



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023- 251

To : SGOD Chief
 All PSDSs
 All School Heads
 SELG and SSLG Teacher-Advisers
 Division Youth Formation Coordinators

Subject : MONITORING AND EVALUATION OF THE LEARNER
 GOVERNMENT PROGRAM (LGP) ELECTIONS FOR SCHOOL
 YEAR 2023-2024.

Date : June 15, 2023

Pursuant to Regional Memorandum ESSD-2023-231 re: Monitoring and Evaluation of the Learner Government Program (LGP) Elections for S.Y. 2023-2024, this office through the Division Youth Formation Coordinators shall conduct school monitoring and evaluation for school based LGP election for S.Y. 2023-2024.

This is to ensure continuous improvement in the policies being issued by the Department, it is imperative to monitor the compliance of schools in the mechanisms and standards of the guidelines, including the conduct and implementation of activities relative to the LGP elections.

Further, other LGPs, such as YES-O, SIGA, BKD, Project W.A.T.C.H., and Learner Rights and Protection Program (formerly known as Child Protection Program), shall be monitored and evaluated on their respective program implementation and PPAs.

Forms to be utilized during the monitoring and evaluation shall be Annex A for schools and Annex B for the Schools Division Offices (SDOs). Below is the list of schools and schedule of monitoring and evaluation.

SCHOOL NAME	SCHEDULED DATE	TIME
Don Mariano Marcos ES	June 20, 2023	8:30 AM – 10:00 AM
DCCES	June 20, 2023	10:30AM – 12:00 NN



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



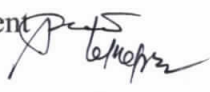
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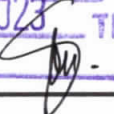
Office of the Schools Division Superintendent

San Miguel ES	June 20, 2023	1:30 PM – 3:00 PM
Igpit ES	June 20, 2023	3:30 PM – 5:00 PM
Remedios N. Saplala ES	June 21, 2023	8:30 AM – 10:00 AM
Jolencio R. Alberca ES	June 21, 2023	10:30AM – 12:00 NN
Ramon Magsaysay CES	June 21, 2023	1:30 PM – 3:00 PM
Pedro S. Garcia ES	June 21, 2023	3:30 PM – 5:00 PM
Aplaya ES	June 22, 2023	8:30 AM – 10:00 AM
Aplaya NHS	June 22, 2023	10:30AM – 12:00 NN
Dawis ES	June 22, 2023	1:30 PM – 3:00 PM
Dawis NHS	June 22, 2023	3:30 PM – 5:00 PM
Kibanban ES	June 23, 2023	1:30 PM – 3:00 PM
Isaac Abalayan ES	June 23, 2023	3:30 PM – 5:00 PM

Expenses incurred during the activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.


MELANIE P. ESTACIO, Ph.D., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent 

DepEd Schools Division of Digos City
RECORDS SECTION
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Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR YOUTH AFFAIRS AND SPECIAL CONCERNS

YOUTH COMEA MONITORING TOOL

Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. purpose not intended by the process owner is a violation of Data Privacy Act of

This monitoring tool shall be utilized and filled out by all schools nationwide and must be submitted to their respective Division Youth Formation Coordinator (YFC) for consolidation. The deadline of the submission will be determined by their Division YFC.

I. Monitoring Tool

Nome of School: _____ School Year: _____ Date Accomplished: _____
School ID: _____ Region/Division: _____
Youth COMEA Chief Commissioner: _____ Designation: _____
Date of Election: _____ Time of Election: _____
Student Government Category: ☐ SSLG ☐ SELG
Number of Candidates: _____ Number of Polling Precinct: _____
Election Period: _____ Polling Precinct Station/s: _____
Campaign Materials Used: _____
☐ Fliers ☐ Posters
☐ Social Media Post
☐ Others (please specify): _____
Total Number of Qualified Voters: _____
Total Number of Actual Voters: _____
Has there been any disqualification of a candidate?
☐ Yes Reasons: _____
☐ No
Mode of Election
☐ Manual ☐ Blended
☐ Digital ☐ Others (please specify): _____

Composition of the Youth COMEA

Youth COMEA Commissioners:

