



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



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1/22/19  
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January 21, 2019

**DIVISION MEMORANDUM**

No. **025**, s. 2019

**SCHEDULE OF SYNCHRONIZED ELECTIONS FOR THE SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT (SY 2019-2020)**

TO: Assistant Schools Division Superintendents  
Chiefs, CID/SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Division Youth Formation Coordinators  
Public and Private Elementary and Secondary School Heads  
Supreme Student Government and Supreme Pupil Government Advisers  
All Concerned

1. In reference with Regional Memorandum No. 53, s.2019, this Office informs the field of the schedule of the synchronized elections for the next school year's Supreme Pupil Government (SPG) and Supreme Student Government (SSG) officers.
2. School heads must ensure that the following activities be observed as facilitated by the SPG/ SSG COMELEC:

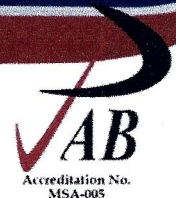
Date	Activity
February 4, 2019	Filing of Candidacy
February 6, 2019	Evaluation of Certificate of Candidacy vis-à-vis Qualification and Disqualification
February 8, 2019	Announcement of the Official List of Candidates
February 11-12, 2019	Campaign Period
February 13, 2019	School-level Elections
February 18, 2019	Proclamation of Winners
March 4-5, 2019	Nomination of SPG/ SSG Adviser
March 8, 2019	Oath Taking and Turn Over Ceremonies <i>Deadline: Submission of Accomplished Monitoring Tools (for SPG/ SSG SY 2018-2019)</i> <i>Deadline: Accomplishment of CESGE and DCER (for SPG/ SSG SY 2019-2020)</i>
March 11, 2019	District-level Elections (for SPG) Oath Taking Ceremony
March 15, 2019	Election of Division Federation SPG/ SSG Oath Taking and Turn Over Ceremonies

3. Likewise, public schools district supervisors must ensure and oversee the conduct of the district-level elections for the SPG.
4. SPG and SSG advisers (SY 2018-2019) are expected to accomplish the **monitoring tools** (Enclosure 1) attached in this Division Memorandum as an additional qualification requirement for their school's representation for the Division Federation elections.





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5. School heads and SPG and SSG COMELEC shall review **DepEd Order No. 47, s. 2014** Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools; **DepEd Order No. 11, s. 2016** Additional Guidelines to DepEd Order No. 47, S. 2014, and; **DepEd Memorandum dated February 12, 2018** Election Calendar for Supreme Pupil Government (SPG) and Supreme Student Government for SY 2018-2019 to be guided accordingly.

6. Attached herewith are the following:

Enclosure 1: Division SPG/ SSG Monitoring Tools

Enclosure 2: CESGE (hard copy) form

7. School heads must also assign a personnel who shall accomplish the **Comprehensive Evaluation of the Student Government Elections (CESGE)** and **Election Report** not later than **March 8, 2019** through the following links:

**CESGE:** [tinyurl.com/CESGECavite2019](http://tinyurl.com/CESGECavite2019)

**Election Report:** [tinyurl.com/DCERCavite2019](http://tinyurl.com/DCERCavite2019)

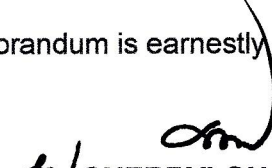
8. Soft copy of the accomplished monitoring tools shall be saved using the suggested file name format (e.g. AlfonsoES\_monitoring1819.docx/ .doc) and uploaded in the respective District folder at [tinyurl.com/SGPCavitereports](http://tinyurl.com/SGPCavitereports)

9. Signed hard copy of the accomplished monitoring tools and the CESGE (refer to Enclosure 2 for template) shall be filed in school, preferably in the SPG/ SSG and/ or the school head's office.

10. Provisions stipulated in previous Division Memoranda inconsistent with this Division Memorandum and issuances from the higher offices are hereby repealed. Provisions in previous Division Memoranda not inconsistent with this Division Memorandum and issuances from the higher offices shall still be in effect.

11. Other queries and/ or clarifications may be communicated to the Division Youth Formation Coordinators through contact number (046) 412-0349 or through the official Facebook Page DepEd Cavite Youth Formation.

