



Republic of the Philippines
Department of Education

23 NOV 2016

DepEd MEMORANDUM
No. **202**, s. 2016

2016 STUDENTS' CONGRESS

To: Regional Directors
Regional Secretary, ARMM
All Others Concerned

1. The Department of Education (DepEd), through the Teacher Education Council (TEC), shall conduct the **2016 Students' Congress** as part of its advocacy program among Teacher Education Institutions (TEIs). The details of the activities are as follows:

Activity	Schedule	Venue
Students' Congress	November-December 2016	Selected TEI in the region
Quality Assurance, Monitoring and Evaluation (QAME) of the Students' Congress		

2. The Congress aims to help TEIs inform their students on the developments in the Basic Education Curriculum and the current policies, programs, projects and activities of the Department.

3. The participants of this activity are the third and fourth year education students from selected TEIs.

4. The following documents are enclosed for reference:

- Enclosure No. 1 - Sample Program of Activities;
- Enclosure No. 2 - List of TEI Partners;
- Enclosure No. 3 - Terms of Reference of the Regional Personnel;
- Enclosure No. 4 - Guidelines on the Utilization of Funds;
 - Annex 1 - Summary of Participants;
 - Annex 2 - Attendance Sheets;
 - Annex 3 - Evidence of Receipt of Training Kits;
 - Annex 4 - Evaluation Form;
 - Annex 5 - Financial Report; and
- Enclosure No. 5 - Tentative QAME Schedule.

5. The funds for the 2016 Students' Congress shall be drawn from the TEC Maintenance and Other Operating Expenses (MOOE) to cover expenses of the participants, supplies, rental of the venue, administrative costs, and honoraria of the resource speakers.

6. All expenses relative to the conduct of the QAME of the Students' Congress shall be charged to TEC MOOE Funds subject to the usual accounting and auditing rules and regulations.
7. All concerned may contact the **Teacher Education Council (TEC) Secretariat**, Department of Education (DepEd) Central Office, Ground Floor, Teodora Alonzo Building, DepEd Complex, Avenue, Pasig City at telefax no. (02) 638-6172.
8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

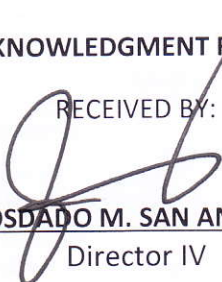
BASIC EDUCATION
CONFERENCES
CURRICULUM
MONITORING AND EVALUATION
PROGRAMS
STUDENTS

APA/R-DM 2016 Students' Congress
0789/November 10, 2016

2016 Students' Congress

ACKNOWLEDGMENT RECEIPT

RECEIVED BY:



DIOSDADO M. SAN ANTONIO

Director IV

Region IV-A
ICT Unit
7869
11-29-16 ephraim

Schools Division Superintendent
Division of: _____

District Supervisor
District of: _____

RECEIVED AND DISSEMINATED BY:

School Principal

Name of School

District: _____

Division of: _____

ICT Unit

Enclosure 1 Sample Program of Activities

**Draft Program of Activities for the Students' Congress
November – December 2016
Teacher Education Institutions in Luzon, Visayas, and Mindanao**

Objectives: The Students' Congress aims to help TEIs inform their students on developments in the basic education curriculum and current policies, programs, activities and projects of the Department of Education.

Time	Activity	In - charge
7:00 – 7:30	Registration	DepEd Regional Office
7:30 – 8:00	Opening Program -National Anthem -Doxology -Statement of Purpose	DepEd Regional Office/TEI
8:00 – 9:30	Updates on K to 12 Curriculum	Resource Speaker 1
9:30-10:00	Open Forum	
10:00 – 11:30	Classroom Assessment in the K to 12	Resource Speaker 2
11:30 – 12:00	Open Forum	
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:30	Contextualization, Localization, and Indigenization in the K to 12 Curriculum	Resource Speaker 3
2:30 – 3:00	Open Forum	
3:00 – 3:30	COFFEE BREAK	
3:30 – 4:30	SHS Hiring Guidelines	Resource Speaker 4
4:30 – 5:00	Closing Program	DepEd Regional Office and TEI

