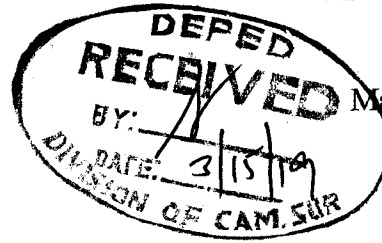




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V

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



March 12, 2019

**DIVISION MEMORANDUM**


No. 94, Series of 2019

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

**To:**

**PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC SECONDARY AND ELEMENTARY SCHOOL HEADS  
SSG/SPG ADVISERS  
All Others Concerned**

1. This Office through the SGOD- Youth Formation announces the schedule of synchronized election for Supreme Pupil Organization and Supreme Student Organization on the following dates;  
March 1-12, 2019 – School Level (SPG and SSG)  
March 13-15, 2019 - District Level (SPG)  
March 22, 2019 - Division Level (SPG, SSG and Teacher-Adviser)  
@ San Jose Pili National High School- Pili, 8:00 a.m.
2. Participants for the Division election are the Presidents of District SPG Federation for elementary and the School Presidents of SSG Organization for secondary together with their respective advisers. Also, participants are advised to bring their own foods.
3. Outgoing Division SSG and SPG Officers and Division Youth Formation Officers will assist in facilitation of the aforementioned activity.
4. The following documents are enclosed for reference:  
Enclosure 1: Guidelines in The Election to The Division And Regional Federation of the SPG and SSG  
Enclosure 2: List of Outgoing SSG and Youth Formation Officers  
Enclosure 3: Consolidated Election Report  
Enclosure 4: Filling of Candidacy Pocket  
Enclosure 5a: Parental Consent (SPG)  
Enclosure 5b: Parental Consent (SSG)  
Enclosure 6a: Certificate of Candidacy (SPG)  
Enclosure 6b: Certificate of Candidacy (SSG)
5. District Advisers / School Advisers are advised to submit electronic copy of Enclosure No. 3 and send to [pdocamsur04@gmail.com](mailto:pdocamsur04@gmail.com) on or before March 29, 2019 (please observe NOT scanned copy, documents must be in EXCEL FILE format for editing and consolidation purposes).
6. The schools must ensure compliance with requirements of DepEd Order No. 66 series of 2017 especially on Child protection, safety and security protocols, among others.
7. 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.
8. For updates and other information regarding SPG and SSG election matters, please contact Mr. JOSEPH C. CRUZANA, our Division Youth Coordinator at 0933-824-4317.
9. For your information, guidance and compliance.

  
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

Enclosure 2 : List of Outgoing sub Officers and Youth Formation Officers

### **Division Youth Formation Officers**

President	—	JOJIT T. VELASCO
Vice President	—	GERALD N. HUGO
Secretary	—	MARILOU I. PILI
Treasurer	—	ALLAN B. MONFORTE
Auditor	—	JASON V. COMPETENTE
P.I.O	-	SOPHIEMER P. VELASCO
Bus. Managers	-	ALDRIN C. ALARCON
		EDUARDO G. LOPEZ. JR.
Sgt. At Arms	-	RYAN M. PAREDES
		ANGEL G. PANTALLA
Muse	-	KRISTEL O. NOLLORA
Escort	-	REY A. CORTEZ
Representatives:		
1 <sup>st</sup> Congressional District-		NERI F. CERBO III
2 <sup>nd</sup> Congressional District-		MARIA JINGLE R. BALASTA
3 <sup>rd</sup> Congressional District-		CARLO P. DE QUIROS
4 <sup>th</sup> Congressional District-		JALYN L. SAN BUENAVENTURA
5 <sup>th</sup> Congressional District-		JULIANA P. LOZANO

### **DIVISION SSG OFFICERS, S/Y 2018-2019**

President	-	MA. CECILLE N. NACARIO
Vice- President	-	AJ P. ESPANTO
Secretary	-	ANGELICA ROSE R. NERVEZA
Treasurer	-	CHESTER SAM M. ARINGO
Auditor	-	CHRISTINE JOY A. JAVIER
P.I.O.	-	DAN JOSEPH M. BAGASBAS
Peace Officer	-	JULIE ANN D. MABAIT

**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 2019 - 2020
2. Elected President of the SPG/SSG (school level) for the SY 2014-2020 or the Division Federation for 2014-2020.
3. Of good academic standing with a general average of 85 or above without any failing grade in Any subject during the last SY 2014-2020 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](mailto: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.
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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

**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.

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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

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I, \_\_\_\_\_ as a parent/ guardian will support my  
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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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DEPARTMENT OF EDUCATION  
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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: \_\_\_\_\_

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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