

Department of Education

REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

May 25, 2023

DIVISION MEMORANDUM

NO. 219, s. 2023

CONDUCT OF SCHOOL BASED, DISTRICT AND DIVISION LEARNER GOVERNMENT FEDERATED ELECTIONS FOR SY 2023-2024

To: Assistant Schools Division Superintendents

Chief, School Governance and Operations Division

Chief, Curriculum Implementation Division

Public Schools District Supervisors

Public Elementary and Secondary School Heads District Araling Panlipunan Key Administrator

All Concerned

- 1. Pursuant to OUOPS Memorandum titled Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024, the Division offices shall conduct the student government elections adhering to DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith. In line therewith, this Office through the Youth Formation Section announces the conduct of School Based Level Elections from May 28 to June 9, 2023, District Level Federated Elections (For SELG only) on or before June 13 (Tuesday), and Division Level Virtual Federated Elections (Both SELG and SSLG) on June 15, 2023 (Thursday).
- 2. The District Level Election is only applicable to Supreme Elementary Learner Government (Elementary) to be facilitated by the District Araling Panlipunan Key Administrator in coordination with the Outgoing District SELG Adviser for S.Y. 2023-2024. The elected District SELG President shall be the representative in the Division Level election. After the conduct of District Election, All District AP Key Administrators are instructed to accomplish the online form through tinyurl.com/SDOCaviteDisFedElec2023.
- 3. Meanwhile, all SELG and SSLG advisers shall accomplish the Division Consolidated Election Report (DCER) through this link: tinyurl.com/LGPDCER2023
- 4. The following documents attached for reference:

Attachment No. 1: QR Code/Link to Supreme Elementary and Secondary

Learner Government Election Resources

Attachment No. 2: Guidelines and Procedures on the conduct of Virtual Division Level Elections and Oathtaking Ceremony.

Attachment No. 3: Program Matrix for Division Federated Election.

Attachment No. 4: Parental Consent Form.

Attachment No. 5: Oath of Office



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- 4. Inquiries and clarifications may be communicated to DepEd Cavite Youth Formation Section thru the following numbers 0956-652-9324/0935-877-8034/0906-290-6295 or email address at depedcavite.yfd@deped.gov.ph.
- 5. Immediate and widest dissemination of this Memorandum is hereby directed.

ROSEMARIE D. TORRES, CESO V. Schools Division Superintendent

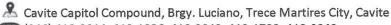
Encl.: As stated Reference: As stated

To be Included in the <u>Perpetual Index</u> Under the following subjects:

CAMPAIGN ELECTIONS ORGANIZATIONS

NIPL/ DM No. **219**, s. 2023 BU-17180 / 05/30/2023





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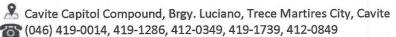
Attachment 1 to Division Memorandum No. 219, s. 2023 entitled "CONDUCT OF SCHOOL BASED, DISTRICT AND DIVISION LEARNER GOVERNMENT FEDERATED ELECTIONS FOR SY 2023-2024"

QR Code/Link to Supreme Elementary and Secondary Learner Government **Election Resources**



tinyurl.com/LGPElectionResources









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Attachment 2 to Division Memorandum No. 19, s. 2023 entitled "CONDUCT OF SCHOOL BASED, DISTRICT AND DIVISION LEARNER GOVERNMENT FEDERATED ELECTIONS FOR SY 2023-2024"

GUIDELINES AND PROCEDURES ON THE CONDUCT OF VIRTUAL DIVISION LEVEL ELECTIONS AND OATHTAKING CEREMONY FOR SY 2023-2024

- 1. The Virtual Division Federation of SELG and SSLG election shall be participated by all qualified District-elected SELG presidents (Elementary) and qualified elected or appointed SSLG Presidents (Secondary) for S.Y.2023-2024. To qualify, participating schools **must have a school ID number**, hence, officers of any school with no school ID yet are not allowed to run or vote.
- 2. All District-elected SELG presidents and Advisers must join the private Facebook group at tinyurl.com/DFSELGElec2023Cavite while all elected and appointed SSLG presidents and their advisers must join the Private Facebook group at tinyurl.com/DFSSLGElec2023Cavite. Only qualified participants shall be allowed to join. Since the teachers are prohibited to perform the said election task during class hours, School Heads in the absence of a teacher-adviser shall assist and guide the learners during the conduct of the election.
- 3. All District-elected SELG presidents and qualified SSLG presidents must accomplish the Online Registration Form through: tinyurl.com/DivFedElecReg2023.
- 4. On creating Party and Nomination of Electoral Candidates, the participants shall consider the following:
 - 4.1 **For DFSELG Election**, participants must form two (2) party composed of one candidate for the following positions: President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, and Protocol Officer. The remaining participants and seven (7) unelected electoral candidates shall automatically be included as members of the Federation as cluster representatives (All District-elected SELG presidents have a secured spot in the Division Federation). Hence, Cluster Representatives' names will no longer be included in the online ballot. The eligible candidates shall be democratically and unanimously elected or selected by their respective group members.

