



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

February 6, 2023

DIVISION MEMORANDUM
No. **059**, s. 2023

**DIVISION VIRTUAL ORIENTATION ON SPG/SSG LEARNING BARKADA:
A JUMPSTART IN LITERACY AND NUMERACY COACHING**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 55, s. 2021 titled Recommended Programs, Projects, and Activities of the School Government for School Year 2021-2022, paragraph 2 stipulated that “consistent with the BE-LCP priorities, the realignment of activities aims to protect the health, safety, and well- being of learners through the establishment of learner support systems that shall facilitate the provision of psychosocial support, health and safety measures, and remediation and enhancement to all types of learners. Supreme Pupil Government (SPG) and Supreme Student Government (SSG) should lead in student leadership formation programs and peer coaching activities, amongst others.
2. Anent to the above-cited provision, the School Governance and Operations Division (SGOD), through the Youth Formation Program - Program Development Officers (YFP-PDOs), in partnership with the Curriculum Implementation Division (CID), is embarking on the innovation entitled “SPG/SSG Learning *Barkada*: A Jumpstart in Literacy and Numeracy Coaching.” Thus, a virtual orientation for SPG and SSG Advisers is slated on February 10, 2023 from 8:00 A.M. to 12:00 P.M. on MS Teams. The link will be provided prior to the conduct of the activity.
3. The activity aims to:
 - 3.1 explain the rationale of the innovation project;



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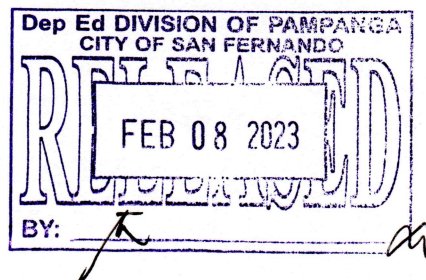


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- 3.2 discuss its objectives and strategies;
 - 3.3 clarify the roles of the different key persons, advisers and SSG/SPG officers;
 - 3.4 describe the monitoring tool to be utilized in the conduct of the activity and Gantt Chart;
 - 3.5 explain the expected outputs/reports to be submitted in the SGOD-YFP office.
4. Attached are the enclosures for the Management Team/Technical Working Group, Matrix of the Activity, and Monitoring Tool for the project.
 5. For more information, all concerned may contact the SGOD-Youth Formation Coordinator, Rachel Camille R. Lacanlale, through 0998-545-9375 or rachelcamille.lacanlale@deped.gov.ph, DepEd Schools Division of Pampanga, High School Boulevard Barangay Lourdes, City of San Fernando, Pampanga.
 6. Wide dissemination of this Memorandum is earnestly desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. **059**, s. 2023

Management Team and Technical Working Group

Role	Name	Position
Overall Program Lead	Engr. Edgard C. Domingo PhD, CESO V	Schools Division Superintendent
Chairperson	Shirley B. Zipagan PhD, CESO VI	Assistant Schools Division Superintendent
Co-Chairperson	Arceli S. Lopez PhD	Chief Education Supervisor
Program Focal Person	Rachel Camille R. Lacanlale	Project Development Officer I
Members	Paula S. Meneses	Project Development Officer I
	Nerisse Nicole B. Torres	Project Development Officer I
	Jayson M. Santos	SEPS - HRD
	Kristin Marie U. Santos	EPS II - HRD
	Michelle D. Mejia	SEPS - SMM& E
	Robin D. Perez	EPS II - SMM&E



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Enclosure No. 2 to Division Memorandum No. **059**, s. 2023

Matrix of the Activity

Time	Activity
8:00 - 8:30	Preliminaries <ul style="list-style-type: none">➤ Makabayan Song➤ Prayer➤ Welcome Remarks➤ Inspirational Message
8:30 - 12:00	Orientation <ul style="list-style-type: none">➤ Rationale➤ Objectives and Strategies➤ Phases of the Implementation➤ Monitoring Tool & Gantt Chart➤ Question and Answer➤ Wrapping the Activity with a Pledge of Commitment



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Enclosure No. 3 to Division Memorandum No. 059, s. 2023