12. Immediate and widest dissemination of this Memorandum is earnestly desired.

  
**CHERRYLOU D. REPIAD**  
Schools Division Superintendent */sm*

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## SUPREME PUPIL GOVERNMENT/ SUPREME STUDENT GOVERNMENT (SPG/ SSG) MONITORING TOOL

### I. DEMOGRAPHIC PROFILE

Name of School:			
District:			
Name of School Head:			
Name of SPG/ SSG Adviser:			
Position:			
Specialization:			
Contact Number:			
Email Address:			
Date/ Year Elected/ Designated as Adviser:			
Number of Years Serving as Adviser:			
Does the school have a SPG/ SSG office?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you oriented the officers regarding DO no. 47, s2014, DO no. 11, s2016, and other issuances relevant to the implementation of the Student Government Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you had trainings relevant to the implementation/ management of the Student Government Program for the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, kindly provide the information requested below. If No, please put N/A.)		
Title of Training Attended	Training Provider/ Organizer	Venue	Date (mm/dd/yy)





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## II. COMPLIANCE TO DEPED ORDER NO. 47, S.2014 AND DEPED ORDER NO. 11, S. 2016

Kindly tick the column which speak for your compliance to DepEd Order No. 47, s. 2014 and DepEd Order No. 11, s. 2016. Note that the results of this data gathering shall still be subjected for validation by the Division Youth Formation Coordinators. Results shall be consolidated and assessed to serve as basis for the provision of technical assistance and drafting the monitoring plan for SY 2019-2020.

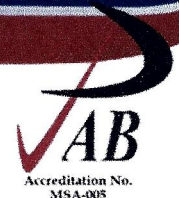
	INDICATOR	Yes	No
1	The SPG/ SSG secures that all grade levels are represented by councilors.		
2	The SPG/ SSG secures that all grade level councilors/ representatives are led by a chairperson.		
3	The SPG/ SSG's seven permanent committees are fully functional during the school year it has served.		
4	The SPG/ SSG, through the Students' Welfare Committee, acts upon students' grievances and complaints.		
5	The SPG/ SSG, through the Special Projects Committee, leads the implementation of special programs and projects of the Department of Education. (If Yes, kindly fill out/ indicate in SPG/ SSG Monitoring Tool Part 2B. LIST OF IMPLEMENTED SPG/ SSG PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs))		
6	The SPG/ SSG actively involves homeroom class organizations in implementing its programs and projects.		
7	The SPG/ SSG conducts assessment of and organizes recognition rites for all qualified co-curricular campus organizations/ clubs.		
8	The SPG/ SSG president leads and mobilizes the school's Coordinating Council to maximize the participation of the whole student body.		
9	The Coordinating Council and the SPG/ SSG has a copy of the annual action plan containing the synchronized student programs, projects, and activities in the campus.		
10	The action plan is endorsed by the SPG/ SSG adviser and is approved by the school head.		
11	The SPG/ SSG president monitors the activities of the co-curricular organizations/ clubs through quarterly meetings with the Coordinating Council.		
12	The SPG/ SSG organizes a grand orientation day to familiarize all students regarding the various co-curricular organizations/ clubs which they could join.		
13	The SPG/ SSG facilitates the dissemination of information (thru flyers, posters, etc.) regarding the various co-curricular organizations/ clubs which students could join.		
14	The SPG/ SSG, through the Publicity Committee, disseminates information on matters concerning the SPG/ SSG (e.g. PPAs).		
15	The Coordinating Council and/ or the SPG/ SSG set rules and standards for the collection of membership fees or contributions by recognized campus co-curricular clubs, approved by the school head.		
16	The SPG/ SSG adviser monitors the conduct of the PPAs reflected on the action plan and the organization's conduct of meetings.		
17	The school has an SPG/ SSG COMELEC established 21 days before the day of the election (SY 2018-2019).		
18	For the SPG, the COMELEC is composed of 3 members from Grade 3 and Grade 4 and 4 members from Grade 6. For the SSG of Integrated Senior HS, the COMELEC is composed of 18 members (3 each from Grades 7-12. For SSG of Stand-Alone SHS, the COMELEC is composed of 8 members (4 each from Grades 11 and 12).		
19	The SPG/ SSG has convened at least 5 General Assemblies participated by all elected homeroom class organization presidents.		
20	Monthly financial reports on the receipt and/ or collection made are posted on the SPG/ SSG bulletin board and submitted to the school head.		
21	The SPG/ SSG has a savings bank account wherein funds raised, received, and/ or collected are deposited.		
22	All fund disbursements and bank withdrawals done by the SPG/ SSG are accompanied by resolutions, duly noted by the SPG/ SSG adviser.		

