



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



February 7, 2019

DIVISION MEMORANDUM
No. 125, s. 2019

**ELECTION CALENDAR FOR SUPREME PUPIL GOVERNMENT (SPG) AND
SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2019 - 2020**

To: All Public Schools District Supervisors
School Heads, Public and Private Elementary and Secondary Schools

Attention: Supreme Pupil/Student Government (SPG/SSG) Advisers
Public and Private Elementary and Secondary Schools

1. Pursuant to DepEd Order No. 47, s. 2014, re: *Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools*, DepEd Order No. 11, s. 2016, re: *Additional Guidelines on the Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools*, the following dates shall be observed during the conduct of elections for the 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 13, 2019
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 14, 2019
Announcements of the Official List of Candidates	February 15, 2019
Campaign Period • Presidential Election Forum • Campus-Wide Presidential and Vice-Presidential Debates	February 19-20, 2019
Elections	February 21, 2019
Proclamation of Winners	February 25, 2019
Nomination of SPG/SSG Adviser	March 12–13, 2019
Oath taking Ceremony (SPG/SSG Officers)	March 15, 2019

2. Attached are the following enclosures:

Enclosure No. 1: Guidelines on the conduct of the Student Government Elections for SY 2019 – 2020

Enclosure No. 2: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)

Enclosure No. 3: Division Consolidated Election Report (DCER)

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

3. Soft or hard copies of their documents shall be submitted to the **School Governance and Operations Division (SGOD)** through their respective division **Youth Formation Coordinator** or through email at joseisrael.maravilles001@deped.gov.ph exactly **one (1) week** after the school's proclamation of winners on **February 25, 2019**.
4. The Division Youth Formation Coordinators shall monitor and observe the conduct of the activities during the above-scheduled election period to ensure proper implementation of the said activity.
5. For your information, guidance and compliance.


WINNIE E. BATON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
28481
DATE: **FEB 12 2019** TIME: **10:00**
BY: 

Encls: As stated
References: DepEd Order No. 47, s. 2014, DepEd Order No. 11, s. 2016
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE, SPG/SSG, ELECTION

j.posadas-YFP: Election Calendar for SPG/SSG for SY 2019-2020
7 Feb 2019

Enclosure No. 1

Guidelines on the conduct of the Student Government Elections SY 2019-2020

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, 2014 and DepEd Order No. 11, s. 2016 to ensure fair and successful conduct of the elections.
2. After the conduct of the SPG/SSG Election, the SH or the COMELEC Chairperson 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 through their respective Division Youth Formation Coordinator exactly **one (1) week** after the proclamation of winners on February 25, 2018.
3. The Division Youth Formation Coordinator shall collate the school's CESGE Forms and accomplish the Division Consolidated Election Report (DCER) for the SPG and SSG. After consolidation, Division YFC shall forward soft or hard copies of the Reports to the Regional Youth Formation Coordinator of the Education Support Services Division (ESSD) on or before March 12, 2019.
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 while 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 the entire term. The project management and planning of GPOA must be facilitated by the SPG/SSG Adviser and the outgoing SPG/SSG Officers immediately after elections. The approved GPOA and **list of newly-elected officers**, prepared by the SPG/SSG Adviser and noted/approved by the School Head, must be submitted to the Youth Formation Coordinators in the Division.
5. Division YFCs shall spearhead the division-wide leadership training in coordination with other offices relevant to the conduct of the activity. Further, Division YFCs shall manage and monitor the implementation of the activity to ensure that proper election procedure is observed by the Schools.
6. For the **stand-alone Junior High School (JHS)**, candidates for President and Vice President must be Grade 10 and Grade 9 students the next school year. Grade 8 and 7 students can run for the other positions except President and Vice President. While for **integrated Senior High School**, Presidents and Vice Presidents must be Grade 12 and 11 students next school year.
7. For the division-federated SSG and SPG elections, ALL PRESIDENTS regardless of grade level, whether the candidate is from Grade 11 & 12 next school year, can vie for the President and Vice President positions for as long as they are the elected President of the SSG and SPG in their respective school and are qualified to be nominated.



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-represent 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 in 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 announced was immediate and undisputable.			
NAME OF SCHOOL:				
COMELEC Chair's Name and Signature:		Level:		



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:	
DIVISION:	
CATEGORY: <i>(Please indicate one)</i>	
☐ Supreme Pupil Government ☐ Supreme Student Government	

[illegible]



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

2019 Elections Application Packet

To run for a position in the SPG/SSG office, each candidate should submit a complicated 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.



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 son/daughter)

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 son/daughter)

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



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 CANDIDACY 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 2019-2020.

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 _____, 2019 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



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 CANDIDACY 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 2019-2020.

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 _____, 2019 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