



January 28, 2019

DIVISION MEMORANDUM
No. 06, s. 2019

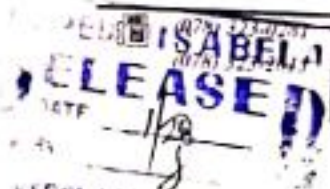
ELECTION CALENDAR FOR SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2019-2020

To: School Governance and Operations Division Chief
All Public Elementary and Secondary School Heads

1. Pursuant of DepEd Order no. 47, s 2014 entitled "Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools", DepEd Order no. 11, s 2016 entitled "Additional Guidelines on the "Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools" and DepEd Order 25, s 2018 entitled School Calendar for School Year 2018-2019", 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/SSG Activities	Date
Organization of SPG/SSG COMELEC	January 28-31, 2019
Filing of Candidacy	February 4, 2019
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 6-7, 2019
Announcement of the Official List of Candidates	February 8, 2019
Campaign Period ➤ Presidential Election Forum ➤ Campus-Wide Presidential and Vice- Presidential Debates	February 11-13, 2019
Elections	February 15, 2019
Proclamation of Winners (During the Flag Ceremony)	February 18, 2019
Nomination of SPG/SSG Adviser	February 21-22, 2019
Oath-Taking Ceremony (SPG/SSG Officers)	Scheduled Recognition Day

2. The Project Development Officers I – Youth Formation Program Coordinators shall monitor the conduct of the activities.

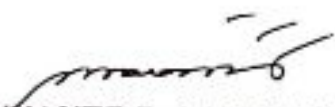


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3. Travel and other allowable expenses shall be charged against local funds subject to the usual accounting and auditing policies, rules and regulations.
4. Enclosures of this memorandum are the following:
 - Enclosure No. 1: Guidelines on the conduct of the Student Government Election for SY 2019-2020
 - Enclosure No. 2: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)
 - Enclosure No. 3: Filing of Candidacy Packet
 - Enclosure No. 4: Parental Consent for SPG (a) / SSG (b) Candidates
 - Enclosure No. 5: Certificate of Candidacy for the SPG (a) / SSG (b)
5. Immediate and wide dissemination of this Memorandum to all concerned is desired.


REYNANTE Z. CALIGUIRAN, PhD, CESE
 OIC-Schools Division Superintendent

Encl: as stated
 Reference: DepEd Order 47, s 2014
 DepEd Order 11, s 2016
 DepEd Order 25, s 2018

To be indicated in the Perpetual Index
 under the following subjects:
 ELECTION
 SCHOOL GOVERNMENT
 STUDENTS
 YOUTH FORMATION

SGOD/jda/act



Enclosure No. 1 of the Division Memorandum No. 6, s. 2019

**Guidelines on the conduct of the Student Government Election
for SY 2019-2020**

1. The School Head (SH) upon proposal of the members of the SPG/SSG Commission of Election (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, s. 2014 and DepEd Order no. 11, s. 2016 to ensure a fair and successful conduct of the election.
2. 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 Election for the School (CESGE) Form, provided in the enclosure. Soft and hard copies of their documents shall be submitted to the School Governance and Operations Division (SGOD) through their respective Youth Formation Program Coordinators on or before March 1, 2019.
3. In preparing for the report of the SPG/SSG election, the following format shall be observed:

Document	File Format	File Name
Comprehensive Evaluation of the Student Government Election for the School (CESGE)	Word File. (doc. Or docx)	For SPG: SPG1920-CESGE-(Name of School) For SSG: SSG1920-CESGE-(Name of School)

Note: Email the soft copy to: arturo.taguinod@deped.gov.ph or charles.balsita@deped.gov.ph

4. The newly-elected SPG/SSG officers shall undergo a parallel school-based orientation on roles, functions and responsibilities of each officer. The newly designated SPG/SSG Adviser shall supervise the implementation of the said orientation. 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 officers.
5. 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.
6. The Youth Formation Services Unit as the lead office for the Student Government Program (SGP) in the Division is authorized to monitor the conduct of the elections and formulation, and implementation of the programs and projects to strengthen the SPG/SSG in schools.
7. All election conducted before the dissemination of the Memorandum shall retain the candidates who were proclaimed winners of their school's SPG/SSG in their elective positions.



Republic of the Philippines
Department of Education
 Region 02 (Cagayan Valley)

SCHOOLS DIVISION OFFICE OF ISABELA

Albagu, City of Ilagan, Isabela 3300



Enclosure No. 2 of the Division Memorandum No. 6, s. 2019

COMPREHENSIVE EVALUATION FOR SPG/SSG ELECTIONS for the SCHOOLS (CESGE)

COMPONENT	ITEMS	AGREE	DISAGREE	RECOMMENDATIONS
Student Commission on Election (COMELEC)	The student and school admin were well-represented in the school Commission on Election (COMELEC)			
	The students and school admin were knowledgeable and prepared for the conduct of 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-formed about the purpose of the Student Government elections.			
	The students were aware were aware of the voting process			
	The student 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 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		



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Enclosure No. 3 of the Division Memorandum No. 6, s. 2019

2019-2020 ELECTIONS APPLICATION PACKET

To run for a position in the SSG/SPG office, each candidate should submit a completed signed application with the following attachment:

- Certificate of Candidacy
- Parental Consent
- Two (2) pes. of 2x2 photograph
- An official copy of the Report card for the present Academic Year
- General Plan of Action
- 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 where the candidate and the author of the recommendation letter worked together; and
- Detailed description of how the candidate shows the principle of teamwork, collective decision-making, and good work ethics in the said activity.

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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SCHOOLS DIVISION OFFICE OF ISABELA

Alibagu, City of Ilagan, Isabela 3300



Enclosure No. 4b of the Division Memorandum No. 6, s. 2019

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 candidate)

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 its activities, programs, and projects.

 Parent's/Guardian's Signature over Printed Name

 Date



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SCHOOLS DIVISION OFFICE OF ISABELA

Alibagu, City of Ilagan, Isabela 3300



Enclosure No. 4a of the Division Memorandum No. 6, s. 2019

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 candidate)

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 its activities, programs, and projects.

Parent's/Guardian's Signature over Printed Name

Date



Enclosure No. 5a of the Division Memorandum No. 6, s. 2019

CERTIFICATE OF CANDIDACY FOR SUPREME PUPIL GOVERNMENT

An officer of the Supreme Pupil Government lives the ideals, principles, and practices of participatory democracy. She represents the student body, and must be fully committed to lead and serve the student body toward the fulfillment of the goals of the Student Government. 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: _____
 Email 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 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, recommendation letters, General Plan of Action, and Parent Consent.

 SPG COMELEC REPRESENTATIVE



Enclosure No. 5b of the Division Memorandum No. 6, s. 2019

CERTIFICATE OF CANDIDACY FOR SUPREME STUDENT 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 toward 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: _____
 Email 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 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,
 recommendation letters, General Plan of Action, and Parent Consent.

 SSG COMELEC REPRESENTATIVE