SPG/SSG (SUPREME PUPIL GOVERNMENT/SUPREME STUDENT GOVERNMENT) LEARNING BARKADA: A JUMPSTART IN LITERACY AND NUMERACY COACHING MONITORING TOOL

Name of Tutor : _____
Name of Tutee : _____
Name of School : _____
District/Cluster : _____
Learning Area : _____
Grade Level : _____
Subject Matter : _____
Date Monitored : _____

Objective:

- To assess the level of SPG/SSG *Learning Barkada* Literacy and Numeracy Coaching implementation in the school

End Users:

- Senior Education Program Specialist, Education Program Specialist II, Youth Formation Program-Project Development Officers, SPG/SSG Advisers, principals and supervisors

Directions: Please assess the level of compliance with the following indicators by putting a checkmark (✓) under the appropriate column. Refer to the rating scale below. You may put necessary remarks and comments concerning each item.

- 1 - Not Evident
- 2 - Moderately Evident
- 3 - Highly Evident

Indicators	1	2	3	MOVs	Remarks
PRE-IMPLEMENTATION					
1. Conducts orientation to teachers and learners on the innovation project "SPG/SSG Learning Barkada"				· Division memo, school memo, and matrix · Attendance of teachers/learners · Minutes of the meeting · Pictures	
2. Identifies struggling learners in literacy and numeracy for the				· List of struggling learners from the Phil-	



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project thru the advisers/subject teachers				IRI and Project AN results	
3. Prepares sample materials that can be used for the coaching				· Sample reading and numeracy materials	
4. Prepares schedules of coaching after class hours either face-to-face or online				· List of schedules, list of tandem learners (tutor & tutee)	
5. Devises a system of collaboration and support with parents, stakeholders, education partners, and families in reading and numeracy advocacy for children				· Communications (e.g. letters, screenshots, social media) · Facebook, Twitter, Instagram, Messenger, Viber, tarpaulin, a waiver from the parents/written permit	
Indicators	1	2	3	MOVs	Remarks
DURING IMPLEMENTATION					
1. Meets up with tutors and tutees for general welcoming /morning huddle activities				· List of welcoming activities like scavenger hunt, morning bingo, music, trivia, games, ice breakers	
2. Assigns the school's Master Teachers/Subject Leader in monitoring compliance with the innovation project				· Designations of Master Teachers, Subject Leaders, SPG/SSG advisers	
3. Implements the innovation by following the agreed schedule of tutors and tutees				· Pictures/ documentations	
4. Assists tutors and tutees with their difficulty/difficulties relative to subject complexities				· Documentation of assistance, pictures	
5. Monitors learners' progress in literacy and numeracy proficiency				· Qualitative data thru interviews/quantitative (results of tests in reading and numeracy exercises), progress chart	
Indicators	1	2	3	MOVs	Remarks
POST-IMPLEMENTATION					
1. Conducts 'kumustahan' to learners, parents, and guardians on learners' progress in reading and math				· Pictures/ documentations	



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2. Tracks learners' literacy/numeracy progress and facilitates reporting to reading/math teachers/advisers				· Profile of learners needing further intervention/ communication plan/ documentation/progress report	
3. Implements further remediation program/catch-up plans for struggling learners if needed/Implements celebration activity for marked improvements of tutees				· Action plan · Remediation program · Class program · Documentation · Celebration activity/ wrapping activity	
4. Prepares a system of gathering and analyzing reports on the reading/numeracy status of learners and gives feedback on their progress				· Feedbacking forms/suggestion box · Learners' progress report · Google form	
5. Discusses with Reading and Math teachers the areas that need to be improved based on the results of the reports gathered				· SPG/SSG accomplishment report · Feedbacking/ documentation	

Monitor

References:

D.O. No. 37, s. 2014
D.O. No. 8, s. 2015
D.O. No. 35, s. 2016
D.O. No. 21, s. 2019
D.O. 34, s. 2022
DM No. 48, s. 2021
DM No. 55, s. 2021
DM No. 62, s. 2022
RM No. 200, s. 2022
RM No. 395, s. 2022



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