



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off, Baguio City  
Fax: (074) 442-7819



DIVISION MEMORANDUM

No. 60, s. 2017

**SYNCRONIZED ELECTION CALENDAR FOR  
SUPREME PUPILS GOVERNMENT (SPG) AND SUPREME STUDENT  
GOVERNMENT (SSG) FOR SY 2017-2018**

To: **Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Private Elementary and Secondary School Heads  
SSG and SPG Commission on Election**

1. This is to inform the field on the synchronize election of student government in compliance with the Unnumbered Memorandum entitled *Synchronized Election Calendar for Supreme Pupils Government (SPG) and Supreme Student Government (SSG) for SY 2017-2018* dated February 14, 2017.
2. However, the Election Day will be moved on **March 3, 2017** from March 2, 2017. This change was made to give way to the National Career Assessment Examination (NCAE) on March 1-2, 2017.
3. Youth Formation Program Coordinators will visit some schools during the Presidential Debate and during Election Day to monitor schools compliance to the synchronized election. Schools that will be chosen will be informed ahead of time.
4. For complete instructions and other details please refer Enclosure No. 1 of this Memorandum.
5. Immediate and wide dissemination of this Memorandum to all concerned is desired.

  
**ATTY. AUGUSTIN P. LABAN III**  
Attorney III  
Officer-In-Charge  
Office of the Schools Division Superintendent



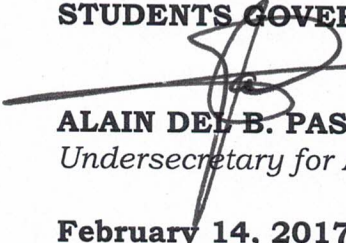
Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**


**TO:** All Regional Directors  
All School Division Superintendents

**ATTENTION:** All Education Support Services Division Chiefs  
All School Governance and Operations Division Chiefs

**SUBJECT:** SYNCHRONIZED ELECTION CALENDAR FOR  
SUPREME PUPILS GOVERNMENT (SPG) AND SUPREME  
STUDENTS GOVERNMENT (SSG) FOR SY 2017-2018

**FROM:**  **ALAIN DEL B. PASCUA**  
Undersecretary for Administration

**DATE:** February 14, 2017



1. Pursuant to 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* and DepEd Order No. 47 s. 2014 entitled *Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elementary and Secondary Schools*, the following shall be observed during the elections for the 2017 Supreme Pupil Government (SPG) and Supreme Student Government (SSG) elections.

SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)	Date
Filing of Candidacy	February 22, 2017
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 24, 2017
Announcement of the Official List of Candidates	February 27, 2017
Campaign Period <ul style="list-style-type: none"><li>• Presidential Election Forum</li><li>• Campus-Wide Presidential and Vice-Presidential Debates</li></ul>	February 28-March 1, 2017
Elections	March 2, 2017
Proclamation of Winners	March 6, 2017
Nomination of SPG/SSG Adviser	March 13-14, 2017
Oath Taking Ceremony (SPG/SSG Officers)	March 17, 2017





Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

2. 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 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. 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)** exactly two (2) weeks after the school's proclamation of winners on **March 20, 2017** for the SPG/SSG.

4. 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 27, 2017**.

5. 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 [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph)
- b) The email shall follow the subject:  
For SPG: {SPG1718 -(name of region)-Submission}  
For SSG: {SSG1718 -(name of region)-Submission}
- c.) The email shall be forwarded on or before **April 14, 2017**.

6. In preparing for the division and regional report of the SPG and SSG election. The ff. formats shall be observed:

Document	File Format	File Name
<b>Comprehensive Evaluation of the Student Government</b>	Word File (.doc or .docx)	For the SPG: SPG1718-CESGE-(name of school)

**Office of the Undersecretary for Administration**

( Education Facilities, Information and Communication Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Administrative Services )

Department of Education, Central Office, Meralco Avenue, Pasig City







Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

<b>Elections for the School (CESGE)</b>		For the SSG: SSG1718-CESGE-(name of school)
<b>Division Consolidated Election Report (DCER)</b>	Excel File Format (.xsl or .xlsx)	For the SPG: SPG1718-DECR-(name of division)

7. 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.

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 SPG/SSG in schools.

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





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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 implementation of this Memorandum shall retain the candidates who were proclaimed winners of their school's SPG and SSG in their elective positions.

15. 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:* Filing of Candidacy Packet

*Enclosure No. 4:* Parental Consent for SPG/SSG Candidates

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

16. For more information, all concerned may contact the Youth Formation Division (YFD), 3<sup>rd</sup> Floor Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 637-9814 or through the email address: [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

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**Office of the Undersecretary for Administration**

( Education Facilities, Information and Communication Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Administrative Services )

Department of Education, Central Office, Meralco Avenue, Pasig City





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



DEPARTMENT OF EDUCATION  
Bureau of Learner Support Services  
Youth Formation Division

**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
<b>Student Commission on Election (COMELEC)</b>	The students and school admin were well-represented in the school Commission on Elections (COMELEC)			
	The students and school admin were knowledgeable and prepared for the conduct of the 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.			
<b>Logistics</b>	The Election materials were prepared on time.			
	The schedules and deadlines were strictly followed.			
	The application forms were made available to all interested students.			
<b>Student Engagement</b>	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.			
<b>Selection of Candidates</b>	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.			
<b>Campaign</b>	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.			
<b>Voting</b>	The ballots were clear and available.			
	The voting was organized and fair.			
<b>Counting of Votes</b>	The COMELEC effectively, efficiently, and fairly conducted the counting of votes.			
	The count was fair, honest, and transparent.			
	The announcement was immediate and undisputable.			
<b>NAME OF SCHOOL:</b>				
<b>COMELEC Chair's Name and Signature:</b>		<b>Level:</b>		



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



DEPARTMENT OF EDUCATION  
Bureau of Learner Support Services  
Youth Formation Division

**Division Consolidated Election Report (DCER)**  
*(to be accomplished in the division level by SGOD)*

REGION:	
DIVISION:	
CATEGORY: <i>(Please indicate one)</i> <input type="checkbox"/> Supreme Pupil Government <input type="checkbox"/> Supreme Student Government	

NAME OF SCHOOL	SCHOOL ADDRESS	SCHOOL CONTACT NUMBER	NAME OF PRINCIPAL	NAME OF ADVISER	NAME OF PRESIDENT	DATE OF ELECTION





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Youth Formation Division

**2017 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 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 signatories.







Republic of the Philippines  
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 parent/guardian)

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



Enclosure No. 4: Parental Consent for SPG/SSG Candidates



Republic of the Philippines  
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 parent/guardian)

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





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



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Youth Formation Division

**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**

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 2017-2018.

I do hereby declare my intention and desire to be nominated for the particular position of \_\_\_\_\_.

I further state that I am 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 \_\_\_\_\_ 2017, at \_\_\_\_\_, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

\_\_\_\_\_  
SPG COMELEC REPRESENTATIVE





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Youth Formation Division

**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**

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 2017-2018.  
I do hereby declare my intention and desire to be nominated for the particular position of \_\_\_\_\_.

I further state that I am 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 \_\_\_\_\_ 2017, at \_\_\_\_\_, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

\_\_\_\_\_  
**SSG COMELEC REPRESENTATIVE**

