

Republic of the Philippines  
Department of Education  
Region XI  
DIVISION OF DIGOS CITY



Office of the Schools Division Superintendent

Telefax: (082) 553-8396; 553-8376

**DIVISION MEMORANDUM NO. 113, s. 2017**

**TO :** All Public Schools District Supervisors (PSDS)  
Heads, Public and Private Elementary and Secondary Schools

**ATTENTION :** SUPREME STUDENT/PUPIL GOVERNMENT (SSG/SPG) ADVISERS  
Public and Private Elementary and Secondary Schools

**FROM :** DEE D. SILVA, DPA, CESO VI  
Schools Division Superintendent

**SUBJECT :** **SYNCHRONIZED ELECTION CALENDAR FOR SUPREME PUPILS GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2017 - 2018**

**DATE :** February 20, 2017

1. In accordance with the 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*" and 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*", the following shall be observed during the elections for the 2017 Supreme Pupil Government (SPG) and Supreme Student Government (SSG) elections.

SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)	Date
Filing of Candidacy	February 22, 2017
Evaluation of Certificates of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 24, 2017
Announcement of the Official List of Candidates	February 27, 2017
Campaign Period <ul style="list-style-type: none"><li>• Presidential Election Forum</li><li>• Campus-Wide Presidential and Vice-Presidential Debates</li></ul>	February 28 – March 1, 2017
Elections	March 2, 2017
Proclamation of Winners	March 6, 2017
Nomination of SPG/SSG Adviser	March 13-14, 2017
Oath Taking Ceremony (SPG/SSG Officers)	March 17, 2017

2. 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 Constitution and By-Laws of the SPG and SSG in Elementary and Secondary Schools to ensure a fair and successful conduct of the elections.

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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** provided in the enclosure. Soft or hard copies of their 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 20, 2017** for the SPG/SSG.
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 (GPOA) 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. For the regional and division-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 the elected President of the SPG and SSG in their respective school and are qualified to be nominated.
6. 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.
7. 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.
8. 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.
9. The following documents are enclosed for reference:  
  
*Enclosure No. 1: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)*  
*Enclosure No. 2: Division Consolidated Election Report (DCER)*  
*Enclosure No. 3: Filing of Candidacy Packet*  
*Enclosure No. 4: Parental Consent for SPG/SSG Candidates*  
*Enclosure No. 5: Certificate of Candidacy for the SPG/SSG*
10. For all **SSG** concerns, you may contact **MS. JULIE ANNE N. POSADAS**, PDO I-YFP at mobile no. **0907 518 9150** and e-add: [julieanne.posadas@deped.gov.ph](mailto:julieanne.posadas@deped.gov.ph) while for **SPG** concerns, please contact **MR. JOSE ISRAEL M. MARAVILLES**, PDO I-YFP at mobile no. **0946 963 4460** or thru e-add: [jimmrills\\_13@yahoo.com](mailto:jimmrills_13@yahoo.com) or **MR. ALBERT S. ESPINO**, SEPS, Division Youth Formation Coordinator at mobile no. **0920 499 8211**.
11. For your guidance and compliance.

Enclosure No. 1: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)



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. 2: Division Consolidated Election Report (DCER)



DEPARTMENT OF EDUCATION  
Bureau of Learner Support Services  
Youth Formation Division

Division Consolidated Election Report (DCER)  
(to be accomplished in the division level by SGOD)

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

NAME OF SCHOOL	SCHOOL ADDRESS	SCHOOL CONTACT NUMBER	NAME OF PRINCIPAL	NAME OF ADVISER	NAME OF PRESIDENT	DATE OF ELECTION





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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.





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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





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Youth Formation Division

**PARENTAL CONSENT**

I, \_\_\_\_\_ as a parent/guardian will support my  
(name of parent/guardian)

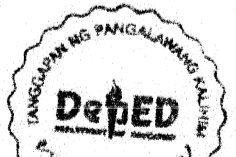
son/daughter \_\_\_\_\_ to the best of my ability as  
(name of parent/guardian)

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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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





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**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 \_\_\_\_\_ 2017, 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

