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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

DEPED VALENZUELA - RECORDS
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BY: ____ TIME: 1:20

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 0017 s. 2026

SCHOOL CLUB AND ORGANIZATION LOCALIZED GUIDELINES ON ACCREDITATION AND MEMBERSHIP

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD and CID
Public School District Supervisors and Education Program Supervisors
All Public Elementary and Secondary School Heads
All others Concerned

1. Pursuant to DepEd Order No. 47 s. 2014 re: Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools Article XII Section II, which states that "*the Coordinating Council shall be composed of the different Presidents of all recognized legitimate campus co-curricular organizations*", the field is hereby informed of the localized interim guidelines and timeline for the school clubs and organizations accreditation and membership, enclosed in this memorandum.

2. Enclosed in this Memorandum are the templates to be used. Schools shall submit the hard copy of the following duly signed documents to the Division Office on or before **May 22, 2026**:

a. Photocopy of Certificate of Accreditation (Enclosure 3)
b. Registry of Accredited School Clubs and Organization (Enclosure 7)

3. Only school-recognized school organizations and clubs through a separate Division memorandum are permitted to conduct youth-related activities. They shall be monitored and evaluated regularly by the SELG/SSLG, including their participation and attendance at the School Coordinating Council.

4. For additional information and concerns, please contact Division Youth Formation Coordinator, Richmae L. Dantes at richmae.dantes@deped.gov.ph or Arwin T. Baluyot at arwin.baluyot@deped.gov.ph.

5. For immediate dissemination and compliance.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:
SCHOOL CLUB AND ORGANIZATION
RMD/SCHOOLCLUBANDORGANIZATIONACCREDITATION
_____ /January 5, 2026

Enclosure 1

APPLICATION FORM

School clubs and organizations support holistic learner development through inclusive, democratic, and learner-centered engagement. This Accreditation Application Form affirms the club's or organization's commitment to uphold DepEd policies to promote learners' rights and welfare, and contribute to a values-driven school environment.

Instruction: Please supply the information requested in the space provided

I. PROFILE/ GENERAL INFORMATION

Name	
Category	• Academic or Subject-Related • Advocacy and Awareness • Leadership & Governance • Faith and Belief • Interest and Talent
Target Grade Levels	• Elementary • Senior High School • Junior High School

II. PURPOSE AND GOALS

❖ VISION: *What does the club/organization aspire to achieve?*

❖ MISSION: *How will the club/organization achieve its vision?*

❖ OBJECTIVES (3-5) *List specific, measurable, attainable, relevant, and time-bound (SMART) objectives that your club/organization aims to accomplish within the school year. These should align with the club's mission and the values of the Department of Education.*

III. STRUCTURE AND MEMBERSHIP

1. Founding Members: *(minimum of ten members)*

No.	Name	Grade Level	Section	Signature

*Add additional tables as necessary.

2. Estimated Number of Members:

a. Male:_____
b. Female: _____

Total:_____

IV. LIST OF NOMINATED ADVISERS

Teacher/Adviser Information	
Name of Teacher-Adviser	
Position/Designation	
Email	
Contact Numbers	
Signature/Date:	

IV. COMMITMENT STATEMENT

We, the undersigned, affirm that this application and the information herein are true and correct to the best of our knowledge. We commit to upholding the principles of inclusivity, learner agency, participatory governance, and adherence to the Department of Education policies and guidelines.

Name	
Department/Grade	
E-mail	
Contact Number	

ASSESSMENT AND ENDORSEMENT

To be filled out by the School Head

DOCUMENTARY REQUIREMENTS:

- Organization/Club's Constitution and By-Laws
- Accomplishment Report of Previous School Year *(if applicable)*
- General Plan of Action for the Current School Year
- List of Elected Officers and Membership Form with parental consent
- MOA/MOU *(if applicable)*
- Signed Designation Order

APPLICATION STATUS

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

Evaluated by:

[NAME]
LG President

Recommending Approval:

[NAME]
LG Adviser

Approved by:

[NAME OF SCHOOL HEAD]
School Head

Enclosure 2

CONSTITUTION AND BYLAWS

(contents for reference only)

PREAMBLE

State the purpose and aspirations of the organization in a formal and inspiring manner.

