DIVISION MEMORANDUM
No. 130s. 2019

TO: Assistant Schools Division Superintendent
SGD Chief
CID Chief
Education Program Supervisors/Division Coordinators
Public Schools Division Supervisors
Heads, Elementary and Secondary Schools
SPG/SSG Advisers

CALENDAR OF ACTIVITIES FOR SYNCHRONIZED ELECTION CALENDAR FOR SUPREME STUDENT GOVERNMENT (SSG) GRADE 7 REPRESENTATIVE FOR SY 2019-2020

1. Pursuant to DO No. 47, s. 2014 entitled Constitution and By-Laws of the SPG and SSG in Elementary and Secondary. This office issues the timetable for the following activities, which shall be observed during the conduct of the Synchronized Election in Grade 7 Representatives for School Year 2019-2020.

<table>
<thead>
<tr>
<th>SSG ACTIVITY</th>
<th>TIMETABLE</th>
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<tbody>
<tr>
<td>Filing of Certificate of Candidacy (COC)</td>
<td>July 11, 2019</td>
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<td>Evaluation of COC</td>
<td>July 11, 2019</td>
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<tr>
<td>Announcement of the Official List of Candidates</td>
<td>July 11, 2019</td>
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<td>Campaign Period</td>
<td>July 12 and 15, 2019</td>
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<tr>
<td>Election and Proclamation of Winners</td>
<td>July 16, 2019</td>
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</tbody>
</table>
2. To ensure a fair and successful conduct of elections, detailed guidelines and forms are attached to this memorandum.

*Enclosure No. 1:* Guidance on the conduct of the Student Government Elections for SY 2018-2019

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

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

*Enclosure No. 4:* Filling of Candidacy Packet

*Enclosure No. 5:* Certificate of Candidacy for the SPG/SSG

3. Immediate and widest dissemination of this Memorandum is desired.

By the authority of the Superintendent:

FLORENCIO P. BERMUNDO  
SGOD-Chief  
Officer-in-Charge
Guidelines on the conduct of the Student Government Elections for SY 2018-2019:

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 DepEd Order No. 47 s. 2014 and DepEd Order No 11 s. 2016 to ensure a fair and successful conduct of the elections.

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 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) through their respective division Youth Formation Coordinator exactly two (2) weeks after the school’s proclamation of winners on March 14, 2018.

3. The Division SGOD shall collate the schools’ CESGE Forms and accomplish the Division Consolidated Election Report (DCER) for the SPG and SSG. After collating all the schools’ CESGE forms and accomplishing the Division Election Consolidated Report for the SPG and SSG, the Division SGOD shall forward the soft or hard copies of the said copies to their respective regional Education Support Services Division on or before March 26, 2018.

4. The ESSD shall collate, organize and forward scanned or soft copies of the documents submitted by the SGOD to the Youth Formation Division (YFD) observing the following directions:
   a) The email shall be forwarded to bliss.yfd@deped.gov.ph
   b) The email shall follow the subject:
      For SPG: [SPG1819 –[name of region]-Submission]
      For SSG: [SSG1819 –[name of region]-Submission]
   c) The email shall be forwarded on or before April 16, 2018.

5. In preparing for the division and regional report of the SPG and SSG election. The ff. formats shall be observed:
| Comprehensive Evaluation of the Student Government Elections for the School (CESGE) | Word File (.doc or .docx) | For the SPG: SPG1819-CESGE-[name of school]  
For the SSG: SSG1819-CESGE-[name of school]  
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**Division** | **Consolidated Election Report (DCER)** | **Excel File Format (.xsl or .xlsx)** | For the SPG: SPG1819-DECX-[name of division]  
For the SSG: SSG1819-DECX-[name of division] |

6. 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 (SPOA) 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.

7. The division office through the SGOD shall conduct a division-wide leadership training for the newly-elected SPG and SSG officers, the new officers from school club organizations may also join the division-initiated leadership training. Pursuant to DepEd Order 19 a. 2016 “Guidelines on the Organizational Structure and Staffing Patterns of Stand-Alone and Integrated Public Senior High School”, the division Youth Formation Coordinator shall spearhead the division-wide leadership training within April-August 2018 in coordination with other offices relevant to the conduct of the activity.

8. For the regional and division federated SSG and SPG elections, ALL PRESIDENTS regardless of 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 SSG and SPG in their respective school and are qualified to be nominated.

9. 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.
10. 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.

11. The YFD as the lead office for the Student Government Program (SGP) in the Central Office is authorized to monitor the conduct of the elections and the formulation, and implementation of the programs and projects to strengthen the SGP/SSG in schools.

12. The SGOD and ESSD are authorized to coordinate and to monitor the activities of the synchronized SGP/SSG elections.

13. All regional directors (RDs) and school division superintendents (SDSs) are enjoined to support and monitor the implementation of the school elections.

14. All elections conducted before the dissemination of this Memorandum shall retain the candidates who were proclaimed winners of their school's SGP and SSG in their elective positions.
<table>
<thead>
<tr>
<th>Component</th>
<th>Indicators</th>
<th>Agree</th>
<th>Disagree</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Commission on Election</strong> (COMELEC)</td>
<td>The students and school admin were well-represented in the school Commission on Elections (COMELEC). &lt;br&gt;The students and school admin were knowledgeable and prepared for the conduct of the elections. &lt;br&gt;The students and the school admin were actively involved in organizing and running the election procedures. &lt;br&gt;The students and the school admin objectively performed their functions and remained non-partisan during the conduct of elections.</td>
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<td><strong>Logistics</strong></td>
<td>The Election materials were prepared on time. &lt;br&gt;The schedules and deadlines were strictly followed. &lt;br&gt;The application forms were made available to all interested students.</td>
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<td><strong>Student Engagement</strong></td>
<td>The students were well-informed about the purpose of the Student Government elections. &lt;br&gt;The students were aware of the voting process. &lt;br&gt;The students actively participated in the elections. &lt;br&gt;The students were encouraged to participate in the student government.</td>
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<tr>
<td><strong>Selection of Candidates</strong></td>
<td>The interested students were given the opportunity to participate in the elections. &lt;br&gt;All the qualified candidates were considered. &lt;br&gt;The application process was objective and in accordance with the DepEd Student Government Election Code.</td>
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<tr>
<td><strong>Campaign</strong></td>
<td>The campaign was orderly, organized, fair, and peaceful. &lt;br&gt;The campaign was held in accordance with the DepEd Student Government Election Code. &lt;br&gt;The election code was effectively enforced.</td>
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<tr>
<td><strong>Voting</strong></td>
<td>The ballots were clear and available. &lt;br&gt;The voting was organized and fair.</td>
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<td><strong>Counting of Votes</strong></td>
<td>The COMELEC effectively, efficiently, and fairly conducted the counting of votes. &lt;br&gt;The count was fair, honest, and transparent. &lt;br&gt;The announcement was immediate and undisputable.</td>
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**NAME OF SCHOOL:**

COMELEC Chair's Name and Signature: Level:
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 signatures.
I, ___________________________ as a parent/guardian will support my son/daughter ___________________________ to the best of my ability as ___________________________ 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