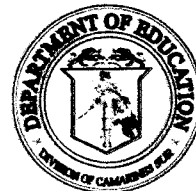




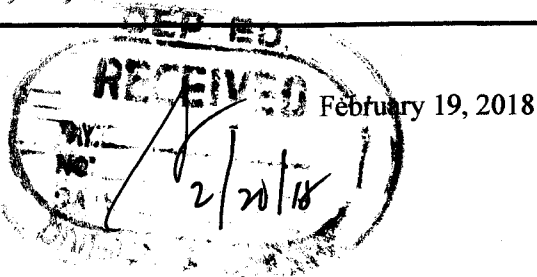
Department of Education
Region V



DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur

DIVISION MEMORANDUM

No. 72 s. 2018



CONDUCT OF SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) ELECTION

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
PROJECT DEVELOPMENT OFFICERS
SSG AND SPG ADVISERS (DISTRICT/SCHOOL)
ALL OTHERS CONCERNED

1. Pursuant to Central Office Memorandum dated February 12, 2018 entitled *Election Calendar for Supreme Pupil Government (SPG) and Supreme Student Government (SSG) for SY 2018-2019*, this Office through the SGOD- Youth Formation announces the schedule of synchronize election for Supreme Pupil Organization and Supreme Student Organization on the following dates;

March 6, 2018 -	SPG School Level Election
March 7, 2018-	SSG School Level Election
March 9, 2018 -	SPG District Level Election
March 15, 2018 -	Division SPG Election <i>Venue: Rodriguez NHS- Cadlan, Pili, Cam.Sur</i>
March 16, 2018-	Division SSG Election <i>Venue: Rodriguez NHS- Cadlan, Pili, Cam.Sur</i>

2. Participants for the Division SPG/SSG election are the Presidents of District SPG Federation, the Presidents of School SSG Organization together with their respective advisers.

3. Advisers who will participate in the Division Federation Election are advised to bring your approved District / School 2018 Plan of Activities under SPG/SSG organization.

4. Attached in this memorandum are the following documents for reference;

Enclosure No. 1:	Guidelines in the Election
Enclosure No. 2:	Comprehensive Evaluation for SPG/SSG Election for the Schools (CESGE)
Enclosure No. 3:	School Consolidated Report (DCER)
Enclosure No. 4:	Filing of Candidacy Packet
Enclosure No. 5a:	Parental Consent for SPG Candidates
Enclosure No. 5b:	Parental Consent for SSG Candidates
Enclosure No. 6a:	Certificate of Candidacy for SPG
Enclosure No. 6b:	Certificate of Candidacy for SSG

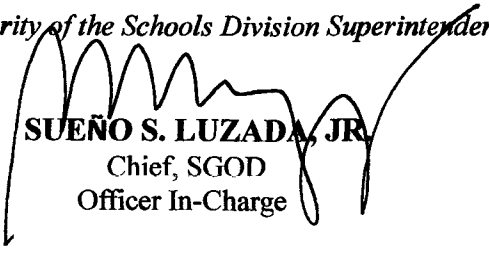
5. District Advisers / School Advisers are advised to submit electronic copy of Enclosure No. 2 and send to pdocamsur04@gmail.com on or before March 14, 2018 *(please observe NOT scanned copy / picture, documents must be available for editing and consolidation purposes)*

6. Travel expenses incurred in connection to the conduct of Division Election shall be charged against School MOOE, SPG/SSG Fund or other resources subject to its availability and usual accounting and auditing rules and regulations.

7. For updates and other information regarding SPG and SSG election matters, please contact Mr. JOEPH CRUZANA our Division Youth Coordinator at 0907-776-0625. Please observe clean and fair election.

8. For your information, guidance and compliance.

By the authority of the Schools Division Superintendent


SUEÑO S. LUZADA, JR.
Chief, SGOD
Officer In-Charge

GUIDELINES IN THE ELECTION TO THE DIVISION AND REGIONAL FEDERATION OF THE SPG AND SSG

I. POSITION

For the uniformity on the following position shall be considered during division and regional election of officers.

PRESIDENT	AUDITOR
VICE-PRESIDENT	PUBLIC INFORMATION OFFICER
SECRETARY	PEACE OFFICER
TREASURER	

School or Division President who are not elected to the Division or Regional Federation of Supreme Student Government respectively, shall be appointed by the elected Federation President as Chairperson of the Committees that will be created by the newly-elected officers pursuant and parallel to those committees indicated in DepEd Order No. 79, s. 2009 on the Revised Standard Constitution and By-Law of the Supreme Student Government in Secondary Schools.

Any variation in the above-sated major position made during the actual conduct of the election shall not be recognized in the national level. If the variation indicates plurality of officers in one major position, only one shall be recognized.

II. QUALIFICATION

DIVISION/REGIONAL FEDERATION

All candidates must possess the following qualification;

1. Have intention to enroll for school year 2018-2019.
2. Elected President of the SPG/SSG (school level) for the SY 2018-2019 or the Division Federation for 2017-2018.
3. Of good academic standing with a general average of 85 or above without any failing grade in Any subject during the last SY 2017-2018; and
4. Of good moral character and have not been subject to any disciplinary action.

III. OTHER INFORMATION

- After the conduct of the SPG/SSG Election, the School Head or the person whom he/she appointed shall accomplish the Comprehensive Evaluation of the Student Government Election for the School (CESGE) Form provided in the enclosure. Soft copy shall be submitted via email at pdocamsur04@gmail.com while the hard copy will be forwarded to SGOD-Youth formation unit exactly 1 week after the schools proclamation of the winners for the SPG/SSG.
- For the division-regional federated SSG and SPG elections, ALL PRESIDENTS regardless of the grade level, whether the candidate is from Grade 11 or Grade 12, can vie for the president and Vice President position for as long as they are elected president of the SSG and SPG in their respective school and qualified to be nominated.
- 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 position except President and Vice President.
- 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 election. The said additional members must meet the required qualification and undergo the same process.



DEPARTMENT OF EDUCATION
Bureau of Learner Support Services
Youth Formation Division

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 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:		

Enclosure No. 3: Consolidated Election Report (DCER)

Enclosure No. 3: Consolidated Election Report (DCER)



DEPARTMENT OF EDUCATION

Bureau of Learner Support Services

Youth Formation Division

Consolidated Election Report (DCER)

(to be accomplished in the division level by SGOD)

REGION:		CATEGORY: (Please indicate one)
DIVISION:		() Supreme Pupil Government () Supreme Student Government

[illegible]



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

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.

59



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
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

- 69



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 _____ 2018, 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

- 6b



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 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 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