



**RELEASED**

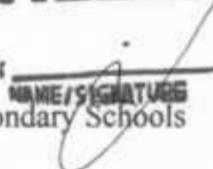
**MEMORANDUM**

To : Public School District Supervisors  
 Principals / Schools Heads of Elementary and Secondary Schools  
 All Other Concerned

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

Subject : **Conduct of School and District Election of SSG and SPG for SY 2018-2019**


Date : February 15, 2018

BY:   
 NAME/SIGNATURE  
 DATE: 19 FEB 2018

1. Pursuant to DepEd Order No. 47 s. 2014, No. 11 s. 2016 and DepEd Memorandum dated February 12, 2018 entitled *Election Calendar for Supreme Pupil Government (SPG) and Supreme Student Government (SSG) for SY 2018-2019*, the division announces the following schedules:

SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)	Date
Filing of Candidacy	February 19, 2018
Evaluation of Certificate (COC) vis-à-vis Qualifications and Disqualifications	February 21, 2018
Announcement of the Official List of Candidates	February 23, 2018
Campaign Period <ul style="list-style-type: none"> <li>• Presidential Election Forum</li> <li>• Campus-wide Presidential and Vice-Presidential Debates</li> </ul>	February 26-27, 2018
Elections	February 28, 2018
Proclamation of Winners	March 5, 2018
Nomination of SPG/SSG Adviser	March 20-21, 2018
Oath Taking Ceremony (SPG/SSG Officers)	March 23, 2018
District SPG/SSG Election	March 26, 2018

2. You are requested to adhere with the instructions below, to wit:
- a. Ensure the adherence of the SPG and SSG COMELEC Standard Code guidelines stipulated in DepEd Order No. 47, s. 2014.
  - b. Establish student council records
  - c. District Youth Formation Coordinators (DYFC) are required to submit consolidated reports to the Division YFC using the following enclosed templates, and email to **pdodepedzn@gmail.com** not later than **March 14, 2018**:
    - Consolidated School Election Report Form
    - Comprehensive Evaluation of the Student Government Elections for the School (CESGE) Form
3. SPG/ SSG Advisers are expected to conduct school-based activities, viz:
- a. Parallel training on basic leadership skills and SSG/SPG roles, functions and responsibilities
  - b. Project management and planning activities and General Plan of Action (GPOA).
4. For guidance and compliance.

  
**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
 Officer In-Charge  
 Office of the Schools Division Superintendent

Encl. attachments as stated.



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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**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**

<u>Name of activities participated related to the desired position</u>	<u>Specific role in the activity</u>

**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



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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



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:		

