



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



ISO 9001:2015



Accreditation No. MSA-005

Certificate Number: AJA17-0083

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1/30/2020
3:59pm

January 30, 2020

DIVISION MEMORANDUM

No. 034, s. 2020

SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) ELECTIONS CALENDAR FOR SCHOOL YEAR 2020-2021

- TO:
- Assistant Schools Division Superintendents
 - Chief, Curriculum Implementation Division
 - Chief, School Governance and Operations Division
 - Education Program Supervisors and Specialists
 - Public Schools District Supervisors
 - Public Secondary School Heads
 - All Concerned

1. Pursuant to DepEd Order No. 47, s. 2014 (Constitution and By-laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools) and DepEd Order No. 11, s. 2016 (Additional Guidelines on the Constitution and By-laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools), all public elementary and secondary schools shall conduct its **Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections for School Year 2020-2021** following the schedule below:

SPG and SSG activities (To be facilitated by SPG/ SSG COMELEC)	Date
Filing of Candidacy	February 3, 2020
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualification and Disqualifications	February 5, 2020
Announcement of the Official List of Candidates	February 6, 2020
Campaign Period	February 12-13, 2020
Elections	February 14, 2020
Proclamation of Winners	February 14, 2020
Nomination of SPG/ SSG Adviser	February 17, 2020
Oath Taking Ceremony	February 21, 2020
Submission of Comprehensive Evaluation for SPG/ SSG Elections (CESGE) forms and Accomplishment of Division Consolidated Election Report (DCER)	February 28, 2020
Election of District SPG Federation Officers	March 6, 2020
Election of Division SPG and SSG Federation Officers	March 27, 2020

2. Schools which were affected by the Taal eruption may adjust their elections schedule accordingly as long as officers will be elected prior the conduct of the Division Federation elections on March 27, 2020, the venue of which shall be announced on a separate Division Memorandum.



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3. In reference with Regional Memorandum no. 76, s. 2020, attached herewith are the guidelines and forms which shall be conformed and utilized for the conduct of the elections:

Attachment 1: Guidelines on the Conduct of Student Government Elections for SY 2020-2021

Attachment 2: CESGE Form

Attachment 3: Filing of Candidacy Packet

Attachment 4: Parental Consent Form for SPG/ SSG Candidates

Attachment 5: Certificate of Candidacy for the SPG/ SSG

Attachment 6: SPG and SSG Election Monitoring Tool (to be used by Division Youth Formation Coordinators)

4. Soft and hard copy of the CESGE form shall be accomplished and submitted by the SMEA or any qualified representative designated by the school head to the Division Youth Formation Coordinators until February 28, 2020. Soft copy of the CESGE form may be accomplished through http://depd.in/CESGE20-21 while soft copy of Attachment 3-5 may be downloaded from tinyurl.com/SGPReferences under the folder SPG/ SSG Elections.

5. Other queries and/ or clarifications may be communicated to the Division Youth Formation Coordinator Ms. Rey Ann M. Avilla or Mr. Lito Camo Jr. through phone number (046) 412-0349/ (046) 419-1286.

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

for ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent

AREAS FOR IMPROVEMENT:

Table with 4 columns and 10 rows for tracking areas for improvement. The first row contains the text 'Generally broadcast and organized election'.



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Attachment 1 to Division Memorandum No. ____, s. 2020

