



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 220, s.2025

SUBMISSION OF GENERAL PLAN OF ACTION (GPOA) AND CALENDAR OF ANNUAL PROPOSED ACTIVITIES (CAPA) AND PROJECT/ACTIVITY PROPOSAL

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD & CID)
 Public and Private Elementary & Secondary Schools
 All Others Concerned

1. In compliance with DepEd Order No. 31 s. 2022 titled Child Rights Policy: Adopting Rights-Based Education (RBE) Framework in Basic Philippine Education, this office directs all schools for the submission of Supreme Secondary Learner Government, Supreme Elementary Learner Government (SELG), Barkada Kontra Bisyo (BKB) General Plan of Action (GPOA) and Youth for Environment in Schools Organization (YES-O) Calendar of Annual Proposed Activities (CAPA) for SY 2025-2026 on or before **June 20, 2025**.

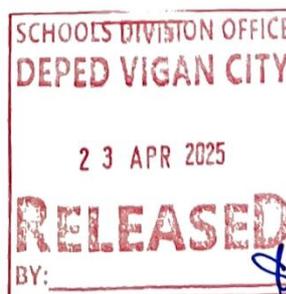
2. Prescribed format of the abovestated documents can be downloaded through <https://tinyurl.com/VCLGTemplate>.

3. Immediate dissemination and compliance of this memorandum is desired.

Vilma D. Eda
VILMA D. EDA, CESO V
 Schools Division Superintendent

Reference: DepEd Order No. 31 s. 2022
 Incl: None
 To be indicated in the Perpetual Index
 under the following subject:

LEARNER GOVERNMENT ACTIVITIES
 SGOD/YPD/SDF





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PROJECT/ACTIVITY PROPOSAL

REGION : Region 1
DIVISION : Vigan City
SCHOOL : _____

PROJECT/ACTIVITY TITLE:	
TARGET PARTICIPANTS AND NUMBER OF PARTICIPANTS: <i>(Describe the qualification of the participants and how to select them)</i>	
PROPOSED DATE AND VENUE:	
FUNDING ALLOCATION: <i>(Total Budgetary Requirements)</i>	
RESPONSIBLE PERSON:	
I. RATIONALE <i>(Includes legal basis, current situation, and issues to be addressed. Not more than 500 words)</i>	
II. OBJECTIVES <i>(Intended for the participants. Preferably in bullet form)</i>	
III. METHODOLOGY <i>(Include the mode of delivery, i.e. Face-to-face, virtual, and/or hybrid). It must be in bullet form, e.i. Lecture, Pannel Discussion, Breakout Session, Focus Group Discussion).</i>	
IV. EXPECTED OUTPUT OF THE ACTIVITY	
V. ENCLOSURES a. List of Participants (if applicable) b. Detailed Budget Estimate c. Training Matrix/Design (if applicable) d. Indicative Program	



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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 Email Address: vigan.city@deped.gov.ph
 Website: www.depedvigancity.com



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Prepared by:

[NAME & SIGNATURE]

Officer/s
Checked by:

[NAME & SIGNATURE]

Teacher-Adviser

Noted by:

[NAME & SIGNATURE]

School Head

SHERWIN D. FABRE

Project Development Officer 1

Recommending Approval:

RODRIGO Q. REYES JR.

Chief Education Supervisor
School Governance and Operations Division

Approved by:

VILMA D. EDA, CESO V

Schools Division Superintendent



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General Plan of Action (GPOA)

School Name:	School I.D.:
School Year:	Division Office: Vigan City
Barkada Kontra Bisyo	Regional Office: 1

Quarter No.: <i>(Indicate the specific quarter of the school year in which the activity is scheduled.)</i>					
Name of Activity 1: <i>(Provide the complete and accurate name of the activity.)</i>					
DepEd Core Value: <i>(Identify which DepEd Core Value/s align with the activity: Maka-Diyos/ Makakalikasan/ Makatao /Makabansa)</i>					
Description of Activity: <i>(Present a concise description outlining the nature and purpose of the activity.)</i>					
Time Frame	Objectives	Participants	Mode of Delivery	Resources	Expected Outputs
<i>(Specify the exact month, date, and year during which the activity is planned.)</i>	<i>(Clearly state the objectives of the activity.)</i>	<i>(Enumerate and specify the participants involved, including any collaborating organizations/ clubs.)</i>	<i>(Clearly state the location/platform where the activity is scheduled to take place.)</i>	<i>(Detail the resources, including funds or materials, essential for the successful execution of the activity.)</i>	<i>(Clearly define the anticipated outcomes or results of the activity.)</i>
Strategies/Implementation <i>(Describe in brief the steps involved in conducting the activity.)</i>			Monitoring & Evaluation <i>(Establish metrics, data collection methods, and responsible parties for ongoing assessment. Include a feedback mechanism and criteria for adjustments.)</i>		
Remarks <i>(Provide any additional comments/special notes relevant to the activity.)</i>					

Quarter No.:
Name of Activity 2:
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
BKB Officer

[NAME 2]
Designation
BKB Officer

[NAME 3]
Designation
BKB Officer

[NAME 4]
Designation
BKB Officer

Noted by:

[NAME OF BKB COORDINATOR/ADVISER]
Designation

[NAME OF SCHOOL HEAD]
Designation

Checked by:

SHERWIN D. FABRE
Project Development Officer 1

Reviewed by:

RODRIGO Q. REYES JR.
Chief Education Supervisor

Recommending Approval:

ANNIE D. PAGDILAO, EdD, CESO VI
Assistant Schools Division Superintendent

Approved by:

VILMA D. EDA, CESO V
Schools Division Superintendent



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YOUTH FOR ENVIRONMENT IN SCHOOLS-ORGANIZATION (YES-O) CALENDAR OF PROPOSED ACTIVITIES (CAPA) SY 2025-2026

(NAME OF SCHOOL)		July	August	September	October	November	December
•		•	•	•	•	•	•
January	February	March					
•	•	•	•	•	•	•	•

Prepared by:

SEVEN (7) MAJOR POSITION

Noted:

School YES-O Adviser **School Head/Principal**

Checked: Reviewed:

Recommending Approval:

Approved:

SHERWIN D. FABRE **RODRIGO Q. REYES JR.** **ANNIE D. PAGDILAO, CESO VI** **VILMA D. EDA, CESO V**
 Project Development Officer I Chief Education Supervisor Assistant Schools Division Superintendent Schools Division Superintendent