



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

September 29, 2026

DIVISION MEMORANDUM

No. 405, s. 2026

**INVITATION FOR YOUTH ORGANIZATION REGISTRATION PROGRAM (YORP) TO SSLG
AND OTHER SECONDARY SCHOOL ORGANIZATIONS WITHIN THE MUNICIPALITY OF
CATARMAN**

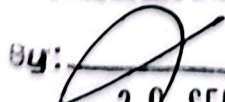
To: Office of the Assistant Schools Division Superintendent
Office of the CID and SGOD
Public Schools District Supervisors/Districts-in Charge
Secondary School Heads
Supreme Secondary Learner Government
All others concerned

1. In line with the goal of this Office for youth development and empowerment, the Office endorsed this invitation from the Municipal Youth Development Office to the SSLG and other secondary school youth organizations within the Municipality of Catarman.
2. Attached to this Memorandum are the communication letters from the Municipal Youth Development Office, which the school may refer to for further information and instructions.
3. Once the school, through the SSLG Adviser, has read the communication letters, the adviser shall endorse the following registration link to the participating SSLG Officers.

<https://forms.gle/V8S5d5gAPKW8Sxxd8>
4. The SSLG Adviser shall be the chaperone for the participating SSSLG Advisers. Consent shall be complied with in adherence to the existing policy under Child Protection; the document is available at the school guidance designate.
5. Teachers who shall act as chaperones shall be entitled to claim Service Credit subject to the existing DepEd Policy and Civil Service Rules.
6. Travel expenses of the learners and advisers shall be charged against the School MOOE/Local Funds, subject to the usual auditing rules.
7. The issuance of this Memorandum shall serve as **Travel Authority** for those concerned.
5. For immediate dissemination and strict compliance

DepEd Northern Samar

RELEASED

By: 

GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

Date: 29 SEP 2026



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
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Email Address: northernsamar@depd.gov.ph
Division Official Website: <https://northernsamar.depd.gov.ph>

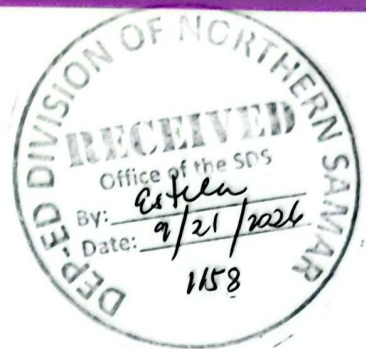


Republic of the Philippines
Province of Northern Samar
MUNICIPALITY OF CATARMAN

Municipal Youth Development Office

September 18, 2026

GAUDENCIO C. ALJIBE JR., PhD, CESO V
School Division Superintendent
Department of Education
This Province



Attention: **ANDREW S. MONTEJO**
Division Youth Formation Coordinator
Department of Education
This Province

Sir:

Youthful Greetings!

The Municipal Youth Development Office of Catarman respectfully requests the endorsement of the Schools Division Office to all Supreme Secondary Learner Governments (SSLGs) and other recognized high school-based youth organizations in the Municipality of Catarman to register under the Youth Organization Registration Program (YORP) of the National Youth Commission (NYC), through the assistance and coordination of the Municipal Youth Development Office.

The registration of school-based youth organizations in YORP will provide an opportunity to formally recognize and strengthen their participation in youth development initiatives and establish a more organized network of youth organizations that can actively contribute to programs, projects, and activities for the youth sector.

In this regard, may we respectfully request the Schools Division Office to endorse and encourage all concerned schools and their respective SSLGs and other high school organizations to undertake YORP registration, in coordination with the MYDO of Catarman. The MYDO shall provide the necessary technical assistance and guidance to facilitate the registration process and ensure the completeness and proper preparation of the required documents.

For registration, each organization shall prepare the following documents:

- Registration Form
- Directory of Officers and Adviser
- List of Members in Good Standing
- Constitution and By-Laws
- Certification from the Appropriate Authority on the Existence of the Organization

The prescribed forms and reference documents may be accessed through the following Google Drive link:

YORP Registration Forms and Reference Documents: <https://bit.ly/4y6axh0>

For systematic consolidation and evaluation, all concerned organizations are requested to submit their completed requirements through yorpcatarman@gmail.com.

All documents shall be properly accomplished, duly signed where applicable, and uploaded in PDF format, except for the List of Members in Good Standing which shall be uploaded in Excel format. Organizations are likewise encouraged to ensure that all submitted documents are complete,

MUNICIPAL YOUTH DEVELOPMENT OFFICE

Ground Floor, MDRMO Bldg., Brgy. Acacia, Catarman Northern Samar
055-500-1763 | lydocatarman@gmail.com

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Municipal Youth Development Office

legible, and consistent with the current composition and organizational status of the group. File Size shall not exceed 1 MB for each document.

The MYDO shall review the submitted documents and provide necessary technical assistance or request corrections and additional information whenever necessary prior to the endorsement or processing of the organization's YORP registration.

We believe that this initiative will further strengthen the organizational capacity of our student and youth organizations and provide them with greater opportunities for meaningful participation in local youth development and governance. It likewise supports the shared commitment of the education and local government sectors to develop young people as active, responsible, and empowered members of the community.

We respectfully seek the favorable endorsement of your Office and the cooperation of the concerned school heads, advisers, SSLGs, and other high school-based youth organizations in this undertaking.

Thank you very much for your continued support and partnership in advancing meaningful youth development in the Municipality of Catarman.

Respectfully,


MAYNARD ERL JOHN TAN ALVAREZ
Municipal Youth Development Officer

MUNICIPAL YOUTH DEVELOPMENT OFFICE

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Republic of the Philippines
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MUNICIPALITY OF CATARMAN

Municipal Youth Development Office

September 22, 2026

GAUDENCIO C. ALJIBE JR., PhD, CESO V
School Division Superintendent
Department of Education
This Province

Attention: **ANDREW S. MONTEJO**
Division Youth Formation Coordinator
Department of Education
This Province

Sir:

Youthful Greetings!

The Municipal Youth Development Office of Catarman will be conducting the Youth Organization Strengthening and Competency Enhancement Activity on October 3–4, 2026, at the Sumuroy Hall, 2nd Floor, Provincial Capitol Building, Barangay Dalakit, Catarman, Northern Samar.

The activity is designed to enhance the organizational capacities and leadership competencies of youth organizations by providing participants with relevant knowledge and practical skills on organizational governance, leadership, project development and management, documentation, financial management, youth participation, and other essential areas of youth organization development.

In this regard, we respectfully request the endorsement of your office for the participation of student leaders from the secondary schools of the Municipality of Catarman.

Specifically, we respectfully request that the Division Office facilitate the attendance of five (5) Supreme Secondary Learner Government (SSLG) officers, from each high schools in the Municipality of Catarman, to participate in the two-day activity.

The participation of SSLG officers will provide an opportunity for student leaders to enhance their leadership and organizational competencies while fostering greater appreciation of their role in promoting meaningful youth participation and student engagement.

We sincerely hope for your favorable consideration and endorsement of this request. We would greatly appreciate your support in identifying and facilitating the participation of the five (5) SSLG officers.

Thank you for your continued partnership and support for the youth of Catarman.

Respectfully,


MAYNARD ERL JOHN TAN ALVAREZ
Municipal Youth Development Officer

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