



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

May 2, 2022

Division Memorandum  
No. 070 s. 2022

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

**DESIGNATION OF THE SCHOOLS GPP, YES-O, BKD, BAGS COORDINATORS  
AND SPG/SSG ADVISERS**

1. The Schools Division Office of Sorsogon Province, through the of the Youth Formation Division (YFD), issues the designation of the schools Gulayan sa Paaralan (GPP), Youth for Environment in Schools Organization (YES-O), Barkada Kontra Droga (BKD) Coordinators and Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Advisers and the special program of SGOD on the onset of COVID-19 pandemic Be A Garden Steward (BAGS).
2. School heads shall submit their compiled documents by district not later than May 27,2022. Please see attached format and designation forms.
3. For more information, questions or concerns, please contact Ms. Maria Riza E. Dino-09468581291, SGOD- Youth Formation Division.
4. Expenses incurred in the conduct of this activity shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
5. For information, dissemination and strict compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**SCHOOLS DIVISION OF SORSOGON**

DATE

**DESIGNATION TO:**

NAME  
GPP Coordinator

1. Relative to Division Memorandum No. \_\_\_\_\_, s. 2022 or the Designation of GPP/YES-O/BKD Coordinators and SPG/SSG Advisers, this Office, through the Youth Formation Division of the School Governance and Operations Division and to ensure that all subject areas and activities in the school are implemented and in the exigency of the service, you are hereby designated as School Gulayan sa Paaralan Coordinator for SY \_\_\_\_\_.

2. The general objective of the GPP is to promote food security in schools and communities, through the self-help food production activities and values among the learners, and appreciation of agriculture as a life support system. As a GPP Coordinator you are to perform the following duties and responsibilities:

- a. Promote vegetable and production in public elementary and secondary schools;
- b. Establish and maintain school gardens as ready food basket/source of vegetables in sustaining feeding;
- c. Serve as laboratory for learners;
- d. Produce in the school's vegetables which have rich resources of protein, vitamins and minerals, and eventually increase vegetable consumption, and improve learners' nutrition;
- e. Showcase small-scale food production models; and
- f. Inculcate among the learners the values of gardening, good health and nutrition, love of labor, and caring for others.



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3. School GPP Coordinator is responsible for the management and improvement of Gulayan sa Paaralan Program at the school level. They shall:

- a. Coordinate with the Gulayan sa Paaralan focal person in the Division, if necessary;
- b. Attend trainings/orientation/webinars in relation to Gulayan sa Paaralan;
- c. Work hand in hand with the feeding coordinator in the preparation of school food production/school feeding plan in the effort to address malnutrition among learners;
- d. Prepare planting calendars at the beginning of each school year in order to ensure a year-round supply of harvest for feeding;
- e. Facilitate and monitor all the programs/projects of the Division/School in relation to the sustainability of GPP;
- f. Download and file all documents hard/soft copy related to the assigns task;
- g. Perform other related task needed for the implementation.

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**School Head**

**ALLAN J. ORDOÑEZ**  
YFD Coordinator

**FLORENCIO P. BERMUNDO**  
Chief-SGOD

Approved:

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**DESIGNATION TO:**

NAME  
BKD Coordinator

1. Relative to Division Memorandum No. \_\_\_\_\_, s. 2022 or the Designation of GPP/YES-O/BKD/ Coordinators and SPG/SSG Advisers, this Office, through the Youth Formation Division of the School Governance and Operations Division and to ensure that all subject areas and activities in the school are implemented and in the exigency of the service, you are hereby designated as ***Barkada Kontra Droga School Coordinator*** for SY \_\_\_\_\_.

The Barkada Kontra Droga (BKD) Program conceptualized in 2004 was institutionalized in 2007 by Board Regulation No. 5 series of 2007. The ***BKD*** has ***four (4) phases – launching seminar, capability building, implementation of formulated action plans and monitoring and evaluation.***

**Roles and Responsibilities**

As Barkada Kontra Droga (BKD) Coordinator, you are to coordinate with the department/office and perform the following duties and functions with the highest degree of integrity as a public servant:

- a. Integrate the BKD concept into the activities of the NDEP of the Department of Education and CHED
- b. Provide technical and other forms of expertise to the BARKADA KONTRA DROGA in respective of responsibility
- c. Provide training on life skills enhancement, livelihood and alternative activities for student leaders
- d. Provide/conduct training or seminars on the prevention and control of dangerous drugs among the student leaders
- e. Provide scholarship program to deserving members of the BARKADA
- f. Supervise the activities of the student council in perspective areas of responsibility
- g. Establish a BKD Center in school



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As a BKD coordinator you are hereby assist, encourage and help the student council do their duties and responsibilities.

