



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. 35 s. 2020

TO: **Public Schools District Supervisors
 All Public Elementary and Secondary Schools
 All Others Concerned**



FROM: **IRENE S. ANGWAY, Ph. D.**
 Officer-in-Charge
 Office of the Schools Division Superintendent

SUBJECT: **SYNCHRONIZED ELECTION CALENDAR FOR SUPREME PUPILS
 GOVERNMENT (SPG) AND SUPREME STUDENTS GOVERNMENT
 (SSG) FOR SY 2020-2021**

DATE: **January 31, 2020**

- 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 shall be observed during the conduct of elections for the **2020-2021 Supreme Pupil Government (SPG) and Supreme Student Government (SSG)**.

SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)	Date
Filing of Candidacy	February 3, 2020
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 5, 2020
Announcement of the Official List of Candidates	February 6, 2020
Campaign Period <ul style="list-style-type: none"> • Presidential Election Forum • Campus-Wide Presidential and Vice-Presidential Debates 	February 12-13, 2020
Elections	February 14, 2020
Proclamation of Winners	February 14, 2020
Nomination of SPG/SSG Adviser	February 17-18, 2020
Oath Taking Ceremony (SPG/SSG Officers)	February 21, 2020
Election of Division Federation Officers	March 9, 2020
Election of Regional Federation Officers	March 23, 2020



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2. Attached are the following enclosures:

- Enclosure No. 1: Guidelines on the conduct of the Student Government Elections for SY 2020-2021
- Enclosure No. 2: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)
- Enclosure No. 3: School Election Report
- Enclosure No. 4: Filing of Candidacy Packet
- Enclosure No. 5: Parental Consent for SPG/SSG Candidates
- Enclosure No. 6: Certificate of Candidacy for the SPG/SSG
- Enclosure No. 7: List of Officers to be filled

3. Expenses incurred shall be charged to school MOOE, subject to the usual accounting and auditing rules and regulations. All plans and programs of the SPG/SSG shall be incorporated in the School Improvement Plan and Annual Improvement Plan.
4. The Youth Formation Division 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.
5. 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.
6. **Please accomplish List of SSG and SPG Officers, School Election Report and upload your action plan thru the link: <http://deped.in/SPGSSGofficerstabuk>**
7. For further information and other concern, you may contact the Division Youth Formation Coordinators, Ms. Harriet C. Buslig and Mr. Allan Galanza at 0936-617-2027/0909-442-9566 or email at harriet.buslig@deped.gov.ph.
8. Wide and immediate dissemination of this memorandum to all concerned is highly enjoined.



Enclosure No. 1

Guidelines on the Conduct of the Student Government Elections for SY 2018-2019

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. The SGOD Chief and the Division Youth Formation Coordinators shall conduct the election of the Division Federated SPG and SSG Officers on March 9, 2020.
3. 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 and School Election Report** 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 **February 14, 2020**.
4. 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 using the modules of the Student Leadership Development Program (SLDP) and the Nation of Heroes. 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 and the **Action Plan** should be submitted to the Division Office.
5. 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.
6. 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.



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
Student Commission on Election (COMELEC)	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.			
Logistics	The Election materials were prepared on time.			
	The schedules and deadlines were strictly followed.			
	The application forms were made available to all interested students.			
Student Engagement	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.			
Selection of Candidates	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.			
Campaign	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			
Voting	The ballots were clear and available.			
	The voting was organized and fair.			
Counting of Votes	The COMELEC effectively, efficiently, and fairly conducted the counting of votes.			
	The count was fair, honest, and transparent.			
	The announcement was immediate and undisputable.			
Name of School				
COMELEC Chair's Name and Signature		Level:		



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: Filing of Candidacy Packet

Republic of the Philippines
 Department of Education
 YOUTH FORMATION DIVISION

2020 Elections Application Packet

To run for a position in the SSG/SPG office, each candidate should submit a completed signed application with the following attachments:

- Certificate of Candidacy
- Parental Consent
- Two (2) pcs. of 2x2 photograph
- An official copy of the Report card for the present Academic Year
- General Plan of Actions
- Two (2) recommendation letters from two (2) individuals whom the candidate has worked with in a co-curricular and extra-curricular activity.

RECOMMENDATION LETTERS:

Please secure and submit two (2) recommendation letters (in a signed/sealed envelope) from two (2) individuals that the candidate has worked with in a co-curricular and extra-curricular activity. The recommendations shall include the following:

- Description of the activity wherein the candidate and the author of the recommendation letter worked together
- Detailed description of how the candidate the principles of teamwork, collective decision-making, and good work ethic in the said activity.

