



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF IFUGAO**  
Lagawe



**DIVISION MEMORANDUM**

No. 227 s. 2017

TO: **All School Heads**  
This Division

FROM: **FELIPE L. BALLITOC**  
OIC-Schools Division Superintendent

SUBJECT: **SEMINAR ON LEADERSHIP & PARLIAMENTARY PROCEDURE OF  
DIVISION SSG & SPG FEDERATION OFFICERS & THEIR ADVISERS**

DATE: 14 August 2017

- 
1. Addendum to Division Memorandum No. 206 s.2017 regarding the training on leadership & parliamentary procedure for the division SSG & SPG federation officers together with their advisers on August 17 – 19, 2017 at Ammungan Hall, Division office, Lagawe, Ifugao. Arrival of participants and training starts on August 17, 2017 at 8:00 in the morning;
  2. Meals and snacks of participants will be shouldered by SDO Ifugao under SEF while transportation and accommodation expenses will be charged to school MOOE subject to the usual accounting and auditing rules and regulations;
  3. Attached is the program of activities as agreed during the SSG/SPG planning in July 7, 2017;
  4. SSG/SPG Advisers shall be granted a one day service credit;
  5. Immediate dissemination of and strict compliance to this memorandum is directed.

**YOUTH INFORMATION PROGRAM**  
**Training on Youth Leadership and Parliamentary Procedure for SSG/SPG & Advisers**  
**AUGUST 17 - 19, 2017**

**PROGRAM OF ACTIVITIES**

Activity	Time Frame	Responsible Person
<b>Part I: Opening Program (day 1)</b>	8:00 – 8:30 AM	<b>Emcee – Ms. Genevieve Camhit</b>
Singing of the National Anthem		<b>Ms. Roshel Accatan</b> SSG Vice President
Opening Prayer		<b>Mr. Jotham Dulnuan</b> SSG President
Singing of the Ifugao Hymn		<b>Ms. Sharlyn Guimbungan</b> SSG Auditor
Acknowledgement of Participants		<b>Mr. Christian Rosana</b> SSG PIO
Welcome Remarks		<b>Mr. John N. Gahid</b> Admin. Officer V
Inspirational Message		<b>Ms. Felipe L. Ballitoc</b> OIC-Schools Div. Superintendent
Intermission number		<b>c/o John Andrei Villanueva-</b> SSG Treasurer
Talk		<b>Ms. Jacqueline C. Lunag</b> Chief-SGOD
Overview of the 3-day Training		<b>Mr. Freddison Bayangan</b> SSG Adviser
<b>Part II: Training Proper</b>		<b>Emcee – Ms. Marilou Tenenan</b>
<b>Day 1: Topics</b>		
Leadership and Principles	8:31 - 10:00	<b>Hon. Atty. Adriane Chaguile</b> Vice Mayor- Mun. of Lamut
Health break	10:01 - 10:20	
Leadership Style	10:21 - 12:00	<b>Ms. Marina Ligmayo</b> SPG Adviser
Lunch Break	12:01-1:00	
21 <sup>st</sup> Century Leadership and Challenges	1:01 - 3:00	<b>Ms. Joseline Niwane</b> PSWDO
Environmental Awareness	3:15 - 5:00	c/o DENR
<b>Day 2:</b>		
Parliamentary Procedure Principles	8:00 - 10:00	<b>Mr. Nelson Bungihan</b> SSG Adviser
Health break	10:01 - 10:20	
Handling a Meeting	10:21 - 12:00	<b>Ms. Veronica Pocdihon</b> SPG Adviser
Lunch Break	12:01-1:00	
Workshop on Practice Meeting	1:00 - 5:00	<b>Mr. Freddison Bayangan</b> SSG Adviser
<b>Day 3:</b>		
Tree Planting Activity	8:00 - 10:00	
Simulation of Students on Parliamentary Procedure	10:01 - 12:00	<b>c/o Sir Joel &amp; Freddie</b>
Lunch Break	12:01-1:00	
Seminar Evaluation	1:01 - 2:00	
Closing and Awarding of Certificates	2:00 - 2:30	<b>c/o Ms. Genevieve Camhit</b>