Part 1. This form shall be filled out by SY 2018-2019 SPG/ SSG Adviser. Once accomplished, soft copy shall be submitted/ uploaded to [tinyurl.com/SGPCavitereports](http://tinyurl.com/SGPCavitereports)





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23	School head is copy furnished with the resolution(s) relative to the disbursement(s) made and other financial statements there were.		
24	All expenses are supported by official receipts.		
25	The SPG/ SSG has liquidated all expenses before making another disbursement.		
26	Financial statements are posted every month in the SPG/ SSG bulletin board and are published in every issue of the school paper.		
27	The SPG/ SSG, through its Secretariat, has kept the following documents:		
	<ul style="list-style-type: none"> <li>Action plan (must contain synchronized activities as agreed upon by the Coordinating Council members)</li> </ul>		
	<ul style="list-style-type: none"> <li>Minutes of Meetings conducted</li> </ul>		
	<ul style="list-style-type: none"> <li>Documentation/ narrative reports (of PPAs conducted by the SPG/ SSG and other legitimate co-curricular organizations/ clubs)</li> </ul>		
	<ul style="list-style-type: none"> <li>Financial reports and other pertinent documents</li> </ul>		
	<ul style="list-style-type: none"> <li>List of Accredited Campus Co-Curricular Organizations/ Clubs</li> </ul>		
	<ul style="list-style-type: none"> <li>List of Service Providers or Partnerships Established (if any)</li> </ul>		
	<ul style="list-style-type: none"> <li>List of SPG/ SSG Officers</li> </ul>		
	<ul style="list-style-type: none"> <li>List of Accredited Campus Co-Curricular Clubs' Officers</li> </ul>		
	<ul style="list-style-type: none"> <li>Accomplishment Reports</li> </ul>		
	<ul style="list-style-type: none"> <li>List of SPG/ SSG COMELEC members</li> </ul>		
	<ul style="list-style-type: none"> <li>Copy of DO no. 47, s2014, DO no. 11, s2016, and other issuances relevant to the implementation of the Student Government Program</li> </ul>		
	<ul style="list-style-type: none"> <li>Election documents</li> </ul>		

### III. REMARKS

*Highlights and/ or challenges experienced in relation to the organization and elections of the SPS/ SSG:*

*Recommendations for improvement:*

Accomplished by: (Name and Signature of SPG/ SSG Adviser)

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



# SUPREME PUPIL/ STUDENT GOVERNMENT

(Name of School)

## A. LIST OF OFFICERS SY 2018 - 2019

Position	Full Name (FN, MI, LN)	Grade Level/ Strand/ Track	Birthday (mm/dd/yy)	Contact Number	Email Address
President					
Vice President					
Secretary					
Treasurer					
Auditor					
Public Information Officer					
Peace Officer					
Grade Level Representatives' Chairperson					
• Grade ____					
• Grade ____					
• Grade ____					
• Grade ____					

Prepared by:

Noted:

(Printed Name and Signature) \_\_\_\_\_

SPG/ SSG Adviser

(Printed Name and Signature) \_\_\_\_\_

School head



(Name of School)

[illegible]

SPG/ SSG Adviser

School head



(Name of School)

[illegible]

**Noted:**

(Printed Name and Signature)

School head





**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	Recommendation
<b>Student Commission on Election (COMELEC)</b>	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.			
<b>Logistics</b>	The Election materials were prepared on time.			
	The schedules and deadlines were strictly followed.			
	The application forms were made available to all interested students.			
<b>Student Engagement</b>	The students were well-informed about the purpose off 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.			
<b>Selection of Candidates</b>	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.			
<b>Campaign</b>	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.			
<b>Voting</b>	The ballots were clear and available			
	The voting was organized and fair.			
<b>Counting of Votes</b>	The COMELEC effectively, efficiently, and fairly conducted the counting of votes.			
	The count was fair, honest and transparent.			
	The announcement was immediate and undisputable.			
<b>NAME OF SCHOOL:</b>				
<b>COMELEC Chair's Name and Signature:</b>		<b>Level:</b>		