



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



Division Memorandum
 No. 040 series 2019

RELEASED
 DEFED
 DATE: 1-24-19
 BY: JBV 9:06
 MK 26B

To: Assistant Schools Division Superintendent
 Public Schools District Supervisor
 Public Elementary School Principals
 Public Junior and Senior and Senior High School Principals
 Public Assistant Senior High School Principals
 SPG/SSG Advisers
 All Other Concerned

From: Office of the Schools Division Superintendent

Subject: **SYNCHRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND
 SUPREME STUDENT GOVERNMENT (SSG) ELECTIONS FOR SCHOOL
 YEAR 2019-2020**

Date: January 22, 2019

1. Pursuant to DepEd Order No. 47 s. 2014 entitled "Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools", and DepEd Order No. 11 s. 2016 "Additional Guidelines on the Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elementary and Secondary Schools", the following dates shall be observed during the conduct of elections for the 2018-2019 Supreme Pupil Government (SPG) and Supreme Student Government

SSG/SPG ACTIVITY (to be facilitated by SPG/SSG Comelec)	Timetable
Filling of Certificates of Candidacy	February 4-8, 2019
Evaluation of COC vis-à-vis Qualifications and Disqualifications	February 8, 2019
Announcement of the Official List of Candidates	February 11, 2019
Campaign Period Presidential Election Forum Campus-Wide Presidential and Vice Presidential Debates	February 12-15, 2019
Election Date	February 15, 2019
Proclamation of Winners	February 19, 2019
Oath Taking Ceremony (SPG/SSG Officers- after the flag ceremony)	February 19, 2019
Oath Taking Ceremony (SPG/SSG Officers- after the flag ceremony)	February 25, 2019
Submission of the following in hard and soft copy	
1.) Election Results (Complete List of Officers with names of school and contact numbers)	March 5, 2018
2.) Enclosure No.1 to DepEd Memo No. 39, s. 2017 (CESGE Form)	March 5, 2018
3.) Accomplishment Report	April 3, 2018



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2. The following documents are enclosed for reference:

Enclosure No. 1: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)

Enclosure No. 2: Division Consolidated Election Report (DCER)

Enclosure No. 3: Filling of Candidacy Packet

Enclosure No. 4: Parental Consent for SPG

Enclosure No. 5: Parental Consent for SSG

Enclosure No. 6: Certificate of Candidacy for the SPG

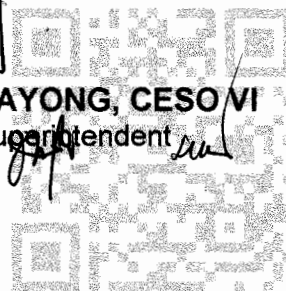
Enclosure No. 7: Certificate of Candidacy for the SSG

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



Management
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[Signature]
DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent



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ID 9108650037



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Enclosure No. 1: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)

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-presented in the school Commission on Elections (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-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 announcement was immediate and undisputed.			
NAME OF SCHOOL				
COMELEC Chair's Name and Signature		Level		



Enclosure No. 3: Filling of Candidacy Packet

2019 ELECTIONS APPLICATION PACKET

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 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.



Enclosure No. 4 Parental Consent for SPG

PARENTAL CONSENT FOR SUPREME PUPIL GOVERNMENT

I, _____ as a parent/guardian will support my
(name of parent/guardian)

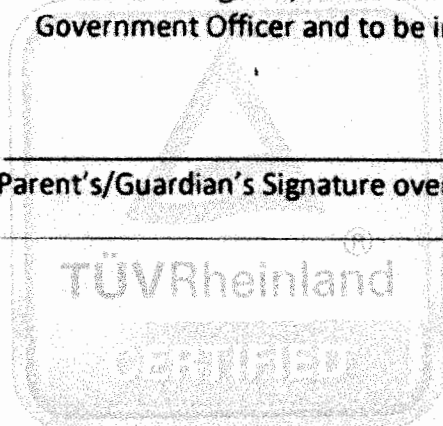
Son/daughter _____ to the best of my ability as
(name of student)

he/she commits to the Student Council.

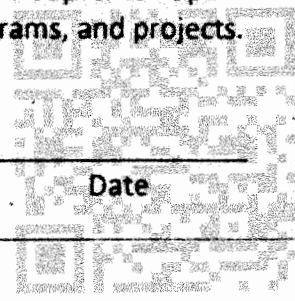
I am allowing him/her to fulfill the duties and responsibilities of a Supreme Pupil Government Officer and to be involved in all of its activities, programs, and projects.

 Parent's/Guardian's Signature over Printed Name

 Date



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Enclosure No. 6: Certificate of Candidacy for the SPG

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 CANDIDATES IN RELATION TO THE DESIRED POSITION

<u>Name of activities participated related to the desired position</u>	<u>Specific role in the activity</u>

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 intension and desire to be nominated for the particular position of _____.

I further state that I am a 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

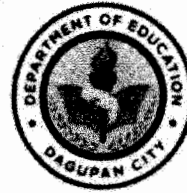
Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this ____ day of ____ 2019, at _____, affiant exhibiting to me his/her nomination kit which contains his/her COC, photograph, academic records and parental consent.

SPG COMELEC REPRESENTATIVE



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Enclosure No. 5: Parental Consent for SSG

PARENTAL CONSENT FOR SUPREME STUDENT GOVERNMENT

I, _____ as a parent/guardian will support my
(name of parent/guardian)

Son/daughter _____ to the best of my ability as
(name of student)

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



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Enclosure No. 7: Certificate of Candidacy for the SSG

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 CANDIDATES IN RELATION TO THE DESIRED POSITION

<u>Name of activities participated related to the desired position</u>	<u>Specific role in the activity</u>

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 intension and desire to be nominated for the particular position of _____
 I further state that I am a 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 COC, photograph, academic records and parental consent.

SSG COMELEC REPRESENTATIVE