

STUDENT GOVERNMENT PROGRAM

Implementation of mandated Student Government Programs (SGP) in public elementary & secondary schools.

Office or Division:	SGOD - YOUTH FORMATION			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Teachers/Coordinators/School Heads			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DepEd Issued Memorandum / Communications		DepEd Website/ DepEd Email		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive signed Division Memorandum/Communication for implementation to Schools	1.1 Receive Memorandum/Communication from Central and Regional Office	None	5 minutes	Records Section
	1.2 Refer the Communication to SGOD Chief ES	None	30 minutes	SDS
	1.3 Endorse communication to Youth Formation Coordinators	None	30 minutes	SGOD Chief ES
	1.4 Review and prepare Division Memorandum/ Advisory/ Letter and submit to SGOD Chief for approval	None	3 hours	Youth Formation Coordinator
	1.5 Review and approve Division Memorandum/ Communication for	None	30 minutes	SGOD Chief ES

	initial and submit to Office of the Schools Division Superintendent for signature			
	1.6 Sign and Approve Division Memorandum/Commu nication	None	10 minutes	SDS
	1.7 Receive signed DivisionMemorandum/ Communication and post to DepEd Website and send DepEd email	None	20minutes	Records Section
	1.8 Information Dissemination thru Group message/ emails	None	10 minutes	Youth Formation Coordinator
TOTAL:		None	5 hrs 15 mins	