



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 28, 2025

DIVISION MEMORANDUM
No. 32 s.2025

To: Assistant Schools Division Superintendent
SGOD and CID Chief
Public Schools District Supervisors
All Elementary and Secondary School Heads
SELG and SSLG Teacher-Advisers
All Others Concerned

LEARNER GOVERNMENT PROGRAM ELECTIONS FOR S.Y. 2025-2026

1. Pursuant to the **Memorandum DM-OUOPS-2025-11-00442**, titled LEARNER GOVERNMENT ELECTIONS FOR SCHOOL YEAR (S.Y.) 2025-2026, this Office of the School Governance Operations Division – Youth Formation Section, informs all schools that the elections for the SELG and SSLG shall be conducted in the last quarter of S.Y. 2024-2025 following the indicative schedule outlined below:

Activity	Suggested Dates
Submission of LG COMEA	February 10, 2025
School-Based Elections	February 12-20, 2025
Submission of Results	February 21-25, 2025
District and Municipal Election	February 26-28, 2025
Division Elections	March 3-14, 2025
Regional Federation Elections	March 17-28, 2025
National Federation Elections	To be announced in a separate memorandum

2. If the suggested dates may conflict equally important activities in school, Teacher-Advisers are allowed to make necessary adjustments of the indicative schedule of the School-Based Elections provided it will not overlap the District and Municipal Elections Schedule.



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3. The conduct and result of the LG Elections shall be submitted/uploaded to the link provided below on or before February 25, 2025:

SELG Elected Officers (ELEMENTARY):

<https://bit.ly/40LgiT4>

SSLG Elected Officers (SECONDARY):

<https://bit.ly/3E98UYF>

4. The qualifications for each position are found in this link: <https://bit.ly/GradeLevelQualifications> "Enclosure 2: Tabular Summary of Grade Level Qualifications". The SELG and SSLG positions/offices to be filled are the following:

- a. one (1) President
- b. one (1) Vice President
- c. one (1) Secretary
- d. one (1) Treasurer
- e. one (1) Auditor
- f. one (1) Public Information Officer
- g. one (1) Protocol Officer
- h. Grade Level Representatives for each grade level for incoming Grade 3 to incoming Grade 12. The number of representatives per grade level shall depend on the size classification of the school.

5. The Learner Government Commission on Elections and Appointments (LG COMEA) shall be the sole governing and implementing commission in managing the elections and appointments of the SELG and SSLG. It shall be an independent, non-partisan, and non-sectarian commission designated through a school memorandum, with the following composition:

- a. **CHIEF COMMISSIONER:** School Head
- b. **COMMISSIONER ON SCREENING VALIDATION:** Teaching or Non-Teaching Personnel not handling any learner government
- c. **COMMISSIONER ON ELECTORAL BOARD:** Teaching or Non-Teaching Personnel not handling any learner government
- d. **COMMISSIONER ON APPOINTMENT:** Teaching or Non-Teaching Personnel not handling any learner government
- e. **COMMISSIONER ON GRIEVANCE:** Guidance Counselor or Designate, or a member of School Child Protection Committee.

6. A signed copy of the school memorandum pertinent to the composition of the LG COMEA and its corresponding resolution shall be submitted in a photo or PDF format on or before **February 10, 2025**.
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7. Below is the summary of documents to be submitted and their corresponding link and deadlines:

DOCUMENTS	LINK	DEADLINE
LG COMEA Composition and Resolution	https://bit.ly/LGCOMEAresolution	February 10, 2025
Designation of SELG and SSLG Adviser	https://bit.ly/4h1Q6cx	February 10, 2025
Elected SELG (ELEMENTARY) Officers for S.Y. 2025-2026	https://bit.ly/40LgiT4	February 21-25, 2025
Elected SSLG (SECONDARY) Officers for S.Y. 2025-2026	https://bit.ly/3E98UYF	February 21-25, 2025