Commissioner on Screening and Validation

☐ Appointed
☐ Others (please specify): _____

Commissioner on Electoral board

☐ Appointed
☐ Others (please specify): _____

Commissioner Appointment

☐ Appointed
☐ Others (please specify): _____

Commissioner on Grievance

☐ Appointed
☐ Others (please specify): _____

Youth COMEA permanent Committees:

Executive Committee

Number of Members: _____

Screening and Validation Committee

Number of Members: _____

Electoral Board Committee

Number of Members: _____

Appointment Committee

Number of Members: _____

Grievance Committee

Number of Members: _____

Number of meetings conducted throughout the election and appointment process: _____

Number of violations committed throughout the election and appointment process: _____

Number of complaints filed throughout the election and appointment process: _____

**LIST OF ELECTED/APPOINTED OFFICERS FOR THE SUPREME PUPIL GOVERNMENT AND
SUPREME STUDENT GOVERNMENT**

SUPREME ELEMENTARY LEARNER GOVERNMENT FOR S.Y. 2023-2024

POSITION	NAME OF PUPIL	GRADE LEVEL

SUPREME SECONDARY LEARNER GOVERNMENT FOR S.Y. 2023-2024

POSITION	NAME OF PUPIL	GRADE LEVEL

Members of the Youth COMEA:

Youth COMEA Commissioner

Youth COMEA Commissioner

Prepared by:

Validated by:

Youth COMEA Commissioner

Youth COMEA Commissioner

Approved by:

Youth COMEA Chief Commissioner/School Head

STUDENT GOVERNMENT PROGRAM (SGP)
(check/ provide appropriate answer)

1. Do you have a Supreme Elementary Learner Government (SELG)/
Supreme Secondary Learner Government (SSLG)? ☐ Yes ☐ No
 - 1.a If yes, does the school established the SELG/SSLG through election or appointment? ☐ Election ☐ Appointment
 - 1.b If through election, what modality does the school use to conduct the election?

☐ Face to face
☐ Automated

☐ Virtual/Online
☐ Others: please specify _____
 - 1.c When was the SELG/SSLG election/appointment conducted? _____
☐ Yes ☐ No
2. Do you have an SELG/SSLG teacher-adviser? ☐ Yes ☐ No
 - 2.a If yes, for how many years did the SELG/SSLG teacher-adviser serve? _____
3. What is/are the subject/s handled by the adviser?

☐ Science
☐ Filipino

☐ Mathematics
☐ Araling Panlipunan (AP)

☐ English
☐ Others, (Specify) _____
4. What is the highest academic degree of the adviser?

☐ Bachelor Degree
☐ Master Degree Units

☐ Master Degree
☐ Doctorate Degree Units

☐ Doctorate Degree
5. Is the SELG/SSLG teacher-adviser deloaded of some of the subjects he/she handled? ☐ Yes ☐ No
6. Does the school collect fees for the SELG/SSLG? ☐ Yes ☐ No
7. Did the school incorporate a budget for SELG/SSLG as part of SIP/APP?
 7.a if yes, what percentage (%) of the MOOE is allotted to SELG/SSLG? _____
8. Has the school dedicated a room for the SPG/SSG? _____
9. Has the school's SPG/SSG created a School Coordinating Council? ☐ Yes ☐ No
10. Has the school's SPG/SSG joined a division search for best SPG/SSG? _____
11. Has your school won any awards?
 - 11.a If yes, which award category?

☐ Best SELG/ SSLG student leader
☐ Best SELG/SSLG teacher-adviser

☐ Best school head
 - 11.b In what school year did your school win any awards? _____
12. Has the Youth Formation Coordinator (YFC) Project Development Officer I (PDO I) visited the
School for the monitoring of SELG/SSLG? ☐ Yes ☐ No
13. Does your SELG/SSLG teacher-adviser attend trainings for LG program? ☐ Yes ☐ No
14. Does the SDO Authorize to grant Service Credit (SC) for activities conducted / attended by SELG/
SSLG teacher-advisers during Saturday / Holiday?

SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) / SUPREME SECONDARY LEARNER GOVERNMENT (SSLG)
(Check appropriate answer)

Perform as the lead proponent of the program, projects, and activities (PPAs)

1. Has the school's SELG/SSLG conducted activities on student leadership formation program ☐ Yes ☐ No
2. Has the school's SELG/SSLG conducted peer coaching activities? ☐ Yes ☐ No
3. Has the school's SELG/SSLG conducted activity/ies for the celebration of the International Youth Day ☐ Yes ☐ No
4. Has the school's SELG/SSLG conducted activity/ies for the celebration of the National Children's Month ☐ Yes ☐ No
5. Has the school's SELG/SSLG conducted activity/ies for the National Students Day? ☐ Yes ☐ No
6. Has the school's SELG/SSLG conducted activity/ies for the National Remembrance for Road Crash
Victims, survivors, and families? ☐ Yes ☐ No
7. Has the school's SELG/SSLG conducted activity/ies for Core Value advocacies? ☐ Yes ☐ No
8. Has the school's SELG/SSLG led learners in organizing activities which start during Teachers' Month
Campaign every September and which culminate during the World Teachers' Day celebration on October ☐ Yes ☐ No

Served as assist to the lead proponent of the programs, projects, and activities (PPAs)

9. Has the school's SELG/SSLG assisted in the organization of learner's participation in Brigada Eskwela? ☐ Yes ☐ No
10. Has the school's SELG/SSLG assisted in the conduct of early registration of learners for the upcoming
School year? ☐ Yes ☐ No
11. Has the school's SELG/SSLG assisted in the conduct of activities for the National Greening Program? ☐ Yes ☐ No
12. Has the school's SELG/SSLG assisted in the conduct of activities for Anti-Drug Abuse Education
and Campaign? ☐ Yes ☐ No
13. Has the school's SELG/SSLG assisted in ensuring that the school is smoke/tobacco free place ☐ Yes ☐ No
14. Has the school's SELG/SSLG conducted activities to encourage and support the participation of learners
in recognized co-curricular and extra-curricular clubs/organizations and activities? ☐ Yes ☐ No
15. Has the school's SELG/SSLG assisted in the promotion of Children and Adolescent Health Advisory
Campaigns? ☐ Yes ☐ No
16. Has the school's SELG/SSLG assisted in the implementation of the Disaster Risk Reduction activities ☐ Yes ☐ No
17. Has the school's SELG/SSLG assisted in the conduct of Global Handwashing Day? ☐ Yes ☐ No

Other School Activities

18. Has the school conducted activities and awareness campaigns to encourage parents to enlist their
Five year old children for kindergarten? ☐ Yes ☐ No
19. Has the school conducted book and toy drive and other school supplies for donation to schools with
Kindergarten? ☐ Yes ☐ No
20. Has the school's SELG/SSLG conducted activities to prevent learners from dropping-out of schools? ☐ Yes ☐ No
21. Has the school's SELG/SSLG conducted English Speaking Campaign and Reading and Tutorial Services? ☐ Yes ☐ No



Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR YOUTH AFFAIRS AND SPECIAL CONCERNS

YOUTH COMEA EVALUATION TOOL

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This tool shall be utilized by all division Youth Formation Coordinators {YFCS} for monitoring and evaluation purposes during the conduct of the SELG/SSLG elections in all schools nationwide.

Direction: Using the rubrics provided below rate how clear, appropriate, and complete the content of the Youth Commission on Elections and Appointments is. Please do not leave any blanks unanswered, and elaborate further by leaving remarks/comments.

Key Indicators	1	2	3	4
Clarity (Use of simple language)	The content is not Clear at all . The choice of words and arrangement of ideas must be totally changed.	The content is somewhat Clear but the choice of words, grammar, and arrangement of ideas must be reviewed and/or revised.	The content is almost clear . Although the choice of words, grammar, and arrangement of ideas can be understood, it can still be further improved.	The content is totally clear . The choice of words, grammar, and arrangement of ideas is easy to comprehend and implement.
Appropriateness {Suitability to the school situation; capability of the implementers and of the learners}	The content is not Appropriate at all for the current setting in the school, the capability of the field implementers, and of the learners. It must be changed totally.	The content is Somewhat appropriate for the current setting in the school, the capability of the field implementers, and of the learners but it must be reviewed and/or revised.	The content is almost appropriate for the current setting in the school, the capability of the field implementers, and of the learners but it can still be further improved.	The content is totally appropriate for the current setting in the school, the capability of the field implementers, and of the learners.
Completeness (Inclusion of needed information)	The content is not complete . The guidelines to be followed and factors to be considered must totally be changed.	The content is somewhat complete but the guidelines to be followed and factors to be considered must be reviewed and/or revised.	The content is almost complete but some guidelines must be added and some other factors can still be considered.	The content is totally complete as it includes the necessary guidelines to be followed and all other factors to be considered.