Enclosure 2 List of TEI Partners based on CHED Memorandum Order

Region	Teacher Education Institution
CAR	Saint Louis University – Baguio
	University of the Cordillera
	Benguet SU – La Trinidad
	University of Baguio
I	Mariano Marcos SU – Laoag City
	Pangasinan SU - Bayambang
	Saint Loius College – La Union
	University of Luzon – Dagupan City
	University of Northern Philippines – Vigan City
	Don Mariano Marcos Memorial SU – Agoo
	Don Mariano Marcos Memorial SU – Bacnotan
II	Saint Paul University Philippines – Tuguegarao
	Philippine Normal University – Isabela
	St. Mary’s University – Nueva Vizcaya
	Isabela State University – Cabagan
III	Angeles University Foundation – Angeles City
	Central Luzon SU – Muñoz
	Tarlac College of Agriculture – Camiling
	Tarlac State University – Lucinda
	Holy Angel University – Angeles City
	Don Honorio Ventura Technical SU – Bacolor
IV – A	Adventist University of the Philippines
	University of Batangas
	De La Salle University - Dasmariñas
	Laguna Polytechnic SU – San Pablo
	Southern Luzon SU - Lucban
	University of Perpetual Help – Biñan
Batangas SU – Batangas City	
IV - B	Palawan SU
V	Ateneo de Naga University
	Bicol University – Legazpi
	Central Bicol SU of Agriculture – Pili
	Catanduanes SU – Virac
	Universidad de Santa Isabel – Naga
NCR	Philippine Normal University – Manila
	Centro Escolar University
	De La Salle University – Manila
	Far Eastern University – Manila
	University of Santo Tomas – Manila
	University of the Philippines – Diliman
	Miriam College – Quezon City
	Adamson University – Manila
University of Asia and the Pacific	

VI	West Visayas SU – Iloilo
	University of San Agustin – Iloilo
	Central Philippine University – Jaro
	Iloilo S & T University – La Paz
VII	Cebu Normal University – Cebu
	University of San Carlos – Cebu
	University of San Jose Recoletos
	Holy Name University – Bohol
	Siquijor State College – Larena
VIII	Leyte Normal University – Tacloban
	Southern Leyte SU – Tomas Oppus
NIR	Silliman University – Dumaguete
	University of St. La Salle
	Negros Oriental SU
IX	Ateneo de Zamboanga University
	Zamboanga City State College
	Western Mindanao SU
X	Xavier University – CDO City
	Mindanao SU – Iligan
	Central Mindanao University
	Capitol University
	Bukidnon SU
Misamis University	
XI	University of Southeastern Phil.
	University of Mindanao – Bolton
	University of Mindanao – Tagum
	Ateneo de Davao University
	Univ. of the Immaculate Conception
XII	Notre Dame of Marbel University
CARAGA	Phil. Normal University – Agusan
	Fr. Saturnino Urios University

(Enclosure No. 3 to DepEd Memorandum No. 202, s. 2016)

Enclosure 3 Terms of Reference of the regional personnel in the conduct of 2016 Students' Congress

Regional Project Manager (RPM)

- over all in-charge of the Students' Congress (RD); approves the SCIP

Co-RPM

- coordinates and serves as link of TEC and TEIs in the conduct of the Students' Congress (HRDD or ESSD);
- accommodates the QAME team from TEC; and
- prepares and submits the technical and financial reports to TEC

Resource Manager

- provides the list of participants; assists and coordinates with the Co-RPM before, during and after the congress (TEI Deans)

BUDGET ALLOCATION FUND UTILIZATION FOR THE 2016 STUDENTS' CONGRESS

1. The 2016 Students' Congress shall be conducted between November and December 2016. Funds shall be downloaded to the Regional Offices (ROs) to defray the expenses for the activity.
2. To ensure the effective and efficient implementation of the 2016 Students' Congress, the following guidelines shall be observed:
 - 2.1. The Students' Congress shall be conducted by the Regional Office (RO) through the Human Resource Development Division (HRDD) and/or Education Support Services Division (ESSD);
 - 2.2. The RO may invite speakers outside the department to serve as resource persons (RPs) or may assign RO personnel as RPs; and
 - 2.3. The RO may invite other TEIs not in the list to participate in the Students' Congress in case the target number of participants is not achieved.
3. Funding allocations shall be downloaded to the ROs through Sub-Allotment Release Orders (Sub-AROs) to defray food expenses, honoraria of RPs, training materials and administrative cost.