ARTICLE I: NAME AND NATURE

Section 1. The name of the organization shall be: **[Official Name of the Club/Organization]**

Section 2. This organization shall be:

Academic or Subject Area-Related
Faith and Belief
Advocacy and Awareness
Interest and Talent
Leadership and Governance

ARTICLE II: DECLARATION OF OBJECTIVES AND PRINCIPLES

List the goals or purposes of the club

- Promote [insert main advocacy or field, e.g., environmental awareness, journalism, youth volunteerism, etc.]
- Encourage learner leadership and active participation.
- Conduct activities that support school programs and DepEd Policies.
- Foster camaraderie and mutual respect among members.

ARTICLE III: MEMBERSHIP

Define who can become members, how they can join, and any responsibilities.

- **Section 1.** Membership Qualifications: Membership is open to all bona fide learners of [School Name].
- **Section 2.** Application for Membership: Members must submit a signed membership form and parental consent.
- **Section 3.** Rights: To vote, be elected, participate in activities, and express opinions.
- **Section 4.** Responsibilities: Attend meetings, follow rules, and support projects.
- **Section 5.** Renewal/Termination of membership may occur due to: [e.g., misconduct, inactivity]

ARTICLE IV. OFFICERS AND THEIR DUTIES AND RESPONSIBILITIES

List of Club officers and their responsibilities

- **President-** Leads meetings and activities; represents the club. It shall be his duties to:
  a. Preside and supervise all the meetings and activities of the organization;
  b. Form special committees and recommend with consent from other officers.
- **Vice-President**- Assists and acts as President in their absence.
- **Secretary**- Assist and act as President in their absence.
- **Treasurer**- Manages funds and financial reports.
- **Auditor**- Check financial integrity and assist in fund reviews.
- **Public Information Officer**- Disseminates announcements and updates.

**Include other positions based on your club's needs.*

ARTICLE V. TERM OF OFFICE

Outline how and when elections happen.

- All bona fide members may vote and run for office.
- Officers shall serve for a term of [e.g., one school year]
- A simple majority vote determines the winners.

ARTICLE VI. MEETING/GENERAL ASSEMBLY OF MEMBERS

Establish the structure, schedule, and quorum rules for convening regular and special General Assemblies of the Organization.

- Regular meetings shall be held [weekly/monthly/as needed].
- Special meetings may be called by the President or Adviser.
- A quorum is formed when [e.g., at least 50%] of members are present.
- Meeting attendance is required unless with a valid excuse.

ARTICLE VII. FUNDS AND FINANCES

Clarify funding sources and management.

- The fund may come from school-approved solicitations, fundraising, or donations.
- All financial transactions must be present and recorded.
- A financial report shall be presented every [quarter/end of activity/end of SY]
- Fund use must align with approved activities and DepEd guidelines.

ARTICLE VIII. AMENDMENTS

Explain how the Constitution and By-Laws can be changed.

- The proposal must be submitted in writing to the secretary.
- Amendments require approval by at least [e.g., two-thirds] of active members.
- The adviser and School Head must be informed of any changes.

ARTICLE IX. MISCELLANEOUS

Outline the reporting, rule-making, and effectivity provisions that govern the implementation and enforcement of the Constitution and By-Laws.

- Proposal must be submitted in writing to the secretary.
- Amendments require approval by at least [e.g., two-thirds] of active members.
- Adviser and School Head must be informed of any changes.

BY-LAWS

The By-Laws provide more detailed rules about the operation of the organization.

Rule I: Membership Application Process

- Interested learners must fill out an application form.
- A brief orientation will be conducted for new members.

Rule II: Code of Conduct

- Members are expected to act with integrity, respect, and responsibility.
- Disciplinary Actions shall follow school rules and due process.

Rule III: Documentary and Reporting

- Activity Proposals and other Reports must follow standard templates.
- The secretary must maintain updated files of club records.

Rule IV: Adviser's Role

- Provides guidance, ensures compliance with DepEd policies, and oversees club operations.
- Advisers must be recognized by the School Head and may serve for a renewable term.

