEMBERS
1			
2			
3			

Prepared by:

(SSLG President)

Checked and Verified:

(SSLG Adviser)

Approved:

(School Principal)



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Enclosure 3 to Division Memorandum No. ____, s. 2025

List of Elected Officers (CLUBS)

(NAME OF CLUBS)
(SCHOOL ACCREDITATION NUMBER)

PRESIDENT	
VICE PRESIDENT	
SECRETARY	
TREASURER	
AUDITOR	
PUBLIC INFORMATION OFFICER	
PROTOCOL OFFICER	
CLUB ADVISER	

Prepared by:

(SSLG President)

Checked and Verified:

(SSLG Adviser)

Approved:

(School Principal)



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Enclosure 4 to Division Memorandum No. ____, s. 2025

List of Members (Clubs)

NO.	NAME	GRADE LEVEL
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Prepared by:

(SSLG President)

Checked and Verified:

(SSLG Adviser)

Approved:

(School Principal)



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Enclosure 5 to Division Memorandum No. ____, s. 2025

GENERAL PLAN OF ACTION
SCHOOL YEAR 2025 - 2026

NAME OF SCHOOL	
SCHOOL ID	

ACTIVIT Y/IES	OBJECTIVE S	STRATEGIES	TIME FRAME	RESOURCES			EXPECTED OUTPUT
				HUMAN	MATERIA L	PROPOSED BUDGET	
title of activity	*purpose*	*how to conduct the activity*	*date*	*persons involved*	*things to be used*	*donation , MOOE, LSF, etc*	*success rate or expected results of the activity*

Prepared by:

SSLG President

SSLG Adviser

Approved:

School Principal



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Enclosure 6 to Division Memorandum No. ___, s. 2025

Project Proposal

- I. Project Title :
II. Date :
III. Venue :
IV. Source of Fund :
V. Rationale :
VI. Objectives :
VII. Participant

VIII. Budgetary Requirements: (if any)

BUDGET	QUANTITY	AMOUNT

Prepared by:

Noted:

SSLG President

SSLG Adviser

Approved:

(Name of School Principal)
School Principal



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Enclosure 7 to Division Memorandum No. ___, s. 2025

Annual Accomplishment Report
ANNUAL ACCOMPLISHMENT REPORT (AAR)
School Year: 2025-2026

School Name: _____

Division: _____

School ID: _____

Region: _____

Programs, Projects, and Activities	Key Performan ce Indicators	Involved Individua ls / Groups	Time Fram e	Accomplishme nt		Status (Complete d, On- Going, Deferred)
				Target	Actual	
Maka-Diyos:						
Makatao:						
Makakalikasa n:						
Makabansa:						

School Address: _____

School Contact Number: _____

Email Address: _____

Prepared by:

Recommending Approval:

Noted by:

SELG/SSLG President

SELG/SSLG Teacher Adviser

School Principal



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Enclosure 8 to Division Memorandum No. ___, s. 2025

List of SSLG Officers

PRESIDENT	
VICE PRESIDENT	
SECRETARY	
TREASURER	
AUDITOR	
PUBLIC INFORMATION OFFICER	
PROTOCOL OFFICER	
CLUB ADVISER	
(OTHER OFFICERS)	
(OTHER OFFICERS)	

Prepared by:

(SSLG President)

Checked and Verified:

(SSLG Adviser)

Approved:

(School Principal)