Republic of the Philippines

Department of Education

Region IX, Zamboanga Peninsula

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

 Dipolog City 7100

**DIVISION LEVEL SUPREME PUPIL GOVERNMENT** *(DLSPG)* **AND**

**DIVISION SUPREME STUDENT GOVERNMENT** *(DSSG)*

**ELECTION RULES AND PROCEDURES**

In the intention of ensuring a systematic, honest and fair conduct of elections for the Division Coordinators and Officers of the Division Federations of the Supreme Pupil Government (SPG) and Supreme Student Government and (SSG), the following rules and procedures are hereby promulgated:

1. **Officers of the Division Level SPG and SSG**

The officers *(that are to be elected at large)* of the Division Level Supreme Pupil Government (DLSPG) and Division Level Supreme Student Government (DLSSG) are the following:

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| --- | --- |
| * President
* Vice-President
* Secretary
* Treasurer
 | * Auditor
* Public Information Officer
* Peace Officer
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1. **Qualifications of the Division Level SPG and SSG Officers**

The Officers of the DLSPG and DLSSG shall have the following qualifications:

1. A bona fide student;
2. Of good academic standing with a general average of 80 and above;
3. Must be President of the District Supreme Pupil Government (DSPG) and/or District Supreme Student Government (SSG) for School Year 2016-2017;
4. Has the proven capacity to work with multiple stakeholders;
5. Of good moral character and has not been subjected to any disciplinary action;
6. Has successfully submitted the following documents/papers:
* Certificate of Candidacy
* Two Copies of 2x2 Photograph
* Official Copy of the Report Card for the Present Academic Year
* Two Recommendation Letters
* Parental Consent
* Platform
1. **Screening of Candidates**
2. The Division Level Commission on Elections (COMELEC) shall assess and evaluate the qualifications of each candidate based on the duly-submitted pertinent documents/papers. It may request an audience with the candidate and/or request supplemental pertinent papers when necessary to favor to and/or give merit on his/her candidacy.
3. The Division Level Commission on Elections (COMELEC) shall have the right and authority to deny admission of certificate of candidacy and/or pertinent documents and/or disqualify the candidate when probable and/or valid cause (gross misconduct during the conduct of the orientation, dishonesty, falsification/alteration of documents, etc.) for such action is found.
4. Announcement of Qualified Candidates shall only be held during the last hour prior to the Official Election Campaign Period, the time when Qualified Candidates are given time to introduce oneself and present his/her platform.
5. **Election Campaign**
6. The Division Level COMELEC, after announcing the List of Qualified Candidates, shall open the Official Election Campaign Period.
7. Each qualified candidate shall be given a maximum of three minutes to introduce oneself and present his/her platform. It shall be facilitated by the Division Level COMELEC.
8. No candidate shall give, offer or promise any benefit and/or pose a threat to his fellow candidate/pupil/student in order to influence his/her votes.
9. Distribution and posting of campaign material shall only be made during the election campaign period following specific advice of the Division Level COMELEC. It may designate a specific area where candidates can freely post campaign materials. Maximum size of every campaign material should not exceed/go beyond that of the Manila paper.
10. Towards the end of the conduct of the counting votes, each candidate shall be authorized to remove his own campaign material.
11. **Conduct of Elections**
12. The Division Level COMELEC shall designate a polling place which shall only be opened upon the conclusion of the election campaign period.
13. Each participant is entitled to cast his/her vote provided however, that his/her name appears on the Registry of Participants (Attendance Sheet) duly verified by the Secretariat and/or the COMELEC.
14. Participant’s admission to the polling place shall be supported with duly validated Identification Card.
15. Elections shall be conducted through secret ballot. Each participant shall be given one official ballot upon successful admission to the polling location.
16. No participant/elector is allowed to cast or attempts to cast more than one ballot or commit actions aimed at destroying the conduct of the elections. It shall be dealt with accordingly.
17. **Election Tabulation and Validation**
18. As soon as the casting of the votes is finished, the COMELEC shall immediately start counting of the votes.
19. All candidates are prohibited from entering the place/location where the counting of votes is held and its surrounding area for the whole duration of the aforementioned activity.
20. If two or more competing candidates tied, the position that’s being contested shall undergo a special elections organized by the Division Level COMELEC. In a case that only one candidate runs for a particular office/position, he/she only needs one vote to assume the office/position.
21. The Division Level COMELEC shall have the sole responsibility for validation of elections. Any decision to invalidate should be based on fraud or gross unfairness/dishonesty as supported by the findings of fact from the same body.
22. The Division Level COMELEC shall present the results of the elections in a report certified by all its members containing the following:
* Names of the Candidates; and
* Number of votes received by each candidate.
1. The Division Level COMELEC may then officially proclaim the winners of the election.
2. **Protests, Complaints and Grievances**
3. To ensure that issues, concerns, protest, complaint and grievance are given resolutions or addressed accordingly, it shall be properly lodged to the Division Level COMELEC two (2) hours before the conduct of the election.
4. The Division Level COMELEC shall conduct necessary investigation or process to resolve or address the issues, concerns or protests raised.
5. Depending on the gravity of the issue/complaint, the COMELEC may either disqualify the concerned participant/candidate from the elections or give equivalent appropriate sanctions.
6. The Division Level COMELEC shall have the sole autonomy to deal with issues and concerns relative to the conduct of the elections.

Supplemental rules and procedures, specific instructions and/or advice relative herein may be issued when necessary.

*By the Division Level Commission on Elections:*

**JESSIE E. ELACAN**,EPS II **NICOLETTE RIA E. TANGON**, EPS II

Member Member

**WILSON H. INDING**, EPS II **CARINA B. PIAMONTE**, SEPS

Member Chairperson

 **ARCELITA B. ZAMORAS**, EPS

 Adviser

*Noted*

 **NATIVIDAD P. BAYUBAY**, CESO VI

 Officer-In-Charge

 Office of the Schools Division Superintendent