DFSELG Groupings				
Group 1	Group 2			
Rosario	Silang			
Magallanes	Maragondon			
Alfonso	Amadeo			
Mendez	Carmona			
Ternate	Kawit			
Tanza	TMC			
GMA	Indang			
Noveleta	Naic			



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Tagaytay GEA Bailen

4.2 **For DFSSLG Election**, participants are grouped into three (3) and each group must be represented by a party list composed of one candidate for the following positions: President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer, North Cluster Representative, South Cluster Representative, East Cluster Representative, and West Cluster Representative. The candidates shall be democratically and unanimously elected or selected by their respective group members.

	GROUP 1		
Municipality	Name of School	Cluster	
Alfonso	Buck Estate National High School	South	
Alfonso	Kaysuyo National High School	South	
Alfonso	Kaytitinga National High School	South	
Alfonso	Lucsuhin National High School	South	
Alfonso	Taywanak National High School	South	
Magallanes	Bendita National High School	South	
Magallanes	Caluangan National High School	South	
Maragondon	Bucal National High School	West	
Maragondon	Bucal National High School - Sta. Mercedes Annex	West	
Maragondon	ragondon Cavite National Science High School		
Maragondon Maragondon National High School		West	
Maragondon Pulo ni Sara National High School		West	
Trece Martirez City	Trece Martires City National High School - Conchu Annex	West	
Amadeo	Amadeo National High School	East	
Amadeo	Pangil National High School	East	
Amadeo	Talon National High School	East	
Silang	Kaong National High School	East	
Silang	Munting Ilog National High School	East	
Noveleta	Noveleta National High School	North	
Noveleta	Noveleta Senior High School	North	
Rosario	Bagbag National High School	North	
Rosario	Escuela Secondaria Senor de Salinas	North	

Group 2					
Municipality	Name of School	Cluster			
Alfonso	Alfonso National High School	South			
Mendez	Mendez-Nuñez National High School	South			
General E. Aguinaldo	Gen. Emilio Aguinaldo National High School	South			
Tagaytay City	Francisco P. Tolentino Integrated High School	South			



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Tagaytay City	Tagaytay City Integrated School	South
Tagaytay City	Tagaytay City National High School	
Tagaytay City	Tagaytay City Science National High School	South
Naic	Centro De Naic National High School	West
Naic	Ciudad Nuevo de Naic National High School	West
Naic	Naic Coastal National High School	West
Naic	Naic National High School	West
Naic	Pueblo del Mar National High School	West
Trece Martirez City	Francisco Osorio National High School	West
Silang	Bulihan National High School	East
Silang	Emilia Ambalada Poblete National High School	East
Silang Ulat Integrated School		East
GMA	Gen. Mariano Alvarez Technology High School	East
GMA	Gen. Mariano Alvarez National High School	East
GMA	San Jose Community High School	East
Kawit	Binakayan National High School	North
Kawit	Emiliano T. Tirona Memorial National High School	North
Rosario	Rosario National High School	North
Tanza	Tanza National Comprehensive High School	North

	Group 3		
Municipality	Name of School	Cluster	
Indang	Banaba Cerca Integrated School	South	
Indang	Indang National High School	South	
Indang	Lumampong National High School	South	
Mendez	Anuling National High School	South	
Mendez	Constancio E. Aure Sr. National High School	South	
Mendez	Palocpoc National High School	South	
Mendez	Pedro Alegre Aure Senior High School	South	
Ternate	Ternate National High School	West	
Ternate	Ternate West National High School	West	
Trece Martirez City	Eugenio Cabezas National High School	West	
Trece Martirez City	Luis Aguado National High School	West	
Trece Martirez City	Trece Martires City National High School	West	
Trece Martirez City	Trece Martires City Senior High School	West	
Amadeo	Halang Banaybanay National High School	East	



Representatives Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite

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Carmona National High School		East
Carmona	Senior High School in Carmona	East
Silang	Gen. Vito Belarmino National High School	East
Silang	Lumil National High School	East
Silang	Malabag National High School	
Tanza	Tanza Amaya School of Home Industries	
Tanza		
Tanza	Tanza National Trade School Annex	North

