



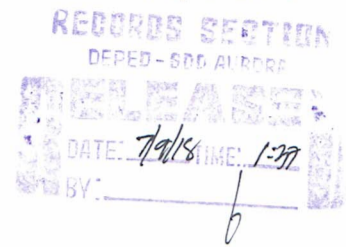
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
SCHOOLS DIVISION OF AURORA
San Luis, Aurora



July 3, 2018

DIVISION MEMORANDUM

No. 100 s. 2018



To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Secondary and Elementary School Heads
School Clubs/Organization Teacher- Advisers
All other concerned

**SUBMISSION OF LIST OF SSG, SPG, CLUBS/ORGANIZATIONS'
OFFICERS AND TEACHER-ADVISERS**

1. The Bureau of Human Resource and Organizational Development, through the Organization Effectiveness Division released the Unnumbered Memorandum dated January 25, 2018 regarding the compendium of Office Functions and Job Descriptions for the Department and its plantilla items. The issuance of the compendium is a product of collaborative work among the offices to serve as a reference document for office operations.
2. The memorandum states that one of the duties and responsibilities of the Youth Formation Coordinator is to develop a division database of newly-elected SPG, SSG, and school clubs/organizations officers and newly-appointed Teacher- Advisers.
3. Relative to this, all elementary and secondary School Heads and School Clubs/Organization Teacher-Advisers are required to submit the list of SSG, SPG, Clubs/Organizations' Officers and newly-appointed Teacher-Advisers on or before July 20, 2018 at School Governance and Operations Division (SGOD) Office.
4. For further information, all concerned may contact the Division Youth Formation Coordinators, Juvy Lyn C. Miranda, 09102902974 and Armando N. Bihsa Jr., 09070193310.
5. Immediate and wide dissemination of this Division memorandum is desired.

Engr. EDGARD C. DOMINGO, PhD, CESO VI
Schools Division Superintendent