A. Content of the Youth COMEA

DESCRIPTIONS	KEY INDICATORS			REMARKS
	CLARITY	APPROPRIATENESS	COMPLETENESS	
I. Rationale				
II. Scope				
III. Definition of Terms				
IV. General Principles and Policies				
V. Objectives				
VI. Youth COMEA Commissioners				
VII. Permanent Committees				
VIII. Election Campaigns				
IX. Student Organization's Election Guidelines				
X. Homeroom Class Organization				
XI. Student Organizations' Election Guidelines				
XII. Election Tabulation and Validation				
XIII. Declaration and Oath of Office				
XIV. Conduct of Meetings				
XV. Complaints and Disputes				
XVI. Offenses and Penalties				

B. Implementation of the Youth COMEA

Direction: Whether evident or not evident, monitor the implementation of the school's Youth COMEA and their compliance with the following areas before, during, and after the conduct of SPG/SSG elections. Put a check mark (/) if the area being monitored is evident or not. Please do not leave any blanks unanswered, and elaborate further by leaving remarks/comments. The school's Youth COMEA may attach or provide any means of verification, if necessary.

	EVIDENCE		
	Evident	Not Evident	Remarks (Kindly attach MOVs)
Before the Election/Appointment Proper,			
1. The school's Youth COMEA followed the SELG/SSLG Election Schedule as stipulated on DepEd Order No. 34 s, 2022.			
2. The school's Youth COMEA issued a resolution containing the schedule, specific guidelines, modality, and other details regarding the election/appointment proper.			
3. The school appointed the School Head/Principal as the Youth COMEA Chief-Commissioner.			
3. Before the election/appointment proper, the Youth COMEA Chief Commissioner:			
3.1. appointed the four (4) other members of the Commission who are teaching and non-teaching personnel;			
3.2. called and presided all meetings and/or designated concerned commissioner to preside for meetings related to the conduct of student organization elections and appointments;			
4. Before the elections/appointment proper, the Commissioner on Screening and Validation:			

4.1 Screened the Election Application Form (EAF) and Appointment Application Form (AAF);			
4.2 Secured and submitted the final list of official candidates;			
4.3 Validated the official results of the student organization elections and appointment;			
4.4. Prepared notice of the meeting, minutes of the meeting and resolutions related to students' organization elections and appointments;			
4.5 Disseminated information and facilities meetings and other related events for the election;			
4.6 Managed effective record-keeping before the election and appointment process;			
5. Before the appointment process, the Commissioner on Appointment approved or disapproved the submitted requirements of the appointees. <i>"To be answered if the school proceeded with appointment of the officers.</i>			
6. Before the actual process, the School's Youth COMEA created five (5) permanent committees namely: <i>Executive Committee, Screening and validation Committee, Electoral Board Committee, Appointment Committee, and Grievance Committee.</i>			
6.1 The Executive Committee acted as the administrative officer and overseer of the proceedings of the conduct of elections and appointments and was chaired by the Chief Commissioner.			

6.2 The Youth COMEA Chief Commissioner decided the total number of members per committee.			
6.3 Each commissioner of the Youth COMEA decided the composition of their respective committees from teaching and non-teaching personnel, including learners.			
7. Before the election process , the campaign period covered five (5) school days beginning on the announcement of official list of candidates and ended immediately before the Election Day.			
7.1 Campaigns were only allowed during the prescribed period set by the Youth COMEA and done in such a manner that classes and other school functions were not disrupted.			
7.2 Depending on the modality of the elections: 7.2.1 In the event of virtual campaigns, the Electoral Board Committee utilized the social media platform set upon by the Youth COMEA. 7.2.2 For face-to-face modality, candidates engaged in a classroom campaign limited to ten (10) minutes.			
7.3 All campaign materials were regulated and approved by the Youth COMEA prior to posting, dissemination and publication.			
7.4 Impersonation in any form were considered an election offense and violation.			
7.5 No candidate or unauthorized person removed, destroyed or slandered any campaign material of a candidate.			

