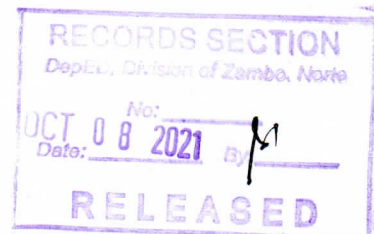




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Advisory  
No. 196s. 2021

To: Public School District Supervisors/ Principals In-Charge of the District  
School Heads of Elementary and Secondary Schools  
District Student Activity Coordinators  
Supreme Student/Pupil Government (SPG/SSG) Teacher-Advisers  
All others concerned

From: **MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

Subject: Conduct of Division Supreme Pupil/Student Government (SPG/SSG) Federation Elections

Date: October 4, 2021

1. This is an addendum to Division Memorandum No. 432 entitled "Interim Guidelines on the Conduct of Student Government Elections for SY 2021-2022". The conduct of Division SPG/SSG Federation Elections will be held on **October 27, 2021** via virtual platform.

2. All elected District SPG/SSG Federation Presidents accompanied by their Advisers are hereby enjoined to participate in the Division Level Federation Elections. They are expected to prepare and present their plans on the following activities leading to the Federation elections, to wit:

Date	Activity
October 25, 2021	Virtual Cluster Assembly Meeting
October 26, 2021	Orientation on Online SG Federation Election Miting de Avance
October 27, 2021	Federation Election Proper Announcement of Elected Division SPG/SSG Federation Officers

3. Details of the procedures and guidelines in the online election are provided in the enclosures. Expenses such as internet load to ensure attendance of the participants to the aforesaid activities shall be charged to the local school funds subject to the existing government accounting and auditing rules and guidelines.

4. School and District Election Reports shall be submitted through the following Google Form links **on or before October 25, 2021**:

School Election Report	<a href="https://bit.ly/znSER2021">bit.ly/znSER2021</a>
District Election Report	<a href="https://bit.ly/znDistrictSGelect2021">bit.ly/znDistrictSGelect2021</a>





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5. For queries and concerns, you may contact the Division Youth Formation Section through email at [yfs.zdn@deped.gov.ph](mailto:yfs.zdn@deped.gov.ph).
6. Widest dissemination and compliance of this Advisory is directed.

SGODYFS-jlp-ekbsl-lmmc/Division SPG/SSG Federation Elections/ADV028-2021/10062021

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100  
Tel No.: (065) 212-5843  
e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)



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Enclosure No. 1 of Division Advisory No. 196, s. 2021

**GUIDELINES ON THE CONDUCT OF DIVISION SPG/SSG FEDERATION ELECTIONS FOR S.Y. 2021-2022**

1. District Federation Presidents shall be grouped into congressional district clusters. They will be required to attend the scheduled virtual Cluster Assembly Meeting to discuss and organize the list of candidates to run for position in the Division Federation. Only elected District Presidents (or vice president representing their district) can be nominated for the post in the Division Federation. District representatives are allowed to vote for his/her desired candidate for the federation post.
2. Division Federation Officers shall be composed of the following:

Division SSG Federation Officers	Division SPG Federation Officers
Federation President	Federation President
Federation Vice President	Federation Vice President
Federation Secretary	Federation Secretary
Federation Treasurer	Federation Treasurer
Federation Auditor	Federation Auditor
Federation Public Information Officer	Federation Public Information Officer
Federation Protocol Officer	Federation Protocol Officer
Federation Members (All Non-elected District Presidents/Representatives)	Federation Members (All Non-elected District Presidents/Representatives)

3. The congressional cluster nominees shall be introduced during the miting de avance in the virtual platform where they will be given a maximum of 3 minutes to briefly present their plans and vision for running for office. An open forum will follow where other participants shall prepare questions on relevant issues for the candidates to answer. The miting de avance shall last only 3 hours. Candidates may post their campaign poster/materials on the specified media platform (strictly no vote-buying or any form of gratitude reward for voting).
4. All district elected presidents/representatives shall submit the following:
  - Certification that the participant is elected as District Federation President from PSDS/PICD/District SAC
  - Certificate of Candidacy (to be submitted after the congressional cluster assembly)
  - Parent's consent
5. The online election shall be held via online voting using Google Forms and the casting of votes shall start at 9:00 am to 10:00am. All qualified voters will be given an entry code uniquely theirs to get access to the polling system. The official result shall be released within an hour after closing of the online poll.
6. Induction of officers shall be held in the afternoon followed by a brief orientation.







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**CERTIFICATE OF CANDIDACY FOR DIVISION  
FEDERATION SUPREME PUPIL GOVERNMENT**

*An officer in the Division Federation of Supreme Pupil Government lives by 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 students 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

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 for School Year 2021-2022, 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 over Printed Name 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 of intent and character reference form.

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

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100  
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**CERTIFICATE OF CANDIDACY FOR DIVISION  
FEDERATION SUPREME STUDENT GOVERNMENT**

*An officer in the Division Federation of Supreme Student Government lives by 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 students 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

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 for School Year 2021-2022, 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 over Printed Name 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 of intent and character reference form.

**DIVISION COMELEC Representative**

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**PARENT'S CONSENT**

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

I hereby authorize an adult in the person of the assigned SSG/SPG adviser to assist and accompany my child in participating in the said activity;

I have considered the benefits that my son/daughter will derive from his/her participation in this activity;

Furthermore, I understand the risks associated in participating with the aforementioned 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 to obey them;

Having understood all the aforementioned and acknowledge all of the forgoing, I hereby consent to allow my child to participate in the aforesaid activity.

\_\_\_\_\_  
**Signature over Printed Name of Parent/Guardian**

\_\_\_\_\_  
**Date Signed**

Acknowledged by:

Noted by:

\_\_\_\_\_  
**SPG/SSG Adviser**

\_\_\_\_\_  
**School Head**





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**CERTIFICATION**

This is to certify that \_\_\_\_\_ is the duly elected  
District SPG/SSG Federation President of \_\_\_\_\_ District for  
School Year 2021 – 2022.

Further, his/her representation is recognized by the District to various activities  
and assemblies called by the Division Office appertaining to his/her position in the  
Student Government.

Done this \_\_\_\_ day of October, 2021 at \_\_\_\_\_, Province of  
Zamboanga del Norte, Philippines.

\_\_\_\_\_  
District Student Activity Coordinator

Noted by:

\_\_\_\_\_  
Public Schools District Supervisor/  
Principal In-Charge of the District

