

DIVISIONMEMORANDUM
 No. 075, s. 2019

SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) SYNCHRONIZED ELECTION FOR S.Y. 2019 – 2020

To: All Public Schools District Supervisors / District – in – charge
 All School Principals, School Heads, School Teacher – in - charge
 Supreme Pupil Government / Supreme Student Government Coordinators / Advisers
 Supreme Pupil Government / Supreme Student Government COMELEC
 All Concerned
 This Division

From:  **MARILOU B. DEDUMO, Ph.D., CESO V**
 Schools Division Superintendent

Date: February 8, 2019

- Pursuant to Deped Order no. 47, s. 2014 entitled "*Constitution and By-laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools*", Deped Order no. 11, s. 2016 entitled "*Additional Guidelines on the Constitution and By-laws of the Supreme Pupil Government and Supreme Student in Elementary and Secondary Schools*" the following dates shall be observed during the conduct of elections for S.Y. 2019 – 2020 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 11, 2019
Evaluation of Certificate of Candidacy (COC) vis-a-vis Qualification and Disqualifications	February 13, 2019
Announcement of the Official List of Candidates	February 15, 2019
Campaign Period	February 18 – 20, 2019
Election	February 21, 2019
Proclamation of Winners	February 25, 2019
Nomination of SPG/SSG Advisers	February 28 – March 1, 2019
Oath Taking Ceremony (SPG/SSG Officers) and submission of election report to the District Office	March 4, 2019
Last day of filling up the Online DCER (<i>to be accomplished by the School Head or SPG/SSG Adviser</i>)	March 8, 2019
District Federation Election	March 8, 2019
Submission of District Consolidated Election Report to the Division Office (<i>to be accomplished by the PSDSs/DICs</i>)	March 15, 2019
Division Federation Election	March 22, 2019

- Attached are the following enclosures:

Enclosure No. 1	Filing of Candidacy Packet
Enclosure No. 2	Parental Consent for SPG/SSG Candidates
Enclosure No. 3	Certificate of Candidacy for SPG/SSG
Enclosure No. 4	Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)
Enclosure No. 5	District Consolidated Election Report

3. After the conduct of the elections, the SPG/SSG Advisers and School Heads are directed to accomplish the online Division Consolidated Election Report (DCER) through this link: <http://deped.in/dcersursur> and submit a hard and soft copies of accomplishment report with list of Newly- Elected SPG/SSG Officers S.Y. 2019-2020, fully accomplished CESGE (Comprehensive Evaluation for SPG/SSG Elections) Form to the District Office for consolidation. The Public Schools District Supervisors / District – in – charge of the 37 districts are directed to submit to the SDO - School Governance & Operations Division soft and hard copies of the consolidated reports on or before **March 15, 2019**. Soft copies shall be sent through email in Word format via: gleecris.urbiztondo@deped.gov.ph
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. 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 (SPOA) 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.
5. All elections conducted before the implementation of this Memorandum shall retain the candidates who were proclaimed winner of their school's SPG and SSG in their elective positions.
6. Refer also to Deped Order no. 47, s. 2014 entitled "*Constitution and By-laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools*", Deped Order no. 11, s. 2016 entitled "*Additional Guidelines on the Constitution and By-laws of the Supreme Pupil Government and Supreme Student in Elementary and Secondary Schools*" for your guidance.
7. All School Heads and Public Schools District Supervisors/ District – in – charge are enjoined to support and monitor the implementation of the synchronized school elections.
8. In cases of failure to conduct the said election, the School Head together with the SPG/SSG Adviser is hereby directed to write an explanation letter which is to be addressed to the Schools Division Superintendent of SDO – Surigao del Sur.
9. For queries and clarifications, all concerned may contact the Division Youth Formation Coordinator, Mr. Glee Cris. S. Urbiztondo at telephone no. 086 – 211 - 4214 or e-mail at gleecris.urbiztondo@deped.gov.ph.



