



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

**ORD-2025- 403**

**TO :** **ALEJANDRO G. IBANEZ**  
Schools Division Superintendent  
Office of the Schools Division Superintendent, Marikina City

**ARNEL M. PERALTA**  
Education Program Supervisor  
Education Support Services Division

**All Others Concerned**

**FROM :** **THE OFFICE OF THE REGIONAL DIRECTOR**

**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 :** May 5, 2025

1. Attached is a copy of Memorandum DM-OUOPS-2025-11-02604 from **MALCOLM S. GARMA**, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations, Department of Education, Pasig City, dated April 21, 2025, regarding the 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.

2. This activity aims to evaluate the latest policy draft based on the feedback and insights gathered during the initial validation phase. It seeks to identify any gaps or ambiguities to ensure the draft effectively addresses the needs of learners and stakeholders, making it clearer, more actionable, and ready for pilot implementation.

3. Listed below are the following participants requested to attend the said workshop:

| NAME             | DESIGNATION/POSITION          | DIVISION/OFFICE |
|------------------|-------------------------------|-----------------|
| Arnel M. Peralta | Education Program Supervisor  | ESSD, DepEd-NCR |
| Rizeal C. Biejo  | Project Development Officer I | Marikina City   |



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3. Travel and other related expenses to be incurred in the conduct of the said activity may be charged to local funds, subject to the usual accounting and auditing procedures.
4. Attached is the Indicative Program of Activities as Annex A, for reference.
5. Immediate dissemination of this Memorandum is desired.

  
**JOCELYN DR ANDAYA**

Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for Operations

Enclosed: as stated



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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](mailto: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

- 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.
- 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.
- Implemented mechanisms for operationalizing clubs and organizations, which may include the issuance of local policies on registration, accreditation, and other related processes.

#### Division Representative

- 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.
- 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.
- 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

- Identified by the Schools Division Superintendent and approved by the Regional Director.
- Actively involved in the implementation of school clubs and organizations.
- 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.
- 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<br>Last Meal: Dinner  |                   |