8. Before the election process , the candidates submitted the accomplished and completed EAF to the Youth COMEA.			
9. Before the election process , the Youth COMEA: 9.1 facilitated the filing of Election Application Form (EAF)			
9.2 disseminated the schedule and the conduct of elections for S.Y. 2023-2024.			
9.3 announced the Official List of Candidates and distributed the official ballots for the conduct of student organization elections for S.Y. 2023-2024.			
10. Before the appointment process , the Student Organization Adviser: 10.1 selected possible appointee/s and facilitated the accomplishment of the certificate of endorsement and appointment form; and			
10.2 submitted the accomplished certificate of endorsement and appointment form to the Youth COMEA			
11. Before the election/appointment process , the conduct of meetings observed the standard of the parliamentary procedures and were attended by all Youth COMEA Commissioners; and			
11.1 The Youth COMEA Chief Commissioner, as the Presiding Officer of the meeting, casted vote to break the tie in arriving at a certain decision.			

During the Election/Appointment Proper,			
12. The Youth COMEA Chief Commissioner supervised the student organization elections and appointments.			
13. The Commissioner on Screening and Validation managed effective record-keeping during the election/appointment process.			
14. The commissioner on Electoral Board conducted and facilitated the voting process and performed such functions prescribed by the rules and regulations promulgated by the Youth COMEA			
15. During the appointment process , the commissioner on appointment exercised the power to appoint wisely, by appointing only the learners who are fit and qualified for the position.			
16. Depending on the modality of the elections: 16.1. For manual election, voting procedures and canvassing of votes were done in a face-to-face set-up; while			
16.2 for digital election, the school used the existing electoral procedure or adopted from other schools.			
17. During the election process , the voters carefully followed the instructions in casting their votes and referred to the student organizations election procedures.			
18. During the appointment process , the Youth COMEA evaluated and validated the certificate of endorsement and appointment form and came up with official list of school's newly appointed officers in SY 2023-2024, signed and proclaimed by the Chief Commissioner, and endorsed to the Division Youth Formation Coordinator.			

After the Election/Appointment Proper,			
19. The commissioner on Screening and Validation: 19.1 managed effective record-keeping after the election and appointment process.			
19.2 submitted the final result to the Chief Commissioner; and			
19.3 posted the final results of the student organization elections in visible places.			
20. The commissioner on appointment issued and recommended the Appointment Form to the Youth COMEA Chief Commissioner for approval.			
21. After the conduct of elections and as soon as the casting of the vote was done , the votes were counted in a place designated by the Youth COMEA . For digital/online voting , validation of votes was not delayed nor postponed.			
21.1 If two or more competing candidates tied, a toss coin was done by the Youth COMEA.			
22. After the election process , the Youth COMEA Chief Commissioner approved the official results and other documents of the student organization elections and appointments .			
23. After the election process , the Youth COMEA: 23.1 validated and proclaimed the winner/s accumulating the highest number of votes.			
23.2 presented the official results certified by all its members; and			
23.3 declared the official list of winners duly certified and conducted the oath-taking of the new set of officers.			

24. After the election/appointment process, a learner or student organization alleging a violation of the Youth COMEA Guidelines filed a complaint.			
*if evident, proceed to 25. If not evident, proceed to			
25. If evident, the complaint contained: 25.1 Specific section/s of the Youth COMEA Guidelines or the Constitution and By-Laws violated; and			
25.2 A detailed statement of the facts surrounding the alleged violation including the date and time.			
26. If evident, the election complaint was filed before the election official results were announced.			
27. If evident , the commissioner on grievance has reviewed and validated the written complaints and convened with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision.			
28. If there was a filed complaint, the Youth COMEA: 28.1 Determined whether the probable cause of the violation has occurred; and			
28.2 kept a written record of all meetings, evidences and testimonies heard. Based on findings, the ruling was made within 72 hours.			
29. The Youth COMEA issued penalties to any candidates who did not comply with the election guidelines and were subjected to the following: 29.1 warning – 1 st offense 29.2 reprimand – 2 nd offense 29.3 disqualification of a candidate to hold an office or any penalty deemed appropriate.			