GUIDELINES ON THE CONDUCT OF THE STUDENT GOVERNMENT ELECTIONS FOR SY 2020-2021

1. The School Head upon the proposal of the members of the SPG/SSG Commission on Elections (COMELEC) with the recommendation of the SPG/SSG COMELEC Standard Election Code consistent with the DepEd Order No. 47 s. 2014 and DepEd Order No. 11 s. 2016 to ensure a fair and successful conduct of the elections.
2. After the conduct of the SPG/SSG Elections, the SH or the person whom he/she appointed shall accomplish the Comprehensive Evaluation of the Student Government Elections for the School (CESGE) Form, Narrative Report on Election and Monitoring Tool provided in the enclosure. Soft and Hard copies of their documents shall be submitted to the School Governance and Operations Division (SGOD) through the Division Youth Formation Coordinator exactly two (2) weeks after the school's proclamation of winners.
3. The Division SGOD shall collate the schools CESGE Forms and Accomplish the Division Consolidated Election Report (DCER) for the SPG and SSG. After collating all the schools' CESGE forms and accomplishing the Division Election Consolidated Report for the SPG and SSG, the Division SGOD shall forward the **soft copy** to the respective Regional Education Support Services Division on or before March 13, 2020.
4. The newly-elected SPG/SSG officers upon their oath taking ceremony shall undergo a parallel school-based training on basic skills on leadership, roles functions, and responsibilities of each officer. The newly designated SPG/SSG Adviser shall supervise the implementation of each officer. The newly designated SPG/SSG Adviser shall come up with a General Plan of Action (GPOA) for their entire term. The project management and planning of GPOA must be facilitated by the SPG/SSG adviser and the outgoing SPG/SSG officers during weekends immediately after elections.
5. The Division Office through the SGOD shall conduct a division-wide leadership training for the newly-elected SPG and SSG officers, the new officers from school club organizations may also join the division-initiated leadership training. Pursuant to DepEd Order 19 s. 2016 "Guidelines on the Organizational Structure and Staffing Patterns of Stand-Alone and integrated Public Senior High School", the Division Youth Formation Coordinator shall spearhead the division-wide leadership training within April-August 2020 in coordination with other offices relevant to the conduct of the activity.
6. For the regional and division-federated SSG and SPG elections. ALL PRESIDENTS regardless of grade level, whether the candidate is from Grade 11 or Grade 12, can vie for the President and Vice President position for as long as they are the elected President of the SSG and SPG in their respective school and are qualified to be nominated.
7. For stand-alone Junior High School (JHS) candidates for President and Vice President must be Grade 10 and Grade 9 students. Grade 8 and 7 students can run for the other positions except President and Vice-president.
8. For elementary and secondary schools which have more than 1,000 students per grade level, the COMELEC can add additional three (3) members per grade level who will help facilitate the elections. The said additional members must meet the required qualifications and undergo the same process.



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9. The YFD as the lead office for the Student Government Program (SGP) in the Central Office is authorized to monitor the conduct of the elections and the formulation, and implementation of the programs and projects to strengthen the SPG/SSG in schools.
10. The SGOD and ESSD are authorized to coordinate and to monitor the activities of the synchronized SPG/SSG elections.
11. All School Division Superintendents (SDSs) are enjoined to support and monitor the implementation of the school elections.
12. All elections conducted before the dissemination of this Memorandum shall retain the candidates who were proclaimed winners of their school's SPG and SSG in their elective positions.

positions:

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and undergo the same process.

facilitate the elections. The said additional members must meet the required qualifications level. The COMTEC can add additional three (3) members per grade level who will help

8. For elementary and secondary schools which have more than 1,000 students per grade level, the COMTEC can add additional three (3) members per grade level who will help facilitate the elections. The said additional members must meet the required qualifications level.

except President and Vice-President.

7. For grade 10 and grade 9 students, grade 8 and 7 students can run for the other positions except President and Vice-President.

6. For stand-alone Junior High School (JHS) candidates for President and Vice-President must be grade 10 and grade 9 students. Grade 8 and 7 students can run for the other positions except President and Vice-President.

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Attachment 2 to Division Memorandum No. ____, s. 2020

Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)

(to be accomplished in the school level by a SMEA or representative designated by the School Head)

Component	Indicators	Agree	Disagree	Recommendation
Student Commission on Election (COMELEC)	The students and school admin were well-represented in the school Commission on Election (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 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:		



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Attachment 3 to Division Memorandum No. ____, s. 2020

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 the 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.

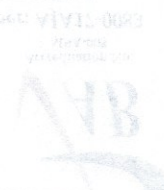
The two (2) recommendation letters should each come from a fellow student that he/she worked with in an activity and from the teacher that served as an adviser of the same activity.

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.

NAME AND SIGNATURE:	DATE:
COMELEC CHAIR	
NAME OF SCHOOL:	
Address	
Contacted by	
Address	



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Attachment 4 to Division Memorandum No. ____, s. 2020

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 Pupil Government Officer and to be involved in all of its activities, programs, and projects.

Parent's/Guardian's Signature over Printed Name Date

The two (2) recommendation letters should each come from a fellow student that he/she worked with in an activity and how the teacher that served as an adviser of the same activity.
The two (2) recommendation letters should include the following:
• Detailed description of how the candidate the principles of teamwork, collective decision-making, and good work ethic in the said activity.
• Description of the activity wherein the candidate and the author of the recommendation letter worked together.