**STUDENT COUNCIL**

- a. Encourage students to participate in the BKD program in their respective schools
- b. Integrate the BKD concept into their existing student council programs/activities
- c. Initiate BKD activities in schools
- d. Conduct echo-seminar or training on the prevention and control of dangerous drugs among the student populace
- e. Conduct training in life skills enhancement, livelihood and alternative activities for student
- f. Support the establishment of the BKD Center

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**School Head**

**MARIA RIZA E. DINO**  
YFD Coordinator

**FLORENCIO P. BERMUNDO**  
Chief-SGOD

Approved:

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**1<sup>st</sup> Indorsement  
Date**

Respectfully forwarded to Schools Division Superintendent, School Division Office of Sorsogon Province, Balogo Sports Complex, Balogo Sorsogon City, the herein document of Name, Position of SCHOOL/District for SY \_\_\_\_\_ as SPG/SSG Adviser of this school recommending favorable action.

**NAME**  
\_\_\_\_\_  
**School Head**



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DESIGNATION TO:

NAME

SPG/SSG Adviser

His/Her functions as the Supreme Pupil Government/Supreme Student Government (SPG/SSG) Adviser are in consonance to DepEd Order No. 47 s. 2014 – Constitution & By-Laws of the Supreme Pupil Government & Supreme Student Government in Elementary & Secondary Schools; DepEd Order No. 48 s. 2014 – Amendments & Additional Provisions to DepEd Order No. 47 s. 2014; and, DepEd Order No. 11 s. 2016 – Additional Guidelines to DepEd Order No. 47 s. 2014.

SPG/SSG Adviser is expected to perform the following duties and responsibilities, to wit:

- Shall monitor all programs, projects, activities, and meetings of the SPG/SSG at all times.
- Shall act as the SPG/SSG's mentor in governance and leadership. Specifically, he/she shall:
  - Oversee and examine all the SPG/SSG's internal/external processes and leadership practices;
  - Promote good governance and transparency;
  - Ensure the academic excellence as well as the social and emotional welfare of the SPG/SSG officers;
  - Conduct individual consultations with every SPG/SSG officer to gather feedback on the efficiency and effectiveness of his/her performance as an officer and/or the overall performance of the SPG/SSG; and,
- Propose recommendations for improvement based on the information gathered from the individual consultations.



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- Shall actively participate and coordinate with the Division Youth Formation Coordinators for the implementation and management of Youth Formation programs, projects, and activities.
- Attend trainings/orientation/webinars in relation to SPG/SSG
- Shall prepare General Program of Action (GPOA) for approval and its inclusion to the school's AIP/SIP; and
- Shall submit reports and other pertinent documents as needed by the Division/Region/Central Office from time to time.

His/Her appointment as SPG/SSG Adviser is in addition to the duties and responsibilities of his/her present position, shall not entail additional remuneration on the salary but will entitle him/her the privilege as provided in Section 4 Article XII of DepEd Order No. 47 s.2014 stating that the advisership of the SPG/SSG shall be equivalent to one (1) teaching load in accordance with Republic Act 4670 and his/her designation shall be valid until superseded by a new appointment from your office.

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**School Head**

**MARIA RIZA E. DINO**  
YFD Coordinator

**FLORENCIO P. BERMUNDO**  
Chief-SGOD

Approved:

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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DATE

**DESIGNATION TO:**

NAME  
**BAGS Coordinator**

1. Relative to Division Memorandum re: BE A GARDEN STEWARD (BAGS) dated March 1, 2021 signed by Schools Division Superintendent Jose L. Doncillo, CESO V, this Office, through the Youth Formation Division of the School Governance and Operations Division and in the exigency of the service, you are hereby designated as Be A Garden Steward (BAGS) Coordinator for SY \_\_\_\_\_.