Enclosure 3

[Name of School]
[School Address]

CERTIFICATE OF ACCREDITATION

School Year: _____
Accreditation Number: _____

This is to certify that the

[Name of School Student Organization/Club]

has complied with the requirements set by the **Department of Education** and the [Name of School] for the establishment and operationalization of school-based clubs and organizations.

Having met the standards on documentation, learner involvement, and alignment with DepEd policies, the club/organization is hereby recognized as an **accredited school club/organization** for the School Year [_____].

This certification confirms the club's authority to conduct learner-centered programs, projects, and activities in support of the school's mission to foster holistic development, participatory governance, and inclusive learning.

Issued this ___ day of _____, **2026** at [Name of School], [City/Municipality], [Province]

Certified by:

[SIGNATURE OVER PRINTED NAME]
Adviser

[SIGNATURE OVER PRINTED NAME]
School Head

Enclosure 4

(Name of Organization/Club)
MEMBERSHIP FORM
SCHOOL YEAR _____

"2x2" Picture

Instructions: Kindly provide the necessary information and answer the questions for your official membership to the **(Name of Organization/Club)**

Name: _____ **Grade Level:** _____

Contact No. _____ **Email Address:** _____

Home Address: _____

1. Have you been a member of the (Name of Organization/Club) from the previous school year? If yes, how long and in what specific activities Were you involved?

_____
_____
_____
_____
_____
_____

2. Why did you decide to join this organization and what is/are the significant action/s you plan to contribute to (Name of Organization/Club) advocacy?

_____
_____
_____
_____
_____
_____

PARENTAL CONSENT

I (Name of Parent or Legal Guardian), as the parent or legal guardian of (Name of Child), hereby acknowledge that my child/ward has been informed of the details of the (Name of the School Clubs and Organization) and hereby state/declare that:

1. I give full consent for our child/ward (Name of Child) to join (Name of the School Club and Organization) this (School Year).
2. I acknowledge that I have been informed of the details or the nature of the (Name of the School Club or Organization) this (school year).
3. I am allowing that I have been informed of the details or the nature of the (Name of Club and Organization), subject to proper communication and coordination with the school
4. I acknowledge that our child's participation is completely voluntary and that they may withdraw upon written notice, in consultation with the club adviser.
5. I agree and understand the commitment of my child/ward as an officer/member of the learner-led clubs and organizations and will support his/her endeavor to meet the expectations, guidelines, and responsibilities with his/her fellow learners and to DepEd.
6. I authorize the taking and use of photos and/or videos of my child/ward during official club activities for documentation and may allow posting on official school or DepEd platforms, subject to data privacy and child protection policies
7. By signing below, I acknowledge and represent that I have read this document, took time to understand it, and eventually sign it voluntarily as my own free act and deed.

Signed this _____ day of _____ 2026 at _____, Philippines,

_____	_____
Signature over printed Name of Parent /Guardian	**Contact Details**
_____	_____
Name of Child/Ward	**Date**
_____	_____
Address	**Home/Mobile Number**

Enclosure 5

General Plan of Action

Name of the Learner-Led School Club/Organization:	
School Name:	
School ID:	Regional Office:
School Year:	Division Office:

Quarter No.:					
Name of Activity 1:					
DepEd Core Value:					
Description of Activity:					
Time Frame	**Objectives**	**Participants**	**Mode of Delivery**	**Resources**	**Expected Outputs**
Strategies/Implementation			**Monitoring & Evaluation**		
Remarks					

Note: Add additional tables as necessary. Ensure that each section is completed accurately and thoroughly to facilitate comprehensive planning and execution of the GPOA.

