



Republic of the Philippines  
**Department of Education**  
Region II - Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA

September 05, 2023

**DIVISION MEMORANDUM**

No. 298, s. 2023

**APPLICATION FOR RECOGNITION OF SCHOOL CLUBS AND ORGANIZATIONS**

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum and Implementation Division  
Education program Supervisors  
Public Schools District Supervisor  
Public Elementary and Secondary Schools Heads  
All Other Concerned

1. Pursuant to OUOPS No. 2023-03 Memorandum, the field is hereby informed of the **Application for Recognition of School Clubs and Organizations**
2. This application for school clubs and organizations is a division initiative where all public elementary and secondary school clubs and organizations are required to apply to the Division Office for the updating of school clubs / organization list and databank.
3. With this, all schools are directed to conduct the homeroom and club/organization election and the election of Grade 7 representatives, on or before **September 15, 2023**. Furthermore, all clubs and organizations must register and submit the pertinent documents of their clubs and organizations online for division level recognition.
4. SELG/SSLG Teacher-Advisers and Officers shall process the documents submitted by the Clubs/Organizations following the Recognition process and shall accomplish the Online Consolidated List of School Clubs and Organizations at <https://tinyurl.com/NVCLUBORG2023> not later than **September 29, 2023**.



**Address :** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya

**Telephone Nos.:** (078) 362-0106, 09171589946

**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)

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| Doc Code: | FM-OSDS-SDS-001 | Rev:  | 01 |
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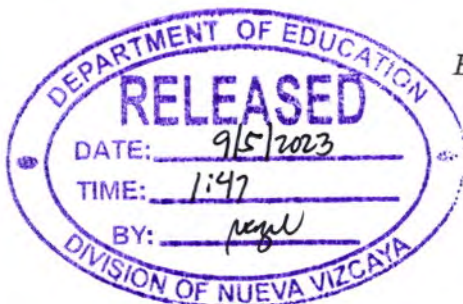


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- a. Club/Organization Registration Form
  - b. Constitution and By-Laws
  - c. List of Officers; and
  - d. General Plan of Action
5. Recognized School Clubs and Organizations will be memorandized and posted on the Deped Tayo- Youth Formation- Division of Nueva Vizcaya Facebook page.
6. Only recognized School Clubs and Organizations are allowed to conduct youth activities, shall participate and attend the Coordination Council meetings of the SELG/SSLG.
7. Expenses incurred in the conduct of the SY 2023 – 2024 student organizations' elections shall be charged to School Maintenance and Other Operating Expenses (MOOE) or other available funds subject to the usual accounting and auditing rules and regulations.
8. Attach herewith are the following documents for reference:
- a) Recognition Process and Objectives
  - b) Application Form
9. For relevant queries, you may contact **Marc Henrick R. Nicanor**, *Project Development Officer I- Division Youth Coordinator* at 0955-891-4479 or e-mail [marchenrick.nicanor@deped.gov.ph](mailto:marchenrick.nicanor@deped.gov.ph) .
10. Immediate and wide dissemination of this Memorandum is desired.

**ORLANDO E. MANUEL, PhD.,CESO V**  
Schools Division Superintendent

*By the Authority of the Schools Division Superintendent*



**MARY JULIE A. TRUS, PhD.,CESO VI**  
Assistant Schools Division Superintendent



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## **SCHOOL CLUBS AND ORGANIZATIONS RECOGNITION PROCESS AND OBJECTIVES**

### **I. Objectives**

SDO Nueva Vizcaya through the Youth Formation Unit establishes the recognition process of School Clubs and Organizations with the following objectives:

1. enables submission of consolidated pertinent documents for information and guidance to govern their operations;
2. comes up with Database of School Clubs and Organizations;
3. regulates school clubs and organizations redundant activities;
4. oversees advocacy activities of the schools on Learner Formation Program; and
5. provides basis for division-level recognition and awards programs for outstanding school club/organizations, officers and advisers.

