



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 : **Conduct of Synchronized Election of Supreme Pupil
Government (SPG) and Supreme Student Government (SSG)
for S.Y. 2019-2020 in Schools and District**

Date : **January 11, 2019**

1. Pursuant to 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. 25, series of 2018 entitled "*School Calendar for School Year 2018-2019*", this Division announces the conduct of the Synchronized Election of SPG and SSG Officers for S.Y. 2019-2020 in all schools and district on the herein schedule, to wit:

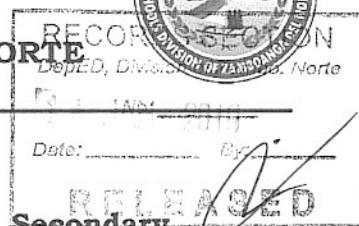
SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)	Date
Filing of Candidacy	January 30, 2019
Evaluation of Certificate (COC) vis-à-vis Qualifications and Disqualifications	January 31, 2019
Announcement of the Official List of Candidates	February 1, 2019
Campaign Period Presidential Election Forum Campus-wide Presidential and Vice-Presidential Debates	February 6, 2019
Elections	February 8, 2019
Proclamation of Winners	February 8, 2019
Nomination of SPG/SSG Adviser	February 8, 2019
Oath Taking Ceremony (SPG/SSG Officers)	February 12, 2019
District SPG/SSG Federated Election	February 13, 2019
Deadline of Submission of List of Officially-Elected School and District Federated SPG/SSG Officers for SY 2019-2020	February 15, 2019
Division Federated SPG/SSG Orientation and Election	February 21-22, 2019

2. Please take note of the following details:
- Designated SPG/SSG COMELEC shall ensure adherence to the COMELEC Code and guidelines stipulated in DepEd Order No. 47, series of 2014
 - School and District Federated SPG/SSG advisers shall accomplish the online 2019 SPG/SSG election reporting tool through this link <http://bit.ly/depedznSER2019> not later than **February 15, 2019**.
3. SGOD-CES and YFD-PDOs will be monitoring the conduct of school election in selected schools to give emphasis on the SPG/SSG roles/functions and responsibilities including the planning activity of a relevant project as entry for the upcoming Search for the Outstanding SSG/SPG Organization this last quarter of the year/October 2019.
4. For widest dissemination, guidance and compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent



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Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
YOUTH FORMATION DIVISION

2019 ELECTION APPLICATION PACKET

To run for the 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 form from (2) individuals whom the candidate has worked with in a co-curricular and extra-curricular activity.

GUIDELINES

1. SPG/SSG COMELEC adviser designated by the School Principal shall organize the pupil/student SPG/SSG COMELEC from every grade levels as required in the conduct of regular and special elections of SPG/SSG;
2. SPG/SSG COMELEC adviser shall **NOT** be the Concurrent SPG/SSG Adviser;
3. Pupil/Student SPG/SSG COMELEC shall be oriented on the provisions and guidelines the SPG/SSG Commission on Election Standard Election Code, Enclosure 3 to DepEd Order No. 47, s. 2014;
4. SPG/SSG COMELEC shall ensure that the election should be **FREE** from vote-buying, vote-selling and other form of fraud;
5. Any event in all forms of violations and fraud in the election shall be sanctioned by the School head; *and*
6. All Officers-elect remain in position for his/her term in the school he/she was elected. In time, he/she transfer school, he/she relinquished the position and render the position vacant and the SPG/SSG COMELEC adviser shall hold a special election to fill the vacancy.



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 fulfilment of the goals of the Student Government. He/ She must uphold the core values and thrusts of the Department of Education and serve as 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 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 2019-2020.

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 _____ 2019, at _____, affiant to his/her nomination kit which contains his/her C.O.C., photograph, academic records, and parental consent.

SSG COMELEC REPRESENTATIVE



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 son/daughter)

he/she commits to the Student Council.

I am allowing him/her to fulfil 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 Signature over Printed Name

Date



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
YOUTH FORMATION DIVISION

CERTIFICATE OF CANDIDACY FOR SUPREME PUPIL 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 fulfilment of the goals of the Student Government. He/ She must uphold the core values and thrusts of the Department of Education and serve as role model of school and community in words and in deeds.

Pupil'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 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 2019-2020.
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 _____ 2019, at _____, affiant to 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

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 son/daughter)

he/she commits to the Student Council.

I am allowing him/her to fulfil 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 Signature over Printed Name

Date



REPUBLIC OF THE PHILIPPINES
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YOUTH FORMATION DIVISION

RECOMMENDATION FORM

Pupil's Name: _____ **Current Grade Level:** _____
Position sought in Student Council: _____
School: _____

1. Description of the activity wherein the candidate and the author of the recommendation form worked together
2. Detailed description of how the candidate the principles of teamwork, collective decision-making, and good work ethic in the said activity.

I recommend his/her candidacy to the position in the Supreme Student Government.

Signature over Printed Name

Date



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
YOUTH FORMATION DIVISION

2019 DIVISION FEDERATED SPG/SSG ELECTION

To run for the position in the DIVISION FEDERATED SPG/SSG, each candidate should submit a completed signed application with the following attachments:

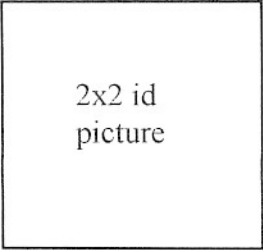
- ✓ Certificate of Candidacy
- ✓ Parental Consent
- ✓ Two (2) pcs. Of 2x2 photograph
- ✓ Photocopy of the Report card for the present Academic Year authenticated by the class adviser
- ✓ Plans to implement across the division
- ✓ Two (2) recommendation form from (2) individuals whom the candidate has worked with in a co-curricular and extra-curricular activity.

GUIDELINES

1. District SPG/SSG President-elect are qualified to run for Division Federation SPG/SSG Council;
2. SPG/SSG COMELEC shall be selected from the outgoing Division Federated SPG/SSG Officer under supervision of the Division Youth Formation Coordinator (YFC) as COMELEC advisers;
3. Division federated election shall follow the provisions and guidelines in the SPG/SSG Commission on Election Standard Election Code, Enclosure 3 to DepEd Order No. 47, s. 2014;
4. Officers-elect shall remain in position as long as he/she is in active position in school and district SPG/SSG council during his/her term. In time, he/she incapacitated to the position and render the position vacant, the Division YFC shall hold a special election to fill the vacancy.

CERTIFICATE OF CANDIDACY FOR DIVISION FEDERATION
SUPREME PUPIL GOVERNMENT

An officer in the Division Federation of Supreme Pupil 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.



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)

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 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 SPG President, and I will abide with the election rules and guidelines of the Division Supreme Pupil Government Commission on Elections.

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

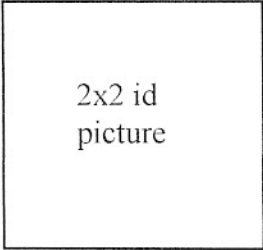
_____ Signature of Candidate

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

CERTIFICATE OF CANDIDACY FOR DIVISION FEDERATION
SUPREME STUDENT GOVERNMENT

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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

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:** _____

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)

Departure Time: _____ Return Time: _____

[illegible]