Prepared by:

[NAME 1]
Designation
Grade Level

[NAME 2]
Designation
Grade Level

Noted by:

[NAME OF ADVISER]
Designation

Approved by:

[NAME OF SCHOOL HEAD]
School Head

Enclosure 6

ACCOMPLISHMENT REPORT

TITLE OF THE ACTIVITY	DATE/ TIME	PLACE/VENUE
	MM DD, YYYY **HH: MM to HH: MM**	*Be as specific as possible*
DETAILS OF THE ACTIVITY		
Description of the activity: *(Provide a brief background of the activity)*		
Highlights of the Activity: *(Insights / relevant learning/issues and concerns)*		
Recommendations: *(Based on your own assessment, followed by the majority of the participants ' recommendations)*		

Attachment/s: *Indicate only what is applicable, e.g, Approved Memorandum, Program Activity, Evaluation /Results/Analytics, and Photos as MOVs*

Prepared by:

[NAME 1]
Designation
Grade Level

[NAME 2]
Designation
Grade Level

Recommended Approval:

[NAME OF ADVISER]
Designation

Approved by:

[NAME OF SCHOOL HEAD]
School Head

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

Enclosure 7

Supreme Elementary Learner Government / Supreme Secondary Learner Government
Approved and Recognized Clubs and Organizations
School Year: _____

Region: _____ School Name: _____
Division: _____ School Id: _____

Name of Club/ Organization	Category	Accreditation Number *(Ex: SCHOOL ID-SCHOOL YEAR-001)*	Number of Members			
			Male	Female	Grade Level	Total

School Address :
School Contact Number:
Email Address:

Prepared by:

_____
SELG/SSLG President
(Signature over printed name)

Recommending Approval:

_____
SELG/SSLG Teacher Adviser
(Signature over printed name)

Noted by:

_____
Principal /School Head
(Signature over printed name)

SDO VALENZUELA LOCALIZED INTERIM GUIDELINES ON SCHOOL CLUBS AND ORGANIZATIONS

Rationale

In pursuit of cultivating a school environment that upholds learner well-being, leadership development, and a positive and inclusive school culture, all student clubs and organizations shall operate under clear standards and align with the mandate of the Department of Education. **DepEd Order No. 47, s. 2014**, entitled *"Constitution and By-Laws of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in Elementary and Secondary Schools,"* highlights the Department's commitment to strengthening student governance as a means of promoting holistic development, democratic participation, and responsible citizenship among learners.

Complementing this mandate, existing DepEd policies on child protection and learner welfare particularly **DepEd Order No. 40, s. 2012**, or the *"Child Protection Policy"*, reinforce the responsibility of schools to ensure that all student activities, groups, and initiatives contribute to creating a safe, supportive, and respectful learning environment.

Purpose

Given these policy directions, it is essential for schools to adopt a localized and standardized accreditation system for all student clubs and organizations. Such a system ensures that:

1. All clubs/organizations operate with clear purposes aligned with DepEd's vision of learner-centered and values-driven education;
2. Activities conducted by clubs/organizations uphold the safety, protection, and holistic formation of learners;
3. SELG/SSLG and the School Head are able to monitor and guide student groups in accordance with the Division localized guidelines; and
4. Student organizations meaningfully complement academic programs and contribute to character development, leadership training, and nurturing skills.

Through the implementation of a standardized accreditation mechanism, this Office seeks to guarantee that all school clubs and organizations function responsibly, inclusively, and in full alignment with DepEd's mission to develop well-rounded, empowered, and values-oriented Valenzuela learners.

ESTABLISHMENT AND OPERATION

Section 1. **Authority to Operate**

School clubs and organizations shall have to be fully accredited by the school head through the SELG/SSLG Advisers and be recognized by the Schools Division Office through the Youth Formation Division, before they can operate or conduct school activities. Moreover, independent organizations shall likewise be accredited by the school to ensure safety of all participating learners from exploitation and misrepresentation especially those mandated programs beyond school initiatives; school accountability and monitoring; and alignment with school policies.

Section 2. **Supervision of School Clubs and Organizations**

2.1. In accordance to DepEd Order No. 47, s. 2014, all school clubs and organizations must operate under the supervision of the School Head, teacher-advisers and the School Coordinating Council.

2.1.1 The School Coordinating Council shall be composed of:

a. SELG/SSLG President – Head of the Coordinating Council
b. SELG/SSLG Officers
c. Presidents of all accredited clubs and organizations

2.1.2 The School Coordinating Council shall have the following functions:

a. Coordinate school-wide PPAs that require the participation and involvement of the learners;
b. Provide support mechanisms in the implementation of various PPAs of all accredited clubs and organizations; and
c. Synchronize PPAs of all registered clubs and organizations in the school.

