



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



**MEMORANDUM**

To : **Public Schools District Supervisors**  
**Principals/ School Heads of Elementary & Secondary Schools**

From : **Office of the Schools Division Superintendent**

Subject : **Orientation and Election of Division Federated Supreme Pupils Government (SPG) and Supreme Student Government (SSG) for SY 2018-2019**

Date : **June 25, 2018**

1. In consonance with the DepEd Order No. 47 series of 2014 entitled *Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools* and DepEd Order No. 11, series of 2016 which recognized the role of pupil and student government body and strengthened their participation in the planning, policy formulation, program development and monitoring in schools, this division announces the conduct of an orientation and election activity on July 6, 2018 at Mibang Hotel, Dipolog City.

2. Participants are the district-federated SPG and SSG Presidents and advisers. Pupil and student participants must secure parental consent prior to their travel.

3. For the election of the Division Federated SSG President, the candidate must be a Grade 12 elected SSG president. He/she must be nominated as Presidential candidate by their clustered district and will submit letter of intent and certificate of candidacy prior to the election. For more details, see attached guidelines.

4. Provision for the participants shall be charged to the School Division funds while their transportation and incidental expenses shall be charged to their respective school MOOE/ funds of the organization he/she represents subject to the usual government accounting and auditing rules and regulations.

5. For inquiries, participants may contact the Project Development Officers I

Cluster 1	Laisa Madel N. Malacat – 0916958-9270
Cluster 2 and 3	Joseph L. Pantoja – 0917142-2344
Cluster 4 and 5	Ethyl Kimberly B. Salut – 0916959-0394

6. For immediate dissemination, guidance and compliance.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent

**DIVISION FEDERATED SSG/SPG ELECTION SY 2018-2019**  
**GENERAL GUIDELINES**

1. The Division Federated Supreme Student Government (DFSSG) and Supreme Pupil Government (DFSPG) shall consist of the following positions which shall be elected by the majority members of district federated SPG/SSG Presidents, to wit:

**President**  
**Vice President**  
**Secretary**  
**Treasurer**  
**Auditor**  
**Public Information Officer**  
**Five Clustered-District Representatives**

2. All candidates vying for the position in DFSSG & DFSPG shall first be nominated by their Cluster-districts. The candidate position choice must be agreed upon or vetted among the members in the clustered-district. For Division Federated SSG President, the candidate must be a Grade 12 elected SSG President.
3. All candidates shall submit their letter of intent, certificate of candidacy, certified true copy of report card, parent's consent form and completed character reference form.
4. The Division COMELEC shall assess and evaluate the completeness and veracity of submitted candidacy documents. Incomplete documents shall be disqualified automatically.
5. Qualified candidates shall be announced prior to election proper. Each qualified candidates shall be given 3-5 minutes to present their statement of purpose and platforms during the meeting de avance which will be facilitated by the Division COMELEC.
6. All student participants will be provided with 1 official ballot to cast their votes in the designated polling place.
7. After all students have cast their votes, the Division COMELEC will begin to count and tally the ballots.
8. The Division COMELEC shall proclaim officially the winners of the election and the oath-taking of newly elected DFSSG and DFSPG Officers follows.



## PARENT'S/ GUARDIAN'S CONSENT FORM

(Per DepEd Order No. 66, series of 2017)

Name of Learner: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_  
Parent's/ Guardian's Name: \_\_\_\_\_  
Relationship to Learner: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Contact Number/s: \_\_\_\_\_  
Title of the Activity: \_\_\_\_\_  
Venue: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

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As the parent/ guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all of the foregoing, I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

\_\_\_\_\_  
Parent/ Guardian's Name and  
Signature

\_\_\_\_\_  
Date

**Notes** (other information you may wish to inform the teacher, such as child's medical condition, etc.):

(Per DepEd Order No. 66, series of 2017)

**Name of School:** \_\_\_\_\_

**Title of Activity:** \_\_\_\_\_

Destination/ Venue: (indicate all)

