DIVISION MEMORANDUM
No. ______ 113 S. 2012

SEMINAR-WORKSHOP ON PROPOSAL WRITING, MINUTES TAKING AND PARLIAMENTARY PROCEDURES FOR SECONDARY SCHOOLS

To: Heads of Secondary Schools in the Fourth Congressional District
   Supreme Student Government Advisers and Officers
   All concerned Club/Organization Advisers and Officers

1. The Association of AB Political Science Students (APSS) of Partido State University will be sponsoring a One (1) day Seminar-Workshop on Proposal Writing, Minutes Taking and Parliamentary Procedures for Secondary School in the Fourth Congressional District.

2. This activity, in consonance with DepEd Order No. 34, s. 2008, aims to:
   a. Create awareness to the participants about the importance of proposal writing, minutes-taking and basic parliamentary procedures as essential matters in every organization;
   b. Provide advanced instruction to student leaders with regard to the discharge of their functions, duties and responsibilities as officers in their levels; and
   c. Facilitate in the extension function of Partido State University.

3. Participants to this activity are the officers and advisers of Supreme Student Government and interested clubs/organizations in secondary schools.

4. Each participant shall be charged 125 pesos to defray the cost of handouts, certificates and snacks.

5. Travel expenses and registration fees of participants relative to the conduct of this activity shall be charged against organizational funds and other fund sources subject to its availability and usual accounting and auditing rules and regulations.

6. For further details, refer to the enclosed letter of invitation from the organizers.

7. Immediate dissemination of this Memorandum is highly enjoined and participants are highly encouraged to join.

JOSE L. DONCILLO, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schs. Div. Superintendent