8. Expenses relative to the conduct of school SELG and SSLG elections shall be charged to the school's local funds, subject to the usual accounting and auditing rules and regulations.
9. The Division Youth Formation Coordinators shall oversee the conduct of the school and division SELG and SSLG elections. For questions or clarifications, contact the Division Youth Formation Coordinators: Francis Roy A. Cadag and Alan J. Ordoñez.
10. For immediate dissemination, guidance, and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Enclosure No. 1 of 3: School Memorandum Template of the LG COMEA Composition

Date:

SCHOOL MEMORANDUM

No. __, s. 2025

COMPOSITION OF LEARNER GOVERNMENT COMMISSION ON ELECTIONS AND APPOINTMENT (LG COMEA) FOR S.Y 2025-2026

To: All concerned

1. Pursuant to Division Memorandum No. __, s. 2025 titled, "Learner Government Program Elections for S.Y. 2025-2026, below are the Learner Government Commission on Elections and Appointments (LG COMEA). The following will facilitate all the School-Based Elections for S.Y. 2025-2026.

POSITION	NAME
Chief Commissioner	
Commissioner on Screening Validation	
Commissioner on Electoral Board	
Commissioner on Appointment	
Commissioner on Grievance	

2. For immediate dissemination.

School Head



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Enclosure No. 2 of 3: Resolution Template

RESOLUTION NO. _____

A RESOLUTION _____
 (Subject of the Resolution)

WHEREAS, (Provide the legal basis to support the content of the resolution.)
Ex. The Supreme Secondary Learner Government (SSLG) of [Name of School] recognizes the importance of representative leadership in promoting the interests and welfare of the learners;

WHEREAS, (Provide the details of the agreement of the body)
Ex. The election of learner government members is an important part of the democratic process and provides an opportunity for learner to participate in the governance of the school;

WHEREAS, (Provide a concluding statement and approval of the body)
Ex. The candidates for the Supreme Learner Government have demonstrated their commitment to serving the student body and have presented their platforms and ideas for improving learners' life;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, (Restating the agreement and approval)
Ex. That the Supreme Secondary Learner Government (SSLG) elections shall be held on [Date] in accordance with the procedures and guidelines established by the Learner Government COMEA Commissioner.

RESOLVED FURTHER (Additional considerations for the agreements)
Ex. That the Learner Government COMEA Commissioner on Electoral Board shall oversee the election process and ensure that all candidates are afforded equal opportunities to present their platforms of government and ideas to their fellow learners;

RESOLVED FURTHER (Additional considerations for the agreements)
Ex. That the Learner Government COMEA Commissioner on Electoral Board shall announce the results of the elections to the learner government body, as soon as possible after the elections have concluded and shall work with the newly elected learner government leaders, and members to implement their initiatives and programs for the betterment of the learner government body.

Resolved UNANIMOUSLY this _____ of _____ at _____.

I HEREBY CERTIFY the correctness of the above-quoted resolution.

 Commissioner on _____

 Commissioner/Member

 Commissioner/Member

 Commissioner/Member

 Commissioner/Member

 Chief Commissioner



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Enclosure No. 3 of 3: Sample School Memorandum for SELG/SSLG Adviser Designation

Date:

SCHOOL MEMORANDUM
No. ___, s. 2025

DESIGNATION AS SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) ADVISER

To: (Name of SELG Adviser)
SELG Officers
All others concerned

1. In the exigency of service, you are hereby advised of your designation as Adviser of the Supreme Elementary Learner Government (SELG) for S.Y. 2025-2026 of *(Name of School)*.
2. As such, you shall monitor all programs, projects, activities, and meetings of the SELG at all times, per Article XIII Section 3 of DepEd Order No. 47, s. 2014 known as *"The Constitution and By-Laws of Supreme Pupil and Student Government Elementary and Secondary Schools"*.
3. The herein designation bears no additional remuneration on the salary but will entitle you the privilege as provided in Section 4 Article XIII of same DepEd Order stating that the advisorship of the SELG shall be equivalent to one teaching load in accordance with RA No. 4670.
4. For immediate dissemination, guidance, and compliance.

School Head



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