At the onset of the COVID-19 outbreak, there has been a significant increase in food demand. It is generally inelastic and its effect on overall consumption will be likely limited, although dietary patterns may alter. To support our economy and the Gulayan sa Paaralan program of the Department of Education, this Division initiated and implemented the Project BAGS – BE A GARDEN STEWARD which aims to further the objectives of Gulayan into the homes, backyards, and community of the learners.

As BAGS Coordinator, you are to perform the following duties and responsibilities with the highest degree of integrity as a public servant:

- a. Coordinate with the School Head with regards to the implementation of the program and prepare a school planting map at the beginning of the project based on the school improvement plan.
- b. Promote vegetable production in school, backyard or community gardening
- c. Mobilize the learners involvement in the program.
- d. Create a long-term nurturing schedule to ensure the survival of species planted as part of the program.



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- e. Monitor progress of the program and submit accomplishment reports and photo documentation to the SGOD through prescribed and agreed-upon means.
- f. Inculcate among the learners the values of gardening, good health, sharing and camaraderie especially during this time of pandemic.

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**School Head**

**MARIA RIZA E. DINO**  
YFD Coordinator

**FLORENCIO P. BERMUNDO**  
Chief-SGOD

Approved:

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

DATE



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**DESIGNATION TO:**

NAME  
**YES-O Coordinator (Moderator/Assistant Moderator)**

1. Pursuant to DepEd Order No. 72 s. 2003 re: Establishment of the Youth For Environment In Schools (YES) Organization, the Department of Education (DepEd), in partnership with the Department of Environment and Natural Resources (DENR), establishes the Youth for Environment in Schools Organization (YES-O) as the only recognized co-curricular environmental club or organization in the schools and consolidates all other environmental and/or ecology clubs or organizations in school with main and primary programs or projects for the environment or ecology in the said Organization.

As School YES-O Coordinator, you are to perform based on the Constitution and By-Laws of the Youth For Environment in Schools (YES) Organization the following:

Article X: YES-O Moderator and Assistant Moderator.

- Section 1: The YES-O Moderator and Assistant Moderator shall be the Science Department Head/Coordinator and Teachers, respectively.
- Section 2: The Moderator and Assistant Moderator shall lead and operationalize the YES-O and its activities in the school level with the guidance of the School Head/Principal.
- Section 3: The Moderator and Assistant Moderator shall, at all times, monitor the conduct of activities and meetings of the YES-O.



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Article XVIII: Mandated Projects and Activities

Sec. 1: The YES-O shall be required to implement, conduct or attend the following programs, projects and activities; namely, clean-up drives, waste management, segregation and recycling, awareness campaigns, symposia or training, nursery establishment, tree-planting activities, fun run, and Youth for Environment Summer Camp.

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**School Head**

**ALLAN J. ORDOÑEZ**  
YFD Coordinator

**FLORENCIO P. BERMUNDO**  
Chief-SGOD

Approved:

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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(To be submitted in compilation by **DISTRICT**, *attached the designation per school.*)

**SPG/SSG Adviser**

District	Name of School	School Head	SPG/SSG Adviser	Contact Number	SPG/SSG President	Contact #

Prepared by:

Recommending Approval:

Approved:

\_\_\_\_\_  
SPS/SSG Adviser

\_\_\_\_\_  
PSDS

\_\_\_\_\_  
Schools Division Superintendent

**BKD Coordinator**

District	Name of School	School Head	BKD Coordinator	Contact #	BKD President/Officer	Contact No.	Total # of Active Members

Prepared by:

Recommending Approval:

Approved:

\_\_\_\_\_  
BKD Coordinator

\_\_\_\_\_  
PSDS

\_\_\_\_\_  
Schools Division Superintendent



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**YES-O Coordinator**

District	Name of School	School Head	YES-O Coordinator	Contact #	YES-O President	Contact #	Total # of Active Members

Prepared by:

Recommending Approval:

Approved:

\_\_\_\_\_  
**YES-O Coordinator**

\_\_\_\_\_  
**PSDS**

\_\_\_\_\_  
**Schools Division Superintendent**

**GPP Coordinator**

District	Name of School	School Head	GPP Coordinator	Contact Number

Prepared by:

Recommending Approval:

Approved:

\_\_\_\_\_  
**GPP Coordinator**

\_\_\_\_\_  
**PSDS**

\_\_\_\_\_  
**Schools Division Superintendent**



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