The author of the recommendation letters should not be related by affinity or consanguinity to the candidate.

The two (2) recommendation letters should each come from a fellow student that he/she worked with in an activity and from the teacher that served as an adviser of the same activity.

The authors of the recommendation letters should not be related to the candidate by affinity or second degree consanguinity. If needed, the COMELEC has the authority to validate the recommendation letters with its signatories.

Enclosure No. 5: Parental Consent for SPG/SSG Candidates



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➤ For SPG



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Youth Formation Division

PARENTAL CONSENT

I, _____ as a parent/guardian will support my
 (name of parent/guardian)
 son/daughter _____ to the best of my ability as
 (name of parent/guardian)
 he/she commits to the Student Council.

I am allowing him/her to fulfill the duties and responsibilities of a Supreme Pupil Government Officer and to be involved in all of its activities, programs, and projects.

 Parent's/Guardian's Signature over Printed Name

 Date

➤ For SSG



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Youth Formation Division

PARENTAL CONSENT

I, _____ as a parent/guardian will support my
 (name of parent/guardian)
 son/daughter _____ to the best of my ability as
 (name of parent/guardian)
 he/she commits to the Student Council.

I am allowing him/her to fulfill the duties and responsibilities of a Supreme Student Government Officer and to be involved in all of its activities, programs, and projects.

 Parent's/Guardian's Signature over Printed Name

 Date



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Enclosure No. 6: Certificate of Candidacy for the SPG/SSG

➤ **For SPG**



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Youth Formation Division

CERTIFICATE OF CANDIDACY FOR SUPREME PUPIL GOVERNMENT

An officer of the Supreme Pupil Government lives the ideals, principles, and practices of participatory democracy. He/She represents the student body, and must be fully committed to lead and serve the student body towards the fulfillment of the goals of the Student Government. He/She must uphold the core values and thrusts of the Department of Education and serve as a role model of school and community in words and in deeds.

Student's Name: _____ Current Grade Level: _____

PERSONAL DETAILS:

Gender: _____ Age: _____ Date of Birth: _____
 E-mail Address: _____ Mobile No: _____ Landline: _____
 Home Address: _____

COMPETENCIES OF CANDIDATES IN RELATION TO THE DESIRED POSITION

Name of activities participated related to the desired position	Specific role in the activity

ELECTORAL INFORMATION:

Party Name: _____ Position in the Party: _____

I certify that I am a bona fide student of this school,
 I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Supreme Pupil Government COMELEC in the election for school year 2019-2019

I do hereby declare my intention and desire to be nominated for the particular position of _____

I further state that I am bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guidelines of the Supreme Pupil Government.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

 Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2020 at _____ affiant exhibiting to me his/her nomination kit which contains his/her C.O.C. photograph, academic records, and parental consent.

 SPG COMELEC REPRESENTATIVE



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Enclosure No. 6: Certificate of Candidacy for the SPG/SSG

➤ **For SSG**



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Youth Formation Division

CERTIFICATE OF CANDIDACY FOR SUPREME STUDENT GOVERNMENT

An officer of the Supreme Student Government lives the ideals, principles, and practices of participatory democracy. He/She represents the student body, and must be fully committed to lead and serve the student body towards the fulfillment of the goals of the Student Government. He/She must uphold the core values and thrusts of the Department of Education and serve as a role model of school and community in words and in deeds.

Student's Name: _____ Current Grade Level: _____

PERSONAL DETAILS:

Gender: _____ Age: _____ Date of Birth: _____

E-mail Address: _____ Mobile No: _____ Landline: _____

Home Address: _____

COMPETENCIES OF CANDIDATES IN RELATION TO THE DESIRED POSITION

Name of activities participated related to the desired position	Specific role in the activity

ELECTORAL INFORMATION:

Party Name: _____ Position in the Party: _____

I certify that I am a bona fide student of this school.
 I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Supreme Student Government COMELEC in the election for school year 2018-2019.
 I do hereby declare my intention and desire to be nominated for the particular position of _____
 I further state that I am bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guidelines of the Supreme Student Government.
 I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

 Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2018 at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C., photograph, academic records, and parental consent.

 SSG COMELEC REPRESENTATIVE



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Enclosure No. 7: 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.