BUDGET ALLOCATION PER REGION

Region	No. Of Participants (including management staff)	Food for Participants (P 450 per pax)	Participants' Kit (P 114 per pax)	Supplies and Materials	Venue	Professional Services (4 pax x P 5,000)	To be Downloaded per Region
CAR	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
I	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
II	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
III	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
NCR	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
IV-A	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
IV-B	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
NIR	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
V	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00

VI	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
VII	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
VIII	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
IX	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
ARMM	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
X	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
CARAGA	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
XI	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
XII	700	315,000.00	79,800.00	5,960.00	20,000.00	20,000.00	440,760.00
TOTAL							7,933,680.00

4. The regions shall be accountable for the disbursement and liquidation of the funds, subject to the usual accounting and auditing rules and regulations.
5. A Completion Report including the technical and financial reports shall be submitted to Teacher Education Council Secretariat (TECS) 2 weeks after the Students' Congress.
 - 5.1. Technical report - which shall contain names and number of participants (Annex 1), original copy of signed attendance sheets (Annex 2), evidence of the receipt of training materials (Annex 3), Evaluation forms (Annex 4), activity report/proceedings, and photo documentation (soft and hard copies);
 - 5.2. Financial report - details of expenditures which include breakdown of food expenses, honoraria with acknowledgment receipt, training materials, balance of funds reflected in the attached template of the financial report in Annex 5, and other relevant documents following required accounting and auditing rules and regulations;
 - 5.3. signed and notarized MOA with TEI (if applicable); and
 - 5.4. Updated Students' Congress Implementation Plan (SCIP).



Evaluation Form

Title of the Activity: 2016 STUDENTS' CONGRESS

Name: _____ **Inclusive Date:** _____

School: _____

School Address: _____ **Region:** _____

Instructions: Please assess the over-all conduct of the congress. Put a check (/) under the appropriate column. TEC would appreciate if you could take a few minutes to evaluate our congress for the improvement of the upcoming student congress.

Indicators	Strongly Agree	Agree	Disagree	Strongly Disagree
I. Congress Management				
a. The congress was well-planned				
b. Time management was observed				
c. The structure of the congress was organized				
d. Program followed a logical sequencing				
e. Objectives of the congress were presented				
f. Objectives of the congress were attained				
II. Content/Topic Delivery				
a. Topics were clearly discussed				
b. Topics/contents delivered were based on research and experiences				
c. Speakers were knowledgeable in the topics assigned to them				
d. Time allotted for each topic was sufficient				
e. Topics were helpful in the attainment of objectives				
f. Inputs were all aligned and comprehensive				
g. Speakers' inputs were helpful in teacher education course/subjects				
III. Supplies/Materials				
a. Materials were given on time				
b. Materials were sufficient				
c. Materials were appropriate for the				

congress				
IV. Congress Team/Staff				
a. Staff were responsive to congress needs				
b. Staff were courteous				
c. Staff were present all the time				
d. Staff were efficient during the conduct of the congress				
V. Training Venue				
a. The venue was clean				
b. The venue was well-lighted				
c. The venue was well-ventilated				
d. The venue was appropriate for the congress				
e. The space was sufficient for the congress				
f. Restrooms were accessible and clean				
g. Equipment were available				
h. Meals were served on time				
i. Meals were nutritious and satisfying				
j. Meals have varieties				
k. Meals have sufficient servings				

Comments/Suggestions/ Recommendations:

Region	
Address	
Date of the Activity	
Focal Person(s)	
Teacher Education Institutions (TEIs)	1.
	2.
	3.
	4.
	5.
	6.
	7.
Total No. Of Participants	

Expenditures	Target (Php)	Actual (Php)	Voucher No.
Food Expenses			
Training Materials			
Honorarium			
Admin Cost			
Other Expenses			
TOTAL EXPENSES			
BALANCE OF FUNDS			

(Enclosure No. 5 to DepEd Memorandum No. 202, s. 2016)

**TENTATIVE SCHEDULE OF Quality Assurance, Monitoring and Evaluation of the 2016 Students' Congress
November-December 2016**

Date	Monitor A	Monitor B	Monitor C
2nd week of November	CAR	VI	II
3rd week of November	IV - A	V	IV - B
4th week of November	III	XII	IX
1st week of December	NIR	VIII	I
2nd week of December	CARAGA	X	XI
3rd week of December	NCR	VII	

Enclosure 5 Tentative QA/ME
Schedule