



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

Division Memorandum

No. 031 s. 2020

To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 SPG and SSG Advisers
 All others concerned

RELEASE
 SDO-DAGUPAN
 BY: *[Signature]*
 DATE 1-30-2020
 TRACKING NO. 0596

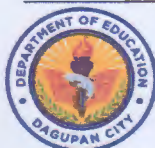
From: *[Signature]* **MARIA CELIA JUNIO-FERNANDEZ, EdD,MDM-SEC**
 Schools Division Superintendent

Subject: **SYNCHRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) ELECTIONS FOR SCHOOL YEAR (SY) 2020-21**

Date: January 30, 2020

1. Pursuant to DepEd Order No. 11 s. 2016 "Additional Guidelines in the Constitution and By-laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools" and 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", the following dates shall be observed during the elections for the 2020 Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections:

Activities (Facilitated by the SPG/SSG COMELEC)	Timetable
Filling of Candidacy	February 3, 2020
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 5, 2020
Announcement of the Official List of Candidates	February 6, 2020
Campaign Period <ul style="list-style-type: none"> • Presidential Election Forum • Campus-Wide Presidential and Vice-Presidential Debates 	February 12-13, 2020
Synchronized Election	February 14, 2020
Proclamation of Winner	February 14, 2020
Nomination of SPG and SSG Adviser	February 17-18, 2020
Oath Taking Ceremony	February 21, 2020
Election of Division Federation Officers	March 9, 2020



Address: DepEd SDO, Burgos st., Dagupan City
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2. The School Head, 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 the constitution and By-Laws of the SPG and SSG in elementary and secondary schools, to ensure a fair and successful conduct of the elections.
3. The following documents are enclosed for reference:

Enclosure No. 1: Comprehensive Evaluation of the Student Government Election for School (CESGE)
Enclosure No. 2: Student Government Data Form
Enclosure No. 3 :Filling of Candidacy Packet
Enclosure No. 4 : Parental Consent Form for SPG/SSG Candidates
Enclosure No. 5 : Certificate of Candidacy for the SPG
Enclosure No. 6: Certificate of Candidacy for SSG
4. The following shall be accomplished after election has been conducted:
 - Access the Division Consolidated Election Report online form via the link <http://deped.in/DCERSPGSSG> and fill in the necessary data required.
 - Submit a hard copy of duly signed Comprehensive Evaluation for SPG/SSG Elections for the School (CESGE) together with the SPG/SSG Election Report.
5. For questions/clarifications, all concerned may contact the PDO 1 Division Youth Formation Coordinator at Facebook page: YFD Dagupan News and Events.
6. For wide dissemination and compliance of all concerned.

Enclosure 2



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Enclosure 1

COMPREHENSIVE EVALUATION OF SUPREME GOVERNMENT ELECTIONS FOR SCHOOLS
 (to be accomplished in the school level by a representative designated by the School Head)

COMPONENT	INDICATORS	AGREE	DISAGREE	RECOMMENDATION
Student Commission on Election (COMELEC)	The students and school admin were well-represented in the school Commission on Elections (COMELEC).			
	The students and 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 the elections.			
Logistics	The Election materials were prepared on time.			
	The schedules and deadlines were prepared 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:		



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Enclosure 2

STUDENT GOVERNMENT DATA FORM

- Category: () Supreme Pupil Government
 () Supreme Student Government

School:		Adviser's Name	
Address:		Adviser's Contact Number:	
School Contact No.		Date of Election:	
Principial		COMELEC Chair:	

OFFICERS	NAME
President	
Vice President	
Secretary	
Treasurer:	
Auditor	
Public Information Officer:	
Peace Officer:	
Grade Level Chairperson/Councilor:	
Grade Level Representative:	



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Enclosure 3: Filing of Candidacy Packet



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DEPARTMENT OF EDUCATION
Youth Formation Division

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
- 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 fellow students that he/she worked within 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 the signatories.

Enclosure 4: Parental Consent for SPG/SSG Candidates



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DEPARTMENT OF EDUCATION
Youth Formation Division

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 of its activities, programs and projects.

Parent's/ Guardian Signature over Printed Name

Date

Enclosure 5: Certificate of Candidacy for the SPG



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Youth Formation Division

CERTIFICATE OF CANDIDACY FOR THE 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 if 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 _____
 I do hereby declare my intention 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 _____, at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

REPRESENTATIVE

SPG COMELEC

Enclosure 6: Certificate of Candidacy for the SPG/SSG



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CERTIFICATE OF CANDIDACY FOR THE 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 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: _____

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 _____
I do hereby declare my intention 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 _____, at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

REPRESENTATIVE

SPG COMELEC