



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 2, 2025

REGIONAL MEMORANDUM
ESSD-2025- 493

**REGIONAL REPRESENTATIVES FOR THE VALIDATION OF THE POLICY
GUIDELINES ON THE ESTABLISHMENT AND OPERATIONALIZATION
OF SCHOOL CLUBS AND ORGANIZATIONS IN
THE BASIC EDUCATION**

To: Schools Division Superintendents} Samar Division
All Others Concerned

1. Attached is Memorandum DM-OUOPS-2025-11-02604 from the Office of the Undersecretary for Operations dated April 21, 2025, requesting regional representatives for the second phase of the Validation of the Policy Guidelines on the Establishment and Operationalization of School Clubs and Organizations in the Basic Education on **May 6-9, 2025** at **DepEd Ecotech Center, Lahug, Cebu City**.

2. Relative thereto, the Regional participants to this activity are the following:

No	Name	Designation	Station	Contact Information
1	EDEN A. DADAP	Regional YF Focal Person	Regional Office	09126063544
2	NAZARENON E. ORTILLO	Division YF Focal	Samar Division	09311202966
3	JACOB BADILLA	School Head	Parasan NHS, Daram I District	09354429450

3. The participants shall be provided for with meals and accommodation charged to the BLSS-YFD Funds while their travel and other related expenses shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations of the Department.

4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III

Regional Director

Enclosure: As Stated

Reference: As Stated

To be indicated in the Perpetual Index under the following subjects.
POLICY REVIEW SCHOOL CLUBS



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025-11-02604

TO : **Regional Directors**
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
School Heads
All Others Concerned

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : **REQUEST FOR REPRESENTATIVES FOR THE VALIDATION OF THE POLICY GUIDELINES ON THE ESTABLISHMENT AND OPERATIONALIZATION OF SCHOOL CLUBS AND ORGANIZATIONS IN THE BASIC EDUCATION**

DATE : April 21, 2025

The Office of the Undersecretary for Operations (OUOPS) through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) is set to conduct a second phase of **Validation of the Policy Guidelines on the Establishment and Operationalization of School Clubs and Organizations in the Basic Education** from **May 6-9, 2025**, at **DepEd Ecotech Center, Lahug, Cebu City**.

This activity aims to assess the latest policy draft based on the feedback and insights gathered during the initial phase of validation that took place in September 2024. It also seeks to identify any gaps or ambiguities to ensure that the needs of our learners and other stakeholders are met, making the policy draft more clear, actionable and ready for its pilot implementation.

In light of this, each region is requested to select a **total of three representatives from each region: one from the regional office, one from the schools division office, and one from a school**. These representatives are expected to actively participate in the activity. When selecting participants, regional offices through their Regional Youth Formation Coordinator must follow the criteria specified in **Annex A**.

To confirm the attendance, please have the designated representative complete the **online registration form** using their DepEd email account via this link: <https://forms.office.com/r/eWszVaxJVC> on or before **April 29, 2025, Tuesday**. Failure to register by the set deadline will result in the non-receipt of the Certificate of Participation and Appearance during the activity proper. For reference, the Indicative Program of Activities is attached as **Annex B**.

BLSS-YFD-2025-04-041

All travel and other related expenses of all participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations of the Department.

For questions and/or concerns, your staff may contact the BLSS-YFD through email at blss.yfd@deped.gov.ph.

Immediate dissemination of and appropriate action for this Memorandum is desired.

[YFD/AJBV]

Annex A.

CRITERIA ON THE SELECTION OF PARTICIPANTS

The selection of participants from the **Region, Division, and School-based Level** in the second phase of **Validation of the Policy Guidelines on the Establishment and Operationalization of School Clubs and Organizations in the Basic Education** shall adhere to the following criteria listed below:

Regional Representative

- a. All Regional Youth Formation Coordinators (RYFCs) are automatically given slots to participate in the mentioned activity. In case of unavailability, an alternate may be designated.
- b. The alternate representative must receive an official endorsement from the respective RYFC. Should the chosen alternate representative originate from the Division or School level, the guidelines pertaining to this governance level shall be duly observed.
- c. Implemented mechanisms for operationalizing clubs and organizations, which may include the issuance of local policies on registration, accreditation, and other related processes.