The recommendations shall include the following:
(5) individuals that the candidate has worked with in a co-curricular and extra-curricular activity.
Please secure and submit two (2) recommendation letters (in a signed/sealed envelope) from two

RECOMMENDATION LETTERS:

- worked with in a co-curricular and extra-curricular activity.
- Two (2) recommendation letters from the two (2) individuals whom the candidate has
- General Plan of Actions
- An official copy of the report card for the present academic year.
- Two (2) pcs. of 2x2 photograph
- Parental Consent.
- Certificate of Candidacy

application with the following attachments:
To run for a position in the SSC/SC office, each candidate should submit a completed signed

Elections Application Packet



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Attachment 5a to Division Memorandum No. ____, s. 2020

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 students 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 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 Pupil Government COMELEC, in the election for school year _____. I do hereby declare my intention and desire to be nominated for the particular position of _____.

I further state that I am a 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 be the best of my knowledge.

Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____, 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



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Attachment 5b to Division Memorandum No. ____, s. 2020

CERTIFICATE OF CANDIDACY FOR SUPREME STUDENT 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 students 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 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 _____.
 I do hereby declare my intention and desire to be nominated for the particular position of _____.

I further state that I am a 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 be the best of my knowledge.

Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____, 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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Attachment 6 to Division Memorandum No. ____, s. 2020

SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT ELECTION MONITORING TOOL

(to be used by Division Youth Formation Coordinators)

NAME OF SCHOOL :	
DISTRICT / DIVISION :	
COMELEC CHAIR :	
DATE OF ELECTION :	

INDICATORS	NOT OBSERVED	OBSERVED	REMARKS
Presence of SPG & SSG COMELEC during election			
Polling place opens from 8:00 AM to 5:00 PM			
No Lunch Break in the polling place.			
Presence of one (1) poll watcher per political parties and independent candidates with written appointment from SPG/SSG COMELEC			
Checking and presenting of Identification card (I.D.) to the poll worker upon registration			
Correct and updated voter's registration and address based on the school records			
Complete and Certified List of Voters			
Available and adequate election materials and paraphernalia in the polling place			
Conduct of orientation to voters before the election proper			

For Manual Election:

Displayed and highly visible list of candidates in the polling area			
Uniformed in size and color of the ballots and contains the following: <ul style="list-style-type: none"> Space for the voter's thumb mark and signature Comprehensive voting instructions Complete names of candidates 			
Accomplished ballot with thumbmark and signature			
Application of indelible ink on the voter's right forefinger			
Recording of time and the number of actual voters			
Sealing of ballot box by the SSG/SPG COMELEC Chairperson			

For Automated Election:

The system contains the following: <ul style="list-style-type: none"> Comprehensive voting instructions Complete names of candidates 			
Accomplished Form 1 with thumbmark and signature			
Application of indelible ink on the voter's right forefinger			
Recording of time and the number of actual voters			



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Sealing of storage device by the SSG/SPG COMELEC Chairperson			
Submission of the printed election return with signature and thumbmark of the SSG/SPG COMELEC Chairperson together with the sealed storage device to the School Head			
Encountered no system issue			
Back up of manual election in case of system failure			
Generally peaceful and organized election			

AREAS FOR IMPROVEMENT:

MONITORING OFFICIAL:

SCHOOL PRINCIPAL:

SIGNATURE:	
NAME:	
POSITION:	
DATE:	

SIGNATURE:	
NAME:	
POSITION:	
DATE:	

COMPLETER OF CANDIDATES IN RELATION TO THE DESIRED POSITION

Home address: _____
 E-mail address: _____ Mobile no.: _____ Landline: _____
 Gender: _____ Age: _____ Date of birth: _____
 PERSONAL DETAILS:
 Student's Name: _____ Current grade level: _____
 of Education and serve as a role model of school and community in words and deeds.
 fulfillment of the goals of the student government. He/ She must uphold the core values and principles of the Department
 the represents the student body and must be fully committed to lead and serve the student body towards the
 an officer of the supreme body government, the ideals, principles and practices of participatory democracy. He/

CERTIFICATE OF CANDIDACY FOR STUDENT GOVERNMENT

Attachment 2B to Division Memorandum No. _____ s. 2020

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