



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CITY SCHOOLS – TAGBILARAN**  
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 ☎ (038) 544-2147; 427-1702 ✉ [dtagbilarancitydivision@yahoo.com](mailto:dtagbilarancitydivision@yahoo.com) 🌐 [www.depedtagbilaran.org](http://www.depedtagbilaran.org)

February 6, 2019

DIVISION MEMORANDUM  
NO. 060, s. 2019

**ELECTION CALENDAR FOR SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2019-2020**

TO: Public Elementary and Secondary School Heads  
SPG and SSG Advisers  
All Others Concerned

1. This is to inform the field on the Synchronized Election of Student Pupil Government (SPG) and Student Supreme Government (SSG) in compliance with DepEd Order No. 25, s. 2018 School Calendar for School Year 2018-2019.
2. All schools are advised to strictly comply with the timeline provided. The Youth Formation Coordinator will monitor the school's compliance to the synchronized election, to wit:

DATE	ACTIVITIES
February 4, 2019	Filing of Candidacy
February 6, 2019	Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications
February 8, 2019	Announcement of the Official List of Candidates
February 11-12, 2019	Campaign Period
February 13, 2019	Election Day
February 18, 2019	Proclamation of Winners
March 4-5, 2019	Nomination of SPG/SSG Advisers
March 8, 2019	Oath taking Ceremony

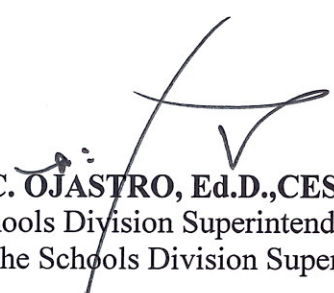


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3. The following documents must be submitted to the Youth Formation Coordinator on or before March 01, 2019:
  - a) List of the newly elected officers (to include contact number);
  - b) Name of the new/existing SPG/SSG Adviser (to include contact number and email account); and
  - c) The Comprehensive Evaluation of the Student Government Elections (CESGE)
  
4. Attach are the following enclosures:
  - a) Guidelines on the conduct of the Student Government Elections
  - b) Comprehensive Evaluation for SPG/SSG Elections for School (CESGE)
  - c) Division Consolidated Election Report (DCER)
  - d) Filing of Candidacy Packet
  - e) Parental Consent for SPG/SSG Candidates
  - f) Certificate of Candidacy for SPG/SSG
  
5. For information, guidance and compliance.

  
**NERI C. OJASTRO, Ed.D., CESE**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

**Enclosure No. 1**

**Guidelines on the conduct of the Student Government Elections for SY**  
**2019 - 2020**

1. 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 DepEd Order No. 47 s. 2014 and DepEd Order No 11 s. 2016 to ensure a fair and successful conduct of the elections.
2. 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)** through their respective division **Youth Formation Coordinator** exactly two (2) weeks after the school's proclamation of winners on **March 1, 2019**.
3. 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 **Mar. 30, 2019**.
4. 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: {SPG1819 -(name of region)-Submission}  
For SSG: {SSG1819 -(name of region)-Submission}
  - c) The email shall be forwarded on or before **Mar. 31, 2019**.
5. In preparing for the division and regional report of the SPG and SSG election. The ff. formats shall be observed:

**Enclosure No. 1**

Document	File Format	File Name
<b>Comprehensive Evaluation of the Student Government Elections for the School (CESGE)</b>	Word File (.doc or .docx)	For the SPG: SPG1819-CESGE-(name of school) For the SSG: SSG1819-CESGE-(name of school)
<b>Division Consolidated Election Report (DCER)</b>	Excel File Format (.xls or .xlsx)	For the SPG: SPG1819-DECR-(name of division) For the SSG: SSG1819-DECR-(name of division)

6. 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.
7. The division office through the SGOD shall conduct a division-wide leadership training for the newly-elected SPG and SSG officers, the new officers from school club organizations may also join the division-initiated leadership training. Pursuant to DepEd Order 19 s. 2016 "*Guidelines on the Organizational Structure and Staffing Patterns of Stand-Alone and Integrated Public Senior High School*", the division **Youth Formation Coordinator** shall spearhead the division-wide leadership training within April-August 2018 in coordination with other offices relevant to the conduct of the activity.
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.

**Enclosure No. 1**

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

Enclosure No. 2: 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
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 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.			
Logistics	The Election materials were prepared on time.			
	The schedules and deadlines were 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 undisputable.			
NAME OF SCHOOL:				
COMELEC Chair's Name and Signature:		Level:		





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.





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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 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



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. 6: 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 \_\_\_\_\_.

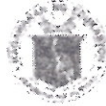
I further state that I am bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guidelines of the Supreme Pupil Government.

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 \_\_\_\_\_ 2018, 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 \_\_\_\_\_, 2018, 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