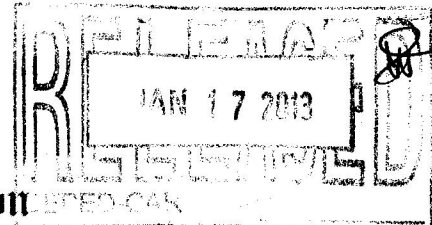




Republic of the Philippines  
Department of Education



DepEd DIVISION OF BAGUIO CITY

10 JAN 2013 JAN 22 2013

DepEd MEMORANDUM  
No. **3**, s. 2013

RECEIVED

**SYNCHRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) ELECTIONS AND ORGANIZATION OF THE DIVISION, REGIONAL AND NATIONAL FEDERATIONS OF SUPREME STUDENT GOVERNMENTS FOR SCHOOL YEAR 2013-2014**

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools

*Ch. Ma'am Evelyn*

1. Pursuant to DepEd Order No. 79, s. 2009 entitled *Revised Standard Constitution and By-Laws of the Supreme Student Governments in Secondary Schools*, DepEd Order No. 45, s. 2007 entitled *Institutionalization of the Supreme Pupil Government in all Elementary Schools Nationwide*, DECS Order No. 37, s. 2001 entitled *Synchronized Student Government Elections* and DepEd Order No. 49, s. 2011 entitled *Mandated Programs, Projects and Activities of the Supreme Student Government*, the following shall be observed during the 2013 Synchronized Supreme Pupil Government (SPG) and Supreme Student Government (SSG) elections in all schools nationwide:

- a. Filing of Certificates of Candidacy (COC) is from January 30 to February 1, 2013;
- b. Evaluation of COCs vis-à-vis Qualifications and Disqualifications is on February 4-6, 2013;
- c. Announcement of the official list of candidates is on February 8, 2013;
- d. Campaign Period is on February 11-13, 2013;
- e. Campus-wide Presidential/Vice Presidential Debates is on February 14, 2013; and,
- f. Election and proclamation of winners is on February 15, 2013.

2. In the secondary level, the school head (SH) shall designate the Supreme Student Government (SSG) Adviser to guide the SSG Commission on Elections, composed of duly appointed and qualified students, in the orderly conduct of the elections. The SH, upon the proposal of the SSG Commission on Elections and the recommendation of the SSG Adviser, may also issue additional guidelines, not inconsistent with DepEd Order No. 79, s. 2009 to ensure fair and successful conduct of the elections.

In the elementary level, the SH shall constitute the SPG Commission on Election preferably from among the *HEKASI* teachers.

3. All DepEd division offices (DOs) are required to submit the complete list of duly elected SSG and SPG Presidents including their addresses and contact numbers, names and addresses of schools, names of school principals/heads, and teacher-advisers. These lists shall be collated by the Division *Araling Panlipunan* Supervisors and/or SGP Coordinators, encoded following the enclosed format, and forwarded on or before March 15, 2013 to the Department of Education-Center for Students and Co-

Curricular Affairs (DepEd-CSCA) through email address: [cscassgelections@yahoo.com](mailto:cscassgelections@yahoo.com) for secondary schools or [cscaspgelections@yahoo.com](mailto:cscaspgelections@yahoo.com) for elementary schools.

4. The elected SPG/SSG Officers shall undergo a school-based training on the basic skills of leadership and management, functions and responsibilities facilitated by the teacher-advisers and the outgoing pupil/student government officers only during weekends immediately after the elections or at anytime during the summer vacation, expenses of which shall be charged against SPG/SSG funds and/or local funds. Planning of activities of the SPG/SSG for the coming SY shall include the Mandated Programs, Projects and Activities pursuant to DepEd Order No. 49, s. 2011 such as but not limited to the National Greening Program, Teachers' Month Campaign and World Teachers' Day, The Kindergarten Advocacy and Donation Project, *Brigada Eskwela*, National SSG Online Community Project and the SSG's participation to or conduct of the Division and Regional Leadership Training for Student Government Officers.

5. The Division and Regional Federations of Supreme Student Governments shall also be organized immediately after the elections but **not later than April 30, 2013** following the enclosed guidelines, the results of which shall be submitted to the DepEd-CSCA **not later than May 10, 2013** through email address [cscaportal@gmail.com](mailto:cscaportal@gmail.com). The National Federation of Supreme Student Governments (NFSSG) shall be organized in an appropriate meeting called for the purpose.