Vehicle Number: \_\_\_\_\_ No. of Learners: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

[illegible]

# CERTIFICATE OF CANDIDACY FOR DIVISION FEDERATION SUPREME STUDENT GOVERNMENT

*An officer in the Division Federation of Supreme Student Government lives the ideals, principles and values of the Department of Education. They are the representative of the student body, and must always be prepared to lead the student body and to protect their rights and welfare, as a matured, principled and enthusiastic leader, they must serve as a role model for their fellow student at all times.*

2x2 id  
picture

**Student Name:** \_\_\_\_\_ **Current Grade Level:** \_\_\_\_\_

**LRN Number:** \_\_\_\_\_ **School:** \_\_\_\_\_

## PERSONAL DETAILS

**Gender:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

## AFFILIATIONS: CLUBS AND ORGANIZATION (INSIDE AND OUTSIDE THE SCHOOL)

<i>Club/Organization</i>	<i>Year/s of Membership</i>	<i>Position</i>

## ELECTORAL INFORMATION

Clustered-District Represented: ☐C-1 ☐C-2 ☐C-3 ☐C-4 ☐C-5

I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Division Federation of Supreme Student Government Election this School Year 2018-2019, and I do hereby declare my intention and desire to be nominated for the particular position of

\_\_\_\_\_  
And I further state that:

I am a bonafide student of this school with good moral character and academic standing, elected as SSG President, and I will abide with the election rules and guidelines of the Division Supreme Student Government Commission on Elections.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Candidate

**SUBSCRIBED AND SWORN** to me before this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_, at \_\_\_\_\_ with the affiant exhibiting to me his/her identification card, academic records, parent's consent form, letter intent, character reference form.

\_\_\_\_\_  
SSG COMELEC Representative



# CERTIFICATE OF CANDIDACY FOR DIVISION FEDERATION SUPREME PUPILS GOVERNMENT

*An officer in the Division Federation Supreme Pupils Government lives the ideals, principles and values of the Department of Education. They are the representative of the student body, and must always be prepared to lead the student body and to protect their rights and welfare, as a matured, principled and enthusiastic leader, they must serve as a role model for their fellow student at all times.*

2x2 id  
picture

**Pupil Name:** \_\_\_\_\_ **Current Grade Level:** \_\_\_\_\_  
**LRN Number:** \_\_\_\_\_ **School:** \_\_\_\_\_  
**PERSONAL DETAILS**  
Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Address: \_\_\_\_\_

## AFFILIATIONS: CLUBS AND ORGANIZATION (INSIDE AND OUTSIDE THE SCHOOL)

Club/Organization	Year/s of Membership	Position

## ELECTORAL INFORMATION

Clustered-District Represented: ☐C-1 ☐C-2 ☐C-3 ☐C-4 ☐C-5

I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Division Federation Supreme Pupils Government Election this School Year 2018-2019, and I do hereby declare my intention and desire to be nominated for the particular position of

\_\_\_\_\_  
And I further state that:

I am a bonafide student of this school with good moral character and academic standing, elected as SPG President, and I will abide with the election rules and guidelines of the Division Supreme Pupils Government Commission on Elections.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Candidate

**SUBSCRIBED AND SWORN** to me before this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_, at \_\_\_\_\_ with the affiant exhibiting to me his/her identification card, academic records, parent's consent form, letter intent, character reference form.

\_\_\_\_\_  
SPG COMELEC Representative

## LETTER OF INTENT

Date: \_\_\_\_\_

Name: \_\_\_\_\_

SPG/SSG President

School: \_\_\_\_\_

Address: \_\_\_\_\_

**To: Division Youth Formation Division  
Schools Division of Zamboanga del Norte**

**Sir/Madam:**

State your purpose in your desire to be a Member of the Division Federation  
Supreme Pupil Government (DFSPG)/ Supreme Student Government (DFSSG)

State your plans (e.g. projects, programs, student policies) you want to  
implement across the entire division.

**Yours truly,**

**Name of the Candidate**