



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



13 January 2025

**DIVISION MEMORANDUM**

No. **042-2025**

**GUIDELINES FOR THE CONDUCT OF ELECTIONS AND APPOINTMENTS FOR LEARNER GOVERNMENT FOR SCHOOL YEAR 2025-2026**

To: Chief Education Supervisors  
 All Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 Public SELG & SSLG Advisers  
 Others concerned

1. In accordance with **DepEd Order No. 31, s. 2022**, titled *Child Rights Policy: Adopting the Right-Based Education (RBE) Framework in Basic Philippine Education* and with the efforts to recognize the role of the youth in nation building, encourage public and civic affairs involvement, promote student governance and participation, decentralize the governance of education to the field, empower the schools to effectively address access and quality issues in basic education, and mandate all schools to the conduct of youth elections and appointments, this Office issues the **Guidelines for the Conduct of Elections and Appointments for Learner Government for School Year 2025 – 2026**.

2. All Public and Private elementary and secondary schools are directed to conduct the elections within the following dates:

ACTIVITY	DATE
School-Based <b>SELG and SSLG</b> Filing of COC, Campaign and Elections	January 27 – February 21 2025
Division Federation Elections for SELG and SSLG	March 15, 2025

3. The official document of the Elected/Appointed Officers [**PDF and MS Word Format | soft copy**] shall be submitted on or before **March 7, 2025** through the link [bit.ly/SY2025-2026LGElections](http://bit.ly/SY2025-2026LGElections) under the school folder. All editable files of the enclosure can be downloaded through this link: <https://bit.ly/LGElections-Forms>. The LG COMEA shall take the lead in the conduct of elections and shall determine the schedule per Learner Government Organizations subject to the approval of the School Head.

4. The Division Learner Formation Coordinators (DLFCs) shall conduct onsite and offsite monitoring and evaluation of the conduct of the SELG and SSLG Campaign and



Election. Travel expenses of the DLFCs shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. Expenses incurred in the conduct of the SY 2025-2026 learner government elections shall be charged to School Maintenance and Other Operating Expenses (MOOE) or other available funds subject to the usual accounting and auditing rules and regulations.

6. For relevant queries and clarifications, you may contact *Ms. Augie Perl Simangan* & *Ms. Arlani B. Buccat*, Youth Formation Coordinators through 0995 2006 361.

7. Immediate dissemination of and compliance with this Memorandum is directed.

  
**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent 