



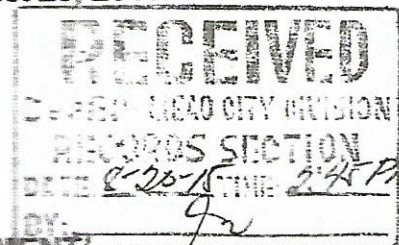
Republic of the Philippines  
Department of Education  
Region V (Bicol)  
SCHOOLS DIVISION OFFICE OF LIGAO CITY  
Binatagan, Ligao City  
Telefax: (052) 202-0932/485-2496  
Email: [deped\\_ligaocity@yahoo.com](mailto:deped_ligaocity@yahoo.com)



August 20, 2015

**Division Memorandum**

No. 39, s., 2015



**DIVISION LETRA FOR SUPREME PUPIL GOVERNMENT/  
SUPREME STUDENT GOVERNMENT OFFICERS AND LEADERS**

**TO:** All Elementary/Secondary School Heads  
Public & Private Schools

1. DEPED Ligao City Division in coordination with the Saceda Youth Lead, a Youth Serving Institution under the auspices of the National Youth Commission, will be conducting a **Division LETRA (Leadership Training) for Supreme Pupil Government/Supreme Student Government Officers and Leaders** on September 11-13, 2015, Division Training Hall / Ligao City Gym.
2. This Division wide training is a three (3) – day intensive program which emphasizes on necessary, beneficial and practical approaches to better leadership development. This training is a live-out activity.
3. Participants to this activity are the schools' SPG/SSG elected President, Vice-President, Secretary, Treasurer and Advisers.
4. A registration fee of P1,000.00 shall be charged per participant to cover meals for 3 days, hand-outs, honoraria and transportation of the speakers.
5. Since this training is a DEPED indorsed activity only Official time shall be observed.
6. Attached is the training matrix and confirmation form for the Division LETRA. Confirmation form shall be submitted on or before **August 28, 2015**, attention: **DELIA V. MENDOZA, EPS I.**
7. For the information, dissemination and compliance of all concerned.

**MARIA LUISA P. SAMANIEGO**  
Assistant Schools Division Superintendent  
Officer in-Charge

# CONFIRMATION FORM

School: \_\_\_\_\_

School Head: \_\_\_\_\_

Activity: DIVISION LETRA FOR SCHOOLS' SPG/SSG OFFICERS & LEADERS

## **NAME OF STUDENT-PARTICIPANTS:**

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Adviser: \_\_\_\_\_