Division Representative

- a. Designated as the Division Youth Formation Coordinator (DYFC) and shall be endorsed by their RYFC. In case of unavailability, an alternate from school-level may be designated.
- b. Implemented mechanisms through innovative approaches for data collection, recognition or accreditation, as well as the implementation, monitoring, and evaluation of school clubs and organizations. However, it is preferred that the selected representative has not yet implemented such mechanisms, in order to gain new ideas and contribute to expanding our collective knowledge on effective strategies.
- c. Possesses a strong understanding of best practices and common challenges related to the creation of clubs and organizations at the school level.

School-Based Representative

- a. Identified by the Schools Division Superintendent and approved by the Regional Director.
- b. Actively involved in the implementation of school clubs and organizations.
- c. It is preferred, but not required, to have attended BLSS-YFD data gathering and consultation sessions on after-school activities and school clubs and organizations to promote broader participation and ensure diverse insights.
- d. Implemented mechanisms through innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for school clubs and organizations.

Kindly note that each region is required to identify a total of **three (3) participants only**, encompassing the **RYFC or alternate, DYFC, and School-Level personnel**.

Annex A.

INDICATIVE PROGRAM OF ACTIVITIES

May 6-9, 2025 | Eco Tech, Cebu City

Day 1 May 6, 2025 Tuesday		
Time	Activity	Focal Person/Unit
8:00 a.m. – 12:00 p.m.	Arrival and Registration of TWG and Participants	
	First Meal: Lunch	
12:01 p.m. – 1:00 p.m.	Lunch	
1:01 p.m. – 1:30 p.m.	Opening Program	
1:31 p.m. – 2:00 p.m.	Discussion - Then and Now: Policy Updates	
2:01 p.m. – 4:00 p.m.	Pre-work Activity: Initial Reflections on the Policy Draft	
4:01 p.m. – 5:00 p.m.	Presentation of and Plenary Discussion on Participants' Initial Reflections	
5:01 p.m. – 6:00 p.m.	Check-in	
6:01 p.m. – 8:00 p.m.	Dinner	
Day 2 May 7, 2025 Wednesday		
Time	Activity	Focal Person/Unit
6:00 a.m. – 8:00 a.m.	Breakfast	
8:01 a.m. – 8:15 a.m.	Preliminaries	AVP
8:16 a.m. – 9:45 a.m.	Workshop: Refining the Key Sections of the Policy Draft	
9:46 a.m. – 10:00 a.m.	Mental Health Break	
10:01 a.m. – 11:45 a.m.	Continuation of the Workshop	
11:46 a.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Ice-breaker Activity	
1:16 p.m. – 2:45 p.m.	Group Activity	
2:46 p.m. – 3:00 p.m.	Mental Health Break	
3:01 p.m. – 4:45 p.m.	Continuation of the Group Activity	
4:46 p.m. – 5:00 p.m.	Reminders	Secretariat
6:00 p.m. – 8:00 p.m.	Dinner	
Day 3 May 8, 2025 Thursday		
Time	Activity	Focal Person/Unit
6:00 a.m. – 8:00 a.m.	Breakfast	
8:01 a.m. – 8:15 a.m.	Preliminaries	AVP
8:16 a.m. – 9:45 a.m.	Output Presentation	
9:46 a.m. – 10:00 a.m.	Mental Health Break	
10:01 a.m. – 11:45 a.m.	Continuation of the activity	
11:46 a.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Ice-breaker Activity	
1:16 p.m. – 2:45 p.m.	Refining the Policy Draft	
2:46 p.m. – 3:00 p.m.	Mental Health Break	
3:01 p.m. – 4:45 p.m.	Continuation of the activity	
4:46 p.m. – 5:00 p.m.	Reminders	Secretariat
6:00 p.m. – 8:00 p.m.	Dinner	
Day 4 May 9, 2025 Friday		
Time	Activity	Focal Person/Unit
6:00 a.m. – 8:00 a.m.	Breakfast	
8:30 a.m. – 11:00 a.m.	Presentation of Outputs	
11:01 a.m. – 11:59 a.m.	Check-out of Participants	
12:00 noon – 1:00 p.m.	Lunch	
1:01 p.m. onwards	Closing Program	
	Last Meal: Dinner	