



Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan Centro, Tabuk City



**Division Memorandum**

No. 30 s. 2019

TO: **All Public Elementary and Secondary Schools  
SPG/SSG Teacher-Advisers  
All Others Concerned**



FROM: **BENEDICTA B. GAMATERO**  
OIC-Schools Division Superintendent

SUBJECT: **SYNCHRONIZED ELECTION OF SUPREME PUPIL GOVERNMENT (SPG) AND  
SUPREME STUDENTS GOVERNMENT (SSG) FOR SY 2019-2020**

DATE: **February 11, 2019**

1. Pursuant to **DepEd Order No. 47 s. 2014** entitled *Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elementary and Secondary Schools* and **DepEd Order No. 11 s. 2016** *Additional Guidelines on the Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elementary and Secondary Schools*, the following dates shall be observed during the conduct of **Supreme Pupil Government (SPG) and Supreme Student Government (SSG) election for School Year 2019-2020**.

<b>SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)</b>	<b>Date</b>
Filing of Candidacy	February 15, 2019
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 18, 2019
Announcement of the Official List of Candidates	February 19, 2019
Campaign Period	February 21-22, 2019
Elections	February 27, 2019
Proclamation of Winners	February 28, 2019
Nomination of SPG/SSG Adviser	March 1, 2019
Oath Taking Ceremony (SPG/SSG Officers)	March 4, 2019
Submission of Election Report (with documentation & list of officers elected) and CESGE Form	March 13, 2019



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2. Attached are the following enclosures:

Enclosure No. 1: Guidelines on the conduct of the Student Government Elections for SY 2019-2020

Enclosure No. 2: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)

Enclosure No. 3: School Election Report

Enclosure No. 4: List of Officers to be filled

3. Prompt dissemination of this memorandum is earnestly desired.





**Enclosure No. 1**

**Guidelines on the conduct of the Student Government Elections for SY 2019-2020**

1. The School Head (SH) upon the proposal of the members of the SPG/SSG Commission on Elections (COMELEC) with the recommendation of the SPG/SSG COMELEC Chairperson, may also issue additional guidelines on the SPG or SSG COMELEC Standard Election Code consistent with the DepEd Order No. 47 s. 2014 and DepEd Order No. 11 s. 2016 to ensure a fair and successful conduct of the elections.
2. After the conduct of the SPG/SSG Elections, the SH or the person whom he/she appointed shall accomplish the **Comprehensive Evaluation of the Student Government Elections for the School (CESGE) Form, school election report with documentation and list of officers** provided in the enclosure. Soft or hard copies of these documents shall be submitted to the **Division School Governance and Operations Division (SGOD)** exactly two (2) weeks after the school's proclamation of winners on **March 13, 2019**.
3. The newly-elected SPG/SSG officers upon their oath taking ceremony shall undergo a parallel school-based training on basic skills on leadership, roles, functions, and responsibilities of each officer. The newly designated SPG/SSG Adviser shall supervise the implementation of the said training. The newly elected SPG/SSG officers shall come up with a **General Plan of Action (GPOA) aligned with the mandated PPAs stipulated under DepEd Order No. 49 s. 2011** for their entire term. The project management and planning of GPOA must be facilitated by the SPG/SSG adviser and the outgoing SPG/SSG officers during weekends immediately after elections.
4. For the stand-alone Junior High School (JHS), candidates for President and Vice President must be Grade 10 and Grade 9 students. Grade 8 and 7 students can run for the other positions except President and Vice President.
5. For elementary and secondary schools which have more than 1,000 students per grade level, the COMELEC can add additional three (3) members per grade level who will help facilitate the elections. The said additional members must meet the required qualifications and undergo the same process.
6. The YFD as the lead office for the Student Government Program (SGP) in the Central Office is authorized to monitor the conduct of the elections and the formulation, and implementation of the programs and projects to strengthen the SPG/SSG in schools.
7. All elections conducted before the implementation of this Memorandum shall retain the candidates who were proclaimed winners of their school's SPG and SSG in their elective positions.





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**Enclosure No. 2: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)**

**Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)**  
*(to be accomplished in the school level by a representative designated by the School Head)*

Component	Indicators	Agree	Disagree	Recommendations
<b>Student Commission on Election (COMELEC)</b>	The students and school admin were well-represented in the school Commission on Elections (COMELEC).			
	The students and school admin were knowledgeable and prepared for the conduct of elections.			
	The students and the school admin were actively involved in organizing and running the election procedures.			
	The students and the school admin objectively performed their functions and remained non-partisan during the conduct of elections.			
<b>Logistics</b>	The Election materials were prepared on time.			
	The schedules and deadlines were strictly followed.			
	The application forms were made available to all interested students.			
<b>Student Engagement</b>	The students were well-informed about the purpose of the Student Government Elections.			
	The students were aware of the voting process			
	The students actively participated in the elections			
	The students were encouraged to participate in the student government.			
<b>Selection of Candidates</b>	The interested students were given the opportunity to participate in the elections.			
	All the qualified candidates were considered.			
	The application process was objective and in accordance with the DepEd Student Government Election Code.			
<b>Campaign</b>	The campaign was orderly, organized, fair, and peaceful.			
	The campaign was held in accordance with the DepEd Student Government Election Code.			
	The Election Code was effectively enforced			
<b>Voting</b>	The ballots were clear and available.			
	The voting was organized and fair.			
<b>Counting of Votes</b>	The COMELEC effectively, efficiently, and fairly conducted the counting of votes.			
	The count was fair, honest, and transparent.			
	The announcement was immediate and undisputable.			
<b>Name of School</b>				
<b>COMELEC Chair's Name and Signature</b>		<b>Level:</b>		



***Enclosure No. 3: School Election Report***

Name of School	School Address	School Contact Number	Name of Principal	Name of Adviser	Name of President	Date of Election

***Enclosure No. 4: List of Officers to be filled***

- The officers to be elected for the **SPG** are the following: President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, and Grade Level Councilors.
- The officers to be elected for the **SSG** are the following: President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, and Grade Level Chairperson if applicable and the Grade Level Representatives.