



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

September 14, 2022

DIVISION MEMORANDUM
No. *311*, s. 2022

**CONCURRENT FUNCTIONS OF THE SUPREME STUDENT TEACHER-ADVISERS
AND STUDENT ACTIVITIES COORDINATOR (SAC)**

To: Public Schools District Supervisors/District In-Charge
Public and Private Elementary and Secondary School Heads
SSG Teacher-Advisers
All others concerned

1. In reference to **DepEd Order No. 19, s. 2016 Re Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools**, based on the functions of the Student Activities Coordinator, the Principal or School Head may designate a member of the teaching staff to this position. Hence, the Student Activities Coordinator has the same functions as to implementation of co-curricular and extra-curricular programs of the school similar to the functions of the SSG Teacher-Adviser.

2. With this, to provide a standard and organized structure of Youth Formation Programs in the school, the Schools Division of Nueva Vizcaya through the Youth Formation Unit requires every School Head/Principal to avoid the duplication of such functions to separate advisers/teaching personnel wherein the abolishment of the Student Affairs Coordinator (SAC) shall be implemented this School Year 2022-2023.

3. This Office requires **every SSG Teacher-Adviser to now serve as the Student Activities Coordinator/School Youth Formation Coordinator** in both public elementary and secondary schools. The SSG Teacher-Adviser as the appointed Adviser for the mother and highest organization in the school - the SSG, shall be the topmost Adviser of all Teacher-Advisers of the recognized clubs and organizations (co- and extra-curricular) in the school.

4. Private schools, technical and vocational institutions and higher education institutions including state and local universities and colleges offering K-12 Basic Education Program are encouraged to implement these concurrent functions of the SSG Teacher-Adviser and SAC.

5. For relevant queries, you may contact Geepee Kelsey E. Vidad, Project Development Officer J-Division Youth Formation Coordinator at **0926 076 8118** or at geepeekelsey.vidad@deped.gov.ph



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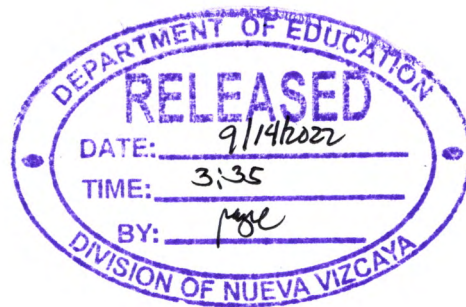
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6. For wide dissemination, information and strict compliance.


RACHEL R. LLANA PhD, CESO V
Schools Division Superintendent 

As stated

References: DepEd Order No. 19, s. 2016



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