10. Immediate and wide dissemination of this Memorandum is highly desired.

(Enclosure No. 1 to Division Memorandum No. _____, s. 2019)



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

2017 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. 2 to Division Memorandum No. _____, s. 2019)



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



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 CARAGA Administrative Region
 DIVISION OF SURIGAO DEL SUR
 Tandag City



(Enclosure No. 3 to Division Memorandum No. _____, s. 2019)



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 2017-2018.
 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 _____ 2017, at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

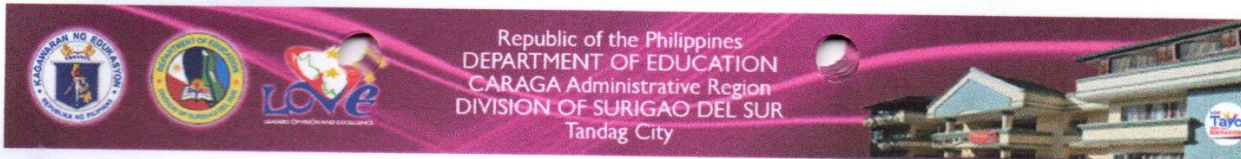
 SPG COMELEC REPRESENTATIVE

(Enclosure No. 4 to Division Memorandum No. _____, s. 2019)

DEPARTMENT OF EDUCATION
Bureau of Learner Support Services
Youth Formation Division

Comprehensive Evaluation for SPC/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 the 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:		



(this form is to be submitted to the district office together with the list of newly elected spg/ssg officers, and election report. The PSDSs/DICs shall consolidate and submit it to the Division Office on or before March 15, 2019.)

(Enclosure No. 5 to Division Memorandum No. _____, s. 2019)

DISTRICT CONSOLIDATED ELECTION REPORT S.Y. 2019 – 2020

(to be accomplished by the Public Schools District Supervisors/ District – in –charge)

District: _____

No. of Supreme Pupil Government Organization : _____

No. of Supreme Student Government Organization : _____

I. District Federated Supreme Pupil Government S.Y. 2019 – 2020

District SPG Coordinator: (Last Name, First Name, Middle Initial) – (School)

SPG President: (Last Name, First Name, Middle Initial) – (School)

SPG Vice President: (Last Name, First Name, Middle Initial) – (School)

SPG Secretary: (Last Name, First Name, Middle Initial) – (School)

SPG Treasurer: (Last Name, First Name, Middle Initial) – (School)

SPG Auditor: (Last Name, First Name, Middle Initial) – (School)

SPG Public Information Officer: (Last Name, First Name, Middle Initial) – (School)

SPG Peace Officer: (Last Name, First Name, Middle Initial) – (School)

Representatives: 1. (Last Name, First Name, Middle Initial) – (School)

2. (Last Name, First Name, Middle Initial) – (School)

3. (Last Name, First Name, Middle Initial) – (School)

II. District Federated Supreme Student Government S.Y. 2019 – 2020

District SSG Coordinator: (Last Name, First Name, Middle Initial) – (School)

SSG President: (Last Name, First Name, Middle Initial) – (School)

SSG Vice President: (Last Name, First Name, Middle Initial) – (School)

SSG Secretary: (Last Name, First Name, Middle Initial) – (School)

SSG Treasurer: (Last Name, First Name, Middle Initial) – (School)

SSG Auditor: (Last Name, First Name, Middle Initial) – (School)

SSG Public Information Officer: (Last Name, First Name, Middle Initial) – (School)

SSG Peace Officer: (Last Name, First Name, Middle Initial) – (School)

Representatives: Grade 7 (to be accomplished on June)

Grade 8. (Last Name, First Name, Middle Initial) – (School)

Grade 9. (Last Name, First Name, Middle Initial) – (School)

Grade 10. (Last Name, First Name, Middle Initial) – (School)

Grade 11. (Last Name, First Name, Middle Initial) – (School)

Grade 12. (Last Name, First Name, Middle Initial) – (School)

Prepared by:

Noted:

 District SPG Coordinator
 III.

 District SSG Coordinator

 Public Schools District Supervisor

District: _____ Contact Number: _____
 Name of PSDS/DIC: _____ E-mail Address: _____
 Date of District Federation Election: _____

Category: Supreme Pupil Government (Elementary)

Name of School	School ID Number	School Address	School Contact No.	Name of Principal	Name of SPG Adviser	Name of SPG President	Date of Election	School E-mail Address

Category: Supreme Student Government (Secondary)

Name of School	School ID Number	School Address	School Contact No.	Name of Principal	Name of SSG Adviser	Name of SSG President	Date of Election	School E-mail Address

IV. Consolidated Comprehensive Evaluation for SPG/SSG Elections for Schools (CESGE).

 Public Schools District Supervisor