2.1.3 There shall be six permanent committees in the coordinating council which shall be chaired and co-chaired by the SELG/SSLG Officers, namely:

a. Executive Committee – SELG/SSLG President
b. Internal Affairs Committee – Chaired by Vice President and Co-Chaired by the Treasurer and Auditor
c. External Affairs Committee – Chaired by the Public Information Officer.
d. Secretariat Committee – Chaired by the Secretary
e. Rules and Constitution Committee – Chaired by the Protocol Officer
f. Learner Activities Committee – Chaired by the officer appointed by the chairperson.

2.2. Teacher-Advisers and Co-Adviser/s of clubs and organizations shall have a proper designation from the School Heads through a school memorandum before the start of the application period to ensure proper guidance for all clubs and organizations.

2.2.1 The designated club and organization adviser shall hold office for two consecutive years and may be reappointed by the school head as deemed necessary.

2.3 SELG/SSLG Teacher-Advisers shall conduct an orientation meeting to all designated club and organization advisers a week before the application period.

Section 3. **Application Procedure**

3.1 The application period shall commence after the election of the officers of the Learner Government Program.

All school clubs and organizations shall submit the necessary documents to the Office of Supreme Elementary /Secondary Learner Government (SELG/SSLG) on the agreed timeline from the Division Office through the Division Youth Formation Coordinator.

3.2. The SELG/SSLG Officers and adviser shall review and validate all the submitted documents before endorsing the consolidated applications to the school head.

New Organization

All co-curricular and extra-curricular clubs and organizations may apply to be accredited and shall submit the following requirements:

a. Application Form (Enclosure);
b. Constitution and By-Laws (Enclosure); and
c. General Plan of Action for the Upcoming School Year (Enclosure).

Renewal of Recognized Clubs/Organizations

To be eligible for renewal, the clubs or organization shall submit the following requirements:

a. Application Form (Enclosure);
b. Constitution and By-Laws (Enclosure);
c. Accomplishment Report and Financial Reports of the current School Year (Enclosure); and
d. General Plan of Action for the Upcoming School year (Enclosure).

3.3. Conditions for non-recognition/non-renewal of a school clubs and organizations

a. Requirements for recognition and/or renewal are not met;
b. Sanction is still reinforced; and
c. Failure to meet the deadline for filing of recognition/renewal.

3.4. All independent organizations such as but not limited to BSP/GSP, Red Cross, Barkada Kontra Bisyo, YES-O, Campus Integrity Crusaders, Campus Journalism, Citizen Training Program, Theater Arts, and Sports Club shall also submit the necessary documents for accreditation purposes.

Section 4. **Constitution and By-Laws**

4.1. All school clubs and organizations shall have a Constitution and By-Laws which shall be ratified by the founding members and duly signed by the school head, except independent organizations with existing Constitution and By-Laws. However, amendments thereof shall be done as deemed necessary. The Constitution and By-Laws of the school clubs and organizations should be in conformity with that of the SELG/SSLG serving as the umbrella organization.

Section 5. **Certificate of Accreditation**

5.1. Upon successful validation and full compliance of the requirements, the SELG/SSLG adviser and school head shall provide the accreditation number and sign the accreditation form (Enclosure). However, such certificate shall be effective for one (1) school year only and shall be renewed each succeeding school year that the organization is in existence.

5.1.1. Certificate of Accreditation shall be issued to the organization only upon evaluation of the Constitution and By-Laws, Projected Activities and its Mission and Vision without violating any rules of the School and the Department of Education.

5.1.2 All co-curricular and extra-curricular clubs and independent organizations shall secure Certificate of Accreditation for the purpose of compliance to DepEd Order No. 47, s. 2014 and Child Protection Policy.

5.1.3 School clubs and organizations that do not renew their accreditation shall be automatically considered inoperative.

5.1.4 Any of the accredited school clubs and organizations which violates its own statement of purpose/constitution, or fails to comply with organization's policies, is liable to revocation of their certificate of accreditation after an investigation to be conducted by the School Coordinating Council with the approval of the School Head.

