



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

DEPED DIVISION OFFICE  
BAGUIO CITY

**RELEASED**  
DATE: 9/19/22  
TIME:  
BY: mjf

15 September 2022

DIVISION MEMORANDUM

No. 401, s. 2022

**DIVISION FEDERATION ELECTION OF STUDENT GOVERNMENT  
ORGANIZATIONS FOR SCHOOL YEAR 2022-2023**

To : CID and SGOD Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
SPG, SSG, YES-O, and BKD Advisers (Public Schools)  
SPG, SSG, YES-O, and BKD Officers (Public Schools)  
All Others Concerned

1. Pursuant to the Office of the Assistant Secretary for Youth Affairs and Special Concerns-Youth Formation Division (OASYASC-YFD) Memorandum dated August 12, 2022 re: *“Interim Guidelines of the Youth Commission on Elections and Appointments (YOUTH COMEA) for School Year 2022-2023*, the Division Federation Election will be facilitated by the School Governance and Operations Division – Youth Formation Division on **September 21-23, 2022 via Zoom online platform** (See Enclosure 1 for the Schedule Matrix).
2. To join the said Division Federation Election, all public schools are requested to submit their newly elected SPG, SSG, YES-O and BKD Presidents (Certificate of Endorsement and Appointment Form) **on or before September 20, 2022** at [youthformationbaguiocity@gmail.com](mailto:youthformationbaguiocity@gmail.com) (See Enclosure 2 for the Forms to be submitted).
3. Late submission of the newly elected student government president of the school will strictly not be included in the Division Federation Election for School Year 2022-2023.
4. Participants are requested to log in before the activity via Zoom:  
**Meeting ID: 868 0997 3025** **Passcode: EQ94mm**
5. For any clarification and concerns, contact Ms. Augie Perl Simangan, Division Youth Formation Coordinator at 0917-170-8990.
6. Immediate and wide dissemination of this Memorandum to all concerned is desired.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



“DepEd SDO Baguio City: We Serve, We Care.”

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**Enclosure 1. Schedule and Activity Matrix**

| <b>Date</b>        | <b>Time</b>         | <b>Participants</b>   |
|--------------------|---------------------|---|
| September 21, 2022 | 9:00 AM to 12:00 PM | Supreme Pupil Government <b>(SPG)</b> Officers and Advisers                                   |
| September 22, 2022 | 9:00 AM to 12:00 PM | Supreme Student Government <b>(SSG)</b> Officers and Advisers                                 |
| September 22, 2022 | 1:30 PM to 4:00 PM  | Youth for Environment in Schools Organization <b>(YES-O) Elementary</b> Officers and Advisers |
| September 23, 2022 | 9:00 AM to 12:00 PM | Youth for Environment in Schools Organization <b>(YES-O) Secondary</b> Officers and Advisers  |
| September 23, 2022 | 1:30 PM to 4:00 PM  | Barkada Kontra Droga <b>(BKD)</b> Officers and Advisers (Secondary only)                      |

**Zoom Meeting ID : 868 0977 3025**  
**Passcode : EQ94mm**



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**Enclosure 2. Certificate of Endorsement and Appointment Form**

**CERTIFICATE OF ENDORSEMENT**

\_\_\_\_\_  
**Youth COMEA Chief Commissioner**

To whom it may concern,

This is to formally endorse the application of \_\_\_\_\_  
for a position of \_\_\_\_\_. I believe that he/she is qualified  
to that position based on his academic records and good attributes as learner as well.

Attached herein is the appointment form to support his merit as  
\_\_\_\_\_ Officer for the School Year 2022 – 2023.  
*Name of Student Organization*

Sincerely yours,

\_\_\_\_\_  
*Signature Over Printed Name of the  
Organization Adviser*

**Parental Consent**

I, \_\_\_\_\_ as a parent/ guardian will support my  
son/daughter to the best of my ability as he/she commits to the Student Organization.

I am allowing him/her to participate in the programs, projects, and activities of the Student  
Organization.

I agree and understand the commitment of my son/daughter and will support his/her  
endeavor to the Student Organization.

\_\_\_\_\_  
Name and Signature of the Parent/Guardian

Contact Number



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## APPOINTMENT FORM

Name of Appointee: \_\_\_\_\_

Grade Level and Section: \_\_\_\_\_

This is to certify that the appointee may take an oath of office for the position assigned by the Youth COMEA.

The functions, duties and responsibilities of a Student Organization Officer will take effect on the day of his oath of office for the School Year 2022-2023.

Signed in the presence of:

\_\_\_\_\_  
*Organization Adviser*

\_\_\_\_\_  
*Commissioner on Appointment*

\_\_\_\_\_  
*Youth COMEA Chief Commissioner*

By accepting the terms and conditions of your appointment as \_\_\_\_\_ (Position) of the \_\_\_\_\_ (Name of Student Organization) dated \_\_\_\_\_ (Date of Appointment), please confirm by signing this certificate.

\_\_\_\_\_  
*Signature Over Printed Name of Appointee*

\_\_\_\_\_  
*Parents/Guardians Signature Over Printed Name*



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