### **II. Recognition Process**

#### **a) Phase 1: Application and Registration**

##### **a.1 Application**

- Applicant Club and Organization will submit two (2) copies of Application Form with attachments to the School's Supreme Elementary/Secondary Learner Government Office. [(1) club/organization copy and (2) SELG/SSLG copy]
  - *Club/Organization Registration Form*
  - *Constitution and By-Laws*
  - *List of Officers; and*
  - *General Plan of Action*

##### **a.2 Online Registration**

- SELG/SSLG Teacher-Adviser and Officers will scan the Approved Application Form by the School Head together with the required attachments.
- The SELG/SSLG Teacher-Adviser will consolidate all the Clubs/Organizations applicants scanned documents and will again save in folder with the school's name as folder



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filename and upload on the folder allotted to their district in the link provided <https://tinyurl.com/NVCLUBORG2023>

- Transmittal to be sent by the SELG/SSLG Teacher-Adviser to records section thru the SDO NV email address [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph) **No hard copy will be sent to the Division office.**

a.3 Evaluation of Documents

- Division Youth Formation Coordinator will check the provided link based on the received transmittal and evaluate the submitted documents for approval.

a.4 Approval or Disapproval of Club/Organization

- Upon evaluation, if all submitted documents are complete, Youth Formation Program Coordinator will issue Club or Organization ID Number.
- Upon approval of the SDS, a confirmation via email will be sent to the adviser and their respective Supreme Elementary/Secondary Learner Government together with *Assignment Order*. For incomplete documents, an email will be sent disapproving their application.

**b) Phase 2: Awards and Recognition**

- Certificate of Recognition will be given to approved clubs/organizations.

**c) Phase 3: Uploading**

- Recognized School Clubs and Organizations will be memorandized and posted on the Deped Tayo- Youth Formation- Division of Nueva Vizcaya Facebook page.

**d) Phase 4: Provision of Technical Assistance**

- Division Youth Formation Coordinator will provide technical assistance to clubs/organizations if necessary.

**e) Phase 5: Reporting and Monitoring & Evaluation**

e.1 Submission of Reports

- Club/Organization Officers and/or Teacher-Advisers will submit their project proposals and accomplishment reports in the Division Office. **(DM #287, S. 2022)**

e.2 Monitoring & Evaluation

- The Division Office will monitor and evaluate the programs, projects and activities of clubs/organizations thru the submitted reports.



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**DO NOT WRITE ON THIS SPACE**  
 [For PDO I – YFU/SELG/SSLG use only]  
 \*This form may be photocopied/reproduced

Date Received: \_\_\_\_\_  
 School Club/Organization ID No:  
 [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ]

**STUDENT ORGANIZATION AND CLUB APPLICATION FORM**

School Year 2023-2024

*Please accomplish this form in bold letters and using black or blue pen only.*

New Application

Renewal Application

|                          |  |  |   |
|--------------------------|--|--|---|
| Name of Organization:    |  |  |   |
| Category:                | <input type="checkbox"/> Subject-Related | <input type="checkbox"/> Athletic/Game | <input type="checkbox"/> Special Interest |
|                          | <input type="checkbox"/> Culture & Arts  | <input type="checkbox"/> Others _____  |   |
| Full Name of Adviser:    |  |  |   |
| Email Address:           |  | Contact Number[s]:                     |   |
| Full Name of Co-Adviser: |  |  |   |
| Email Address:           |  | Contact Number[s]:                     |   |
| Full Name of President:  |  |  |   |
| Email Address:           |  | Contact Number[s]:                     |   |

Attached are the following supporting documents required for **Supreme Elementary/Secondary Learner Government, School Head and Division's Recognition**:

|   |   |
|---|---|
| <input type="checkbox"/> Organization/Club's Constitution and By-Laws | <input type="checkbox"/> List of Elected Officers and Members |
| <input type="checkbox"/> General Plan of Action                       |   |

We hereby assemble this Organization/Club and agree to fulfill the mission and purpose for which it was established to the best of our abilities.

\_\_\_\_\_  
 Signature over printed name of Club President  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature over printed name of Club Adviser  
 Date: \_\_\_\_\_

**SCHOOL LEVEL [Assessment and Endorsement]:**

- All documentary requirements complied.
- Returned to applicant due to:
  - Incomplete documentary requirements.
  - Need revision[s] (Please see corrections/feedbacks on the supporting documents).
- Endorsed for approval.

\_\_\_\_\_  
 Signature over printed name of SELG/SSLG President  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature over printed name of SELG/SSLG Adviser  
 Date: \_\_\_\_\_

**Recommending Approval:**

\_\_\_\_\_  
 Signature over printed name of School Head

**Approved:**

**ORLANDO E. MANUEL, PhD, CESO V**  
 Schools Division Superintendent



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