5.2. The school head shall also issue and sign a school designation order (Enclosure) of all school clubs and organization advisers and co-advisers.

5.3. The Certificate of Accreditation and club adviser designation order shall be issued on the agreed timeline to be announced by the Division Youth Formation Coordinator.

5.4. All submitted and issued requirements shall be filed and recorded by the SELG/SSLG officers and advisers.

5.5. Schools shall establish and recognize the School Coordinating Council through a school memorandum or resolution.

Section 6. **Compliance of Schools and the Division Office**

School

6.1. The School Coordinating Council shall consolidate and ratify a resolution consisting of all accredited school clubs and organizations. Moreover, the school head shall issue a school memorandum on the accreditation.

6.2. The School Coordinating Council together with the SELG/SSLG Adviser shall file and submit the following requirements to the Division Youth Formation Coordinators on the date to be announced by the Division:

a. Original Signed List of Recognized Clubs (Enclosure);
b. Photocopy of Accreditation Forms (Enclosure);
c. List of Designated Advisers and co-advisers; and
d. Copy of Resolution.

Division Office

6.3. The Division Office through the Division Youth Formation Coordinator shall issue or release a Division Memorandum regarding the final list of school clubs and organizations and designated advisers.

Section 7. **Elected Officers and Membership**

7.1. **Eligibility for Election as Club or Organization Officer**

7.1.1 Any bonafide learner of the school with no failing grade may be elected as the school club and organization officers, except:

a. Learners duly elected as executive officer of the SELG and SSLG;
b. Learners holding an executive officer position in another club or organizations; and

c. Learners with disciplinary sanction at the time of election.

7.1.2 The election/appointment of school clubs and organizations officers shall be supervised by the LG COMEA and shall be scheduled simultaneously, if applicable.

7.1.3 Roles of Club and Organization Officers:

a. Conduct activities aligned with the vision of the club to teach the required skills;
b. Ensure that PPAs listed on the GPOA are conducted;
c. Supervise the organization projects, activities and training sessions; and
d. Prepare term-end accomplishment reports to be submitted to the SCC.

7.2. **Membership**

Membership for all clubs and organizations are OPTIONAL. Club membership is valid for one school year and are open to all bonafide students of the school. No membership fee shall be collected by any of the club teachers, officers, and advisers.

7.2.1. All learners may join any school club or organization of their interest, provided that they have accomplished all the membership requirements.

7.2.2. The Chairperson of the Coordinating Council shall have the authority to determine the number of members required for each school club or organization, based on its operational needs.

7.2.3. Roles of Club and Organization Members:

a. Club members are expected to contribute their knowledge and skills to the betterment of the club or organization;
b. Full effort for activities, symposiums and conferences organized by the club or organization; and
c. Commitment and dedication to the goals and objectives of the club or organization.

7.2.4. Procedures for Club Membership:

a. The school coordinating council will announce the start of the simultaneous club hunting or club membership drive, based on the released schedule from the Division Office at the beginning of the academic year.
b. The membership drive or club hunting may be conducted both through online or face to face procedure.

c. Each aspiring member shall present or submit a Membership and Parental Form with 2x2 picture to the Club or organization officers.

7.2.5. After the membership drive or club hunting, all club officers and advisers shall submit the final list of all members to the School Coordinating Council for filing and recording.

Section 8. **Finance**

8.1. School clubs and organizations shall strictly comply with DepEd Order No. 41, s. 2024, which reiterates the No Collection Policy in all public schools. No mandatory fees, contributions, or collections of any kind shall be imposed on learners, parents, or guardians in relation to any activities. All activities and programs shall be planned and implemented without violating this policy.

8.2. School clubs and organizations are prohibited from soliciting any financial funds from parents, learners, teachers, school personnel, private individuals, or organizations without prior written approval from the School Head and in accordance with existing DepEd rules and regulations. Any unauthorized solicitation shall be considered a violation of school policies.

8.3. Fundraising activities may only be conducted when necessary and shall be subject to prior approval of the School Head. Such activities must be voluntary in nature, lawful, transparent, and consistent with DepEd policies. Proceeds from approved fundraising activities shall be properly documented, utilized solely for authorized LGP programs and projects, and shall be subject to liquidation and audit in accordance with existing accounting and auditing rules.

