



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools
Division Superintendent**

DIVISION MEMORANDUM

September 14, 2022

No. *343*, s. 2022

**MONITORING AND EVALUATION OF THE SUPREME PUPIL GOVERNMENT
(SPG) AND SUPREME STUDENT GOVERNMENT (SSG) ELECTIONS FOR
SCHOOL YEAR 2022-2023**

To: Public Elementary and Secondary School Heads
SPG & SSG Teacher-Advisers
All Others Concerned

1. Pursuant to DepEd Order No. 34, s. 2022 titled "School and Activities for the School Year 2022-2023 dated July 11, 2022, the Office of the Assistant Secretary for Youth Affairs and Special Concerns- Youth Formation Division (OASYASC-YFD) highlights the conduct of the **Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections on September 5-16, 2022** in all schools nationwide.
2. As stipulated on the same issuance, it is imperative to monitor the compliance of schools in the mechanisms and standards of the policy, including the conduct and implementation of activities relative to the opening of classes. In this regard, all Schools Division Offices (SDOs)- through their respective Youth Formation Coordinators (YFCs)/Project Development Officers (PDOs)- are hereby directed to conduct a field monitoring and evaluation during the said activity.
3. All School Heads or SPG/SSG Teacher-Advisers must fill in the link below for the schedule of the SPG and SSG Election in schools and fill up the attached **Youth COMEA Monitoring Tool** (Annex A) and submit it during the monitoring of the YFC.

<https://docs.google.com/spreadsheets/d/1OC4KgynCtCg4c34BRWBZkhCmAncZTEe6IgD39VrkboM/edit#gid=0>

4. Immediate dissemination of this Memorandum is desired.

Joseph Irwin A. Lagura 9/14/22
JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/SGOD/FCT/jpp2022






Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR YOUTH AFFAIRS AND SPECIAL CONCERNS

MEMORANDUM

FOR : **Minister, Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Regional and Division Youth Formation Coordinators**

FROM : 
DR. DEXTER A. GALBAN
Assistant Secretary
Youth Affairs and Special Concerns

SUBJECT : **Monitoring and Evaluation of the Supreme Pupil Government
(SPG) and Supreme Student Government (SSG) Elections for
School Year 2022-2023**

DATE : **September 2, 2022**

Pursuant to DepEd Order No. 34 s, 2022 titled "School Calendar and Activities for the School Year 2022-2023" dated July 11, 2022, the Office of the Assistant Secretary for Youth Affairs and Special Concerns–Youth Formation Division (OASYASC–YFD) highlights the conduct of the **Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections** on the **September 5-16, 2022** in all schools nationwide.

As stipulated on the same issuance, it is imperative to monitor the compliance of schools in the mechanisms and standards of the policy, including the conduct and implementation of activities relative to the opening of classes.

In this regard, all Schools Division Offices (SDOs)—through their respective Youth Formation Coordinators (YFCs)/Project Development Officers (PDOs)—are hereby directed to conduct a field monitoring and evaluation during the said activity.

To ensure systematic monitoring and inclusive evaluation, all division YFCs are requested to adhere to the following guidelines:

1. The number of schools to be monitored shall depend on the size of the division: Small (4 – 6 schools); Medium (6 – 8 schools); Large (8 – 10 schools); and Very large (10 – 12 schools).
2. The schools to be identified by the YFCs shall vary according to the following:
 - a. Classification [Elementary, High School]
 - b. Type [Public/Private, Central/Non-Central, Last Mile, etc.]
 - c. Size [Small, Medium, Large, Very-large]
3. The YFCs shall disseminate the *Youth COMEA Monitoring Tool (Annex A)* to all schools within their division. This tool must be filled out by the school's Youth COMEA and must be submitted to the division office on a deadline set by the YFC.

