



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



RECORDS SECTION  
Division of Zambo. Norte

No:   
Date: FEB 27 2019 By:

RELEASED

**MEMORANDUM**

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


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

Subject : **Election of Division Federated Supreme Pupils  
Government (SPG) and Supreme Student Government  
(SSG) for SY 2019-2020**

Date : **March 7-8, 2019**

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 above-captioned activity on **March 7-8, 2019** at Mibang Hotel, Dipolog City.
2. Participants are District Federated SPG and SSG President-elect and advisers. Division Federated SPG/SSG Officers-Elect of S.Y. 2018-2019 from five cluster-districts are also invited to serve as student COMELEC and to present their School Year Accomplishments before the incoming student leaders. All pupil and student participants must secure parental consent prior to their travel.
3. Guidelines of the election of the Division Federated SPG/SSG Officers are herein attached for reference. All candidates must present complete documentary requirements to be officially elected as officers of the Division Federated SSG/SPG.
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

PROGRAM		
TIME	Flow	Person/s In-charge
Day 0 10:00–12:00 PM	COMELEC Debriefing	PDO Joseph Pantoja
12:00–1:00 PM	Registration	PDO Ethyl Kimberly Salut/ Karen T. Almirol
1:00–1:30 PM	Opening Program	PDO Laisa Madel Malacat
1:30-2:00 PM	Election Orientation	PDO Joseph Pantoja
2:00 – 2:15 PM	Submission and review of Certificates of Candidacy for DF SSG/SPG Election for S.Y. 2019-2020	COMELEC
2:15 – 3:30 PM	Meeting de Avance	COMELEC
3:30 – 4:30 PM	Election	COMELEC
4:30 – 5:00 PM	Proclamation of Winners	COMELEC
5:00 – 5:30 PM	Oath-taking of Newly Elected DF SSG/SPG Officers and Turn-over Ceremony	SDS Pedro Melchor M. Natividad DF SSG President Christy Perasd DF SPG President Virgil Aranas
5:30 – 6:30 PM	DINNER	
6:45 – 7:30 PM	Presentation of Accomplishments of SSG/SPG Officers for SY 2018-2019	DF SSG/SPG Officers
7:30 – 8:30 PM	1 <sup>st</sup> General Assembly of Newly-Elected SPG/SSG Officers	PDO Joseph Pantoja
Day 1 8:00–8:30 AM	MOL/ Emcee	DF SPG/SSG Officers PDO Laisa Madel Malacat
8:30-10:00 AM	Orientation on <ul style="list-style-type: none"> <li>• Designs of Student Government Program Localized Government Program;</li> <li>• Mechanics of the National Search for Outstanding SSG/SPG Programs/Projects</li> <li>• National Search for Sustainable and Eco-friendly Schools (NSSES)</li> </ul>	PDO Joseph Pantoja
10:00-11:00 AM	Project Implementation Plan (PIP) writeshop	PDO Joseph Pantoja
11:00-11:15 AM	<ul style="list-style-type: none"> <li>• Submission of PIP</li> <li>• Awarding and distribution of certificate</li> </ul>	
11:00–12:00 NN	Closing Program	PDO Laisa Madel Malacat
12 NN	LUNCH	





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**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.

GUIDELINES ON THE CONDUCT OF DIVISION FEDERATED SSG/SPG  
COUNCIL ELECTION

**A. Screening of Candidates**

1. 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.
2. 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.
3. 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.

**B. Election Campaign**

4. The Division Level COMELEC, after announcing the List of Qualified Candidates, shall open the Official Election Campaign Period.
5. 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.
6. 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.
7. 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.
8. Towards the end of the conduct of the counting votes, each candidate shall be authorized to remove his own campaign material.

**C. Conduct of Elections**

9. The Division Level COMELEC shall designate a polling place which shall only be opened upon the conclusion of the election campaign period.
10. 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.



11. Participant's admission to the polling place shall be supported with duly validated Identification Card.
12. Elections shall be conducted through secret ballot. Each participant shall be given one official ballot upon successful admission to the polling location.
13. 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.

#### **D. Election Tabulation and Validation**

14. As soon as the casting of the votes is finished, the COMELEC shall immediately start counting of the votes.
15. 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.
16. 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.
17. 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.
18. 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.
19. The Division Level COMELEC may then officially proclaim the winners of the election.

#### **E. Protests, Complaints and Grievances**

20. 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.
21. The Division Level COMELEC shall conduct necessary investigation or process to resolve or address the issues, concerns or protests raised.
22. 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.

23. 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.

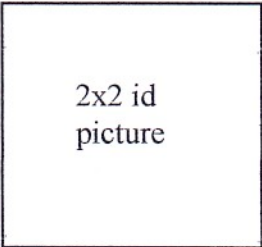
*By the Division Level Commission on Elections:*

HANICA JHULIA S. SALE Member, Cluster 1	NIÑA UNESS P. LACAY Member, Cluster 1
SOPHIA KRYSTELLE P. LOMOCOSO Member, Cluster 2	MARIA SAMANTHA A. UY Member, Cluster 2
BHEAN JOY S. MATUNOG Member, Cluster 3	ZHEPANIAH M. PAMERON Member, Cluster 3
EDGAR M. ANTASUDA, Jr. Member, Cluster 4	JOSHUA B. SUDARIO Member, Cluster 4
ANNIELETH MAE E. ALONZO Member, Cluster 5	MYKA JANE MEIA T. DIGAMON Member, Cluster 5
ANTHONY GUMITON Member, Cluster 1	REY MONTES Member, Cluster 1
PHILIP MARS C. LEGARTO Member, Cluster 2	CHRISTY A. PERAS Member, Cluster 2
SHEENA D. ALASAD Member, Cluster 3	MARY GIOLY C. BACANG Member, Cluster 3
REYMART I. PISAN Member, Cluster 4	JOHN ANGELO M. SECRETO Member, Cluster 4
RODERICK L. CADORNA Member, Cluster 5	BRYAN DAVE L. CAMPILLANOS Member, Cluster 5
JOSEPH L. PANTOJA Adviser	LAISA MADEL N. MALACAT Adviser
ETHYL KIMBERLY B. SALUT Adviser	



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 Pupil Government Election this School Year 2019-2020, 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.

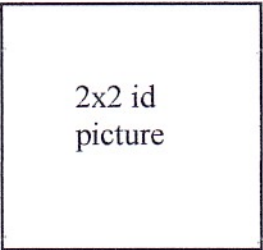
\_\_\_\_\_  
Signature of Candidate

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.

\_\_\_\_\_  
DIVISION COMELEC Representative

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.



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 2019-2020, 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.

\_\_\_\_\_  
DIVISION COMELEC Representative



## MANIFEST

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

All participants shall fill out completely before leaving the school premises and upon return. As necessary, this shall be completed in triplicate for School Administration, Faculty Member, and Vehicle Driver's copy.

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

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

**Destination/ Venue:** (indicate all)

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

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

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

[illegible]

## 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 an Officer 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**





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
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

**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.):*