8.4 The Learner Government as the Supreme Student Body, shall actively participate in the drafting, review, and implementation of the School Improvement Plan (SIP). In accordance with DepEd Order No. 47, s. 2014, the LGP shall receive a designated amount from the School's Maintenance and Other Operating Expenses (MOOE) to support approved student-led programs and activities. The utilization of such funds shall be guided by transparency, accountability, and proper financial reporting, subject to the approval and supervision of the School Head.

Section 9. **Effectivity**

These localized guidelines shall take effect immediately upon approval and issuance by the Schools Division Superintendent and shall be implemented accordingly. All provisions herein shall remain effective unless otherwise amended, modified, or superseded by subsequent DepEd Orders, Memoranda, or related issuance

Timeline of School clubs and organizations Application, Accreditation and Membership Procedure

PROCEDURE	TIMELINE	PERSON IN CHARGE		Forms Required	Remarks
		from	To		
School level Application and Accreditation					
Designation of School club and organization adviser through School Memorandum	January 16, 2026	School Head	School	1. School Memorandum	
Application Period Submission of Application Requirement to SELG/SSLG Office through SCC	February 16-20, 2026	School club and organization Advisers	SELG/SSLG Office through SCC	1. Application Form 2. Constitution and By-Laws 3. GPOA for upcoming SY 4. Accomplishment Report (Renewal)	Failure to submit any of the following documents shall not be qualified for application - Documents shall be returned
Consolidation and Review of Submitted Application Requirement and endorse to School Head	February 23-27, 2026	SELG/SSLG Office through SCC	School Head	Prepare: Accreditation Number	Initial Assessment of application form to avoid duplication of club objectives and purpose.
Approval of club and organization Application and signing of Accreditation Form and Designation Order of club advisers for the following SY	March 4, 2026	School Head	SELG/SSLG Office through SCC	For signature: 1. Accreditation Form 2. Designation Order	School Head shall review the application form to avoid duplication of club objectives and purpose.
Issuance of Signed Accreditation Form and Designation Order of school clubs and organizations advisers	March 10, 2026	SELG and SSLG Office through SCC	School club and organization Advisers	For issuance: 1. Copy of Accreditation Form 2. Copy of Designation Order	Accreditation Number Format: School ID-SY-_Series Eg. 00000-2627-001

Election or Appointment of school Club and Organizations Officers	March 16, 2026				Coordinate with the SCC
Record and File copies at SELG and SSLG Office		SELG and SSLG Office	SELG and SSLG Office	1. Application Form 2. Accreditation Form 3. Designation Order 4. List of Recognized Clubs 5. Constitution and By-laws 6. GPOA 7. Accomplishment Reports	
Compliance to the Division Office					
The School Coordinating Council shall **make a resolution** for all accredited school clubs/organization and designated advisers while school head shall issue a School Memorandum.	Before the End of the Current SY	SCC	School	1. Resolution 2. School Memorandum	Signed by the member of School Coordinating Council and School head
Schools shall **submit** an original signed List of Recognized Clubs and Photocopy of all accreditation forms.	May 22, 2026	SELG and SSLG Office	SDO Valenzuela - Youth Formation Division Unit	1. List of Recognized Clubs 2. Copy of Accreditation Forms 3. Copy of Resolution	School shall transmit all requirement to the Division Office through Records Section or Youth Formation Unit
Division Office					
The Division Office through the YFD Unit, shall **issue a Division Memorandum** of the final list of all accredited school clubs and organizations and designated advisers	3rd week June	SDO Valenzuela - Youth Formation Division Unit	Schools	1. Division Memorandum	

Club Membership Fair/Drive					
Schools may **conduct membership fair or Drive** with all accredited school clubs and organizations	3rd-4th week Of June	School club and organization Advisers	Learners	1. Membership and Parental Form	no accreditation form, no membership drive shall be strictly implemented
RECOGNITION **Schools may conduct recognition or award the most performing club in schools. The SELG/SSLG through the coordinating Council may also include summary of these accomplishments to their School SELG/SSLG Portfolio**					