



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

September 19, 2023

**Division Memorandum**

No. 363 s, 2023

**SUBMISSION OF YOUTH ORGANIZATION REGISTRATION PROGRAM  
REGISTRATION FORM**

**TO:** All Public School District Supervisors  
All Public Secondary School Heads  
All Others Concerned

1. In cooperation with City Special Concerns and Coordinating Office – Tabuk City Programs and Activities on local youth development particularly registration of school-based youth organizations such as SSLG, YES-O and BKD to the National Youth Commission, all public schools must submit the duly accomplished form with documentary requirements on or before **September 22, 2023 Friday** until **5:00 pm**.
2. Attached herewith are the following forms for registration downloadable at <https://yorpnyc.org.ph/downloadables/>.
  - a. *YORP Registration Form*
  - b. *Directory of Officers-Advisers*
  - c. *List of Member in Good Standing*
  - d. *Constitution-and-By-Laws-TEMPLATE*
3. Additional requirements for school-based organizations is a *Certificate of Registration or Recognition* issued by the school head.
4. For queries, please contact Mr. Allan R. Galanza @ 09265856670 and Daisy May Bucao @ 09366455322.
4. Please be guided accordingly.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 



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