4. The YFCs shall utilize the *Youth COMEA Evaluation Tool (Annex B)* during their visit in schools. All accomplished evaluation tools shall be consolidated by the YFCs and must be summarized using the *Field Monitoring and Evaluation Summary Report template (Annex C)*. Only data gathered from the schools which conducted their SPG/SSG elections on September 5-16, 2022 shall be included in the summarized report. These documents shall be submitted to their respective regional YFCs not later than **September 20, 2022**.
5. The field monitoring and evaluation can be done at any part of the election process: before (campaign period), during (election proper) and after (tabulation of results and proclamation of winners).
6. During the field monitoring, division YFCs are advised to wear appropriate attire and adhere to all COVID-19 safety measures.
7. An exemption is given to all divisions who will provide technical assistance during the *EduAksyon: SPG/SSG Elections Field Monitoring and Evaluation* scheduled on September 12-17, 2022.

Moreover, all RYFCs are requested to submit a summarized report using the *Field Monitoring and Evaluation Summary Report template* containing all the summarized reports prepared by the division YFCs. This shall be submitted, together with all the accomplished Youth COMEA monitoring and evaluation tools submitted by the division YFCs, photos as means of verification (MOVs), and other relevant documents to the Central Office by uploading it via <https://bit.ly/SPG-SSG-Monitoring> not later than **September 23, 2022**.

For clarifications, questions, and concerns, please coordinate with Mr. Rovin James F. Canja, Officer-in-Charge of the YFD, through email at blss.yfd@deped.gov.ph (cc: Matt Gaven Matibag, Project Development Officer II, at matt.matibag@deped.gov.ph).

Your support and cooperation will be highly appreciated.



Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR YOUTH AFFAIRS AND SPECIAL CONCERNS

YOUTH COMEA MONITORING TOOL

Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2002.

This monitoring tool shall be utilized and filled out by all schools nationwide and must be submitted to their respective Division Youth Formation Coordinator (YFC) for consolidation. The deadline of the submission will be determined by their Division YFC.

I. Monitoring Tool

Name of School: _____ School Year: _____ Date Accomplished: _____

School ID: _____ Region/Division: _____

Youth COMEA Chief Commissioner: _____

Designation: _____

Date of Election: _____

Time of Election: _____

Student Government Category: SSG SPG

Number of Candidates: _____

Number of Polling Precinct: _____

Election Period: _____

Polling Precinct Station/s: _____

Campaign Materials Used:

Fliers Posters

Social Media Post

Others (please specify): _____

Total Number of Qualified Voters: _____

Total Number of Actual Voters: _____

Has there been any disqualification of a candidate?

Yes Reasons: _____

No

Mode of Election

Manual Blended

Digital Others (please specify): _____

Composition of the Youth COMEA

Youth COMEA Commissioners:

Commissioner on Screening and Validation

Appointed

Others (please specify): _____

Commissioner on Electoral Board

Appointed

Others (please specify): _____

Commissioner Appointment

Appointed

Others (please specify): _____

Commissioner on Grievance

Appointed

Others (please specify): _____

Youth COMEA Permanent Committees:

Executive Committee

Number of Members: _____

Screening and Validation Committee

Number of Members: _____

Electoral Board Committee

Number of Members: _____

Appointment Committee

Number of Members: _____

Grievance Committee

Number of Members: _____

Number of meetings conducted throughout the election and appointment process: _____

Number of violations committed throughout the election and appointment process: _____

Number of complaints filed throughout the election and appointment process: _____

List of Elected/Appointed Officers for the Supreme Pupil Government and Supreme Student Government

Supreme Pupil Government Officers for SY: 2022-2023

Position	Name of Pupil	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Supreme Student Government Officers for SY: 2022-2023

Position	Name of Student	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Members of the Youth COMEA:

Youth COMEA Commissioner

Youth COMEA Commissioner

Prepared by:

Validated by:

Youth COMEA Commissioner

Youth COMEA Commissioner

Approved by:

Youth COMEA Chief Commissioner/School Head