



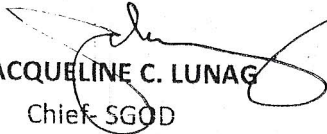
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao

Memo # 103
Series 2017

TO:

**School Heads
SSG Advisers & SPG district Advisers
SSG School Presidents & SPG district Presidents**

FROM:


JACQUELINE C. LUNAG
Chief, SGOD

DATE:

June 13, 2017

SUBJECT:

**Division Synchronized SSG/SPG Elections & Oath-Taking Ceremony for
the SY 2017-2018.**

1. There shall be a Division synchronized SSG/SPG elections and oath-taking ceremony to winning candidates for the SY 2017-2018;
2. The division level SSG & SPG elections shall be conducted in the morning and the oath-taking ceremony shall be administered in the afternoon of **June 21, 2017** at the Ammungan hall, SDO-Lagawe, Ifugao;
3. Interested candidates for the division level SSG/SPG federation positions are advised to bring the following documents:
 - Parents or school consent &
 - School SSG/SPG action plans for submission to the division SSG/SPG secretariat upon registration;
4. Attached is the program of activities agreed during the 2nd quarter SSG/SPG advisers' meeting;
5. Snacks and lunch will be served and be charged to the 2017 Special Education Fund (SEF). Likewise, transportation expense of attendees shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations;
6. Immediate dissemination of and strict compliance to this memorandum is directed.



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PROGRAM OF ACTIVITIES

PART I (Morning)

Singing of the National Anthem	Electronically Played
Prayer	c/o Mr. Erick
Ifugao hymn	Electronically Played
Acknowledgement of Pax	c/o Joef
Welcome Remarks	Mr. John Gahid, Admin Officer V
Message	Mr. Felipe L. Ballitoc, OIC-SDS
Intermission number	c/o Lagawe NHS
Roles and functions of Officers	Ms. Genevieve Camhit, PDO
Tips in Voting	Ms Marilou Tenenan, PDO
Intermission number	c/o Lagawe Central School

Health break.....Health break.....

Breakaway (SSG and SPG candidates)
Election Proper
Canvassing of votes
Announcement of Winning Candidates

.....LUNCH.....LUNCH.....

Part II (Afternoon)

Preliminaries	
Presentation of Newly Elected Division Level SSG/SPG Officers	
Induction of Officers	Mr. John Gahid, Admin Officer V
Message	Ms Jacqueline C. Lunag, Chief SGOD
Closing Remarks	
Closing Prayer	

Health break.....Health break.....Health break.....