6. The DepEd-CSCA, as the office-in-charge of the Student Government Program (SGP), is authorized to monitor the conduct of the elections, and formulate and implement other programs and activities to strengthen the pupil/student governments in schools. All Regional and Division *Araling Panlipunan* Supervisors/SGP Coordinators are authorized to coordinate and monitor activities with regard to the conduct of the synchronized student government elections and the organization of the Division and Regional Federations of Supreme Student Governments.

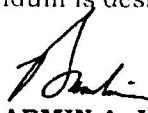
7. All regional directors (RDs) and schools division/city superintendents (SDSs) are enjoined to support and monitor the implementation of this program.

8. Enclosed are the following documents:

- Enclosure No. 1 - Guidelines on the Elections of the Division and Regional Federations of Supreme Student Governments;
- Enclosure No. 2 - Supreme Student Government Election Consolidated Report; and
- Enclosure No. 3 - Supreme Pupil Government Election Consolidated Report.

9. For queries, all concerned may contact **Atty. Ernesto R. Sotto Jr.**, Officer-In-Charge, DepEd-CSCA, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 631-8495 or (02) 636-3603, facebook account: [www.facebook.com/cscadeped](http://www.facebook.com/cscadeped).

10. Immediate and wide dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



DAF#01038

January 16, 2013

**INDORSEMENT**

To : **Schools Division Superintendent**  
**All Divisions**

**For information, guidance and appropriate action.**

Encls.:

As stated

References:

DepEd Memorandum: No. 4, s. 2012

DECS Order: (No. 37, s. 2001)

DepEd Order: (Nos. 45, s. 2007; 79, s. 2009 and 49, s. 2011)

To be indicated in the Perpetual Index under the following subjects:

ELECTIONS  
OFFICIALS  
ORGANIZATIONS  
POLICY  
PROGRAMS  
SECONDARY EDUCATION  
STUDENTS

Madel: SPG

1824-December 27, 2012/1-2-13

**GUIDELINES IN THE ELECTIONS OF THE DIVISION AND REGIONAL  
FEDERATIONS OF SUPREME STUDENT GOVERNMENTS**

**POSITIONS**

For uniformity, only the following positions shall be considered during the division or regional federation elections of officers:

PRESIDENT  
VICE-PRESIDENT  
SECRETARY  
TREASURER

AUDITOR  
PUBLIC INFORMATION OFFICER  
PEACE OFFICER

School or Division Presidents who are not elected to the Division or Regional Federation of Supreme Student Governments respectively, shall be appointed by the elected Federation President as Chairpersons of the Committees that will be created by the newly-elected officers pursuant and parallel to those committees indicated in DepEd Order No. 79, s. 2009 (Revised Standard Constitution and By-Laws of the Supreme Student Governments in Secondary Schools).

Any variations in the above-stated major positions made during the actual conduct of the elections shall not be recognized. If the variation indicates plurality of officers in one major position, only one shall be recognized.

**QUALIFICATIONS**

**A. DIVISION FEDERATION**

All candidates must possess the following qualifications:

1. Have intention to enroll or must have enrolled for School Year 2013-2014;
2. Elected President of the Supreme Student Government (school level) for School Year 2013-2014;
3. Of good academic standing with a general average of 85 or above without any failing grade in any subject during the last school year (SY 2012-2013); and,
4. Of good moral character and have not been subjected to any disciplinary action.

**B. REGIONAL FEDERATION**

All candidates must possess the following qualifications:

1. Have intention to enroll or must have enrolled for School Year 2013-2014;
2. Elected President of the Supreme Student Government (school level) and the Division Federation for School Year 2013-2014;
3. Of good academic standing with a general average of 85 or above without any failing grade during the last school year (SY 2012-2013); and,
4. Of good moral character and have not been subjected to any disciplinary action.

Department of Education

**SUPREME STUDENT GOVERNMENT ELECTION CONSOLIDATED REPORT**  
**School Year 2013-2014**

REGION : \_\_\_\_\_  
 DIVISION : \_\_\_\_\_

NAME OF SCHOOL	SCHOOL ADDRESS	SCHOOL E-MAIL ADDRESS	SCHOOL CONTACT NUMBER	NAME OF PRINCIPAL	NAME OF ADVISER	ELECTED PRESIDENT	DATE OF ELECTION