- 4.3 The duties and responsibilities attached to each position are the same and can be found in the Constitution and By-Laws of the Supreme Elementary Learner Government and Supreme Secondary Learner Government for Elementary and Secondary Schools.
- 5. Once selected, each party must produce audiovisual materials to campaign.
 5.1 The name of the party must observe and consider a nationalistic theme.
 - 5.2 Each party must produce a campaign video (2-5 minutes only) or poster (JPEG/PNG format) for the whole party and for individual candidates.
 - 5.3 All campaign materials shall bear the Name of the party and the candidates. Video campaign ads (For Party Only) shall briefly discuss the party's introductory profile for SELG which will highlight their vision and plans for the organization; and the Plan of Action and Candidates Agenda for SSLG.
 - 5.4 All the campaigns materials must be submitted within the scheduled date to tinyurl.com/DivFedElecMaterials2023
 - 5.5 Only the FB group admin (DepEd Cavite Youth Formation Coordinators) shall be allowed to upload the said materials on the online platform as scheduled.
 - 5.6 Campaign materials shall be posted in the official FB group created for the Division Federation elections as scheduled.
 - 5.7 Candidates are not allowed to post their party's campaign materials through their Facebook accounts and any other Social Media Platforms not authorized by the YFD Coordinators.
- 6. Online Tapatan shall be conducted to further assist the voters in selecting the best candidates for the DFSELG and DFSSLG Election.
- 7. Voters may cast their votes using their official/declared email account. Only one vote per official email address shall be registered and honored. Voting shall last for two (2) hours to give voters ample time especially those who have a weak Internet connection. The link to access the polling platform shall be sent to their registered official email address and Private Election Facebook Group. First-past-the-post or single-member plurality voting must be applied in the electoral process, wherein





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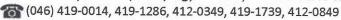
voters cast their vote for a candidate of their choice, and the candidate who receives the greatest number of votes wins.

- 8. When the election starts and during the election proceedings, all candidates are not allowed to take calls and send private messages to voters.
- 9. The Division Youth Formation Coordinators shall serve as Commission of Election (COMELEC) and shall have the following responsibilities:
 - 9.1 Conduct and monitor the pre-registration for qualified voters;
 - 9.2 Prepared the Photo Documentation;
 - 9.3 Ensure that only pre-registered voters will have access to the polling platform;
 - 9.4 Monitor and consolidate polling results:
 - 9.5 Present the election turnouts and proclaim the winning candidates; and
 - 9.6 Facilitate the conduct of the virtual oath-taking ceremony.
- 10. Teacher advisers of the elected candidates shall occupy the same position of their respective students.
- 11. Any violation of the above-mentioned rules will be subject to disqualification in any of the elective positions. The disqualification procedures shall be set by the Election Core Group/Division YFD Coordinators prior to the start of the elections.
- 12. The results of the elections are irrevocable. Winning candidates shall swear to office as scheduled and shall serve for the whole duration of S.Y. 2023-2024.





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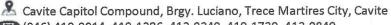
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Attachment 3 to Division Memorandum No. 219, s. 2023 entitled "CONDUCT OF SCHOOL BASED, DISTRICT AND DIVISION LEARNER GOVERNMENT FEDERATED ELECTIONS FOR SY 2023-2024"

PROGRAM MATRIX

Date/ Time	Activity	Speaker/ Facilitator		
8:00 – 8:10	Preliminaries National Anthem Ecumenical Prayer Cavite Hymn Program Overview	PMT		
9:11 – 9:20	Inspirational Message	ROSEMARIE D. TORRES, CESO V Schools Division Superintendent		
8:21 -8:25	Short Roll Call	PMT		
8:26 - 8:30	Break Room Announcement	PMT		
8:31 - 9:10	Group Discussion and Selection of Candidates	PMT		
9:11 - 9:20	Submission of a List of Candidates	PMT		
9:21 - 9:30	Announcement of Official List of Candidates	PMT		
9:31 - 10:00	Candidate Introduction	PMT		
10:01- 12:00	Online Tapatan	PMT		
12:00 - 1:00	Lunch Break	PMT		
1:01 - 2:01	Casting of Votes	PMT		
2:01 - 2:30	Consolidation and Validation of Results	PMT		
2:31 - 3:10	Toss Coin (if needed)	PMT		
3:11 - 3:30	Announcement of Winners	PMT		
3:31 - 4:10	Oathtaking Ceremony	PMT		
4:11 – 4:40	Insights, Challenges, and Acceptance	PMT		
4:41 – 4:50	Announcements	PMT		
4:51 – 5:00	Closing Remarks	DIANA P. TOPACIO Chief, SGOD		





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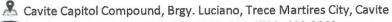
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Attachment 4 to Division Memorandum No. 27, s. 2023 entitled "CONDUCT OF SCHOOL BASED, DISTRICT AND DIVISION LEARNER GOVERNMENT FEDERATED ELECTIONS FOR SY 2023-2024"

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PARENTAL	CONSENT	FOR	DIVISION	FEDERA	VIED	ELECTION

I,				a par	ent/gu	ardian	will	supp	ort
	(Name of Pare	ent/Guardio	an)						
my son/dau	ghter	(Name of C	Candidate)	_ to	the b	est of	my a	bility	as
he/she com: Government Government	(DFSELG)/				-				
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		Pa	arent's/Gua	rdian S	Signatu	re over	Printe	d Nam	ie
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Attachment 5 to Division Memorandum No. 219, s. 2023 entitled "CONDUCT OF SCHOOL BASED, DISTRICT AND DIVISION LEARNER GOVERNMENT FEDERATED ELECTIONS FOR SY 2023-2024"

OATH OF OFFICE

I,	(Name)	of _	Note that the second of the se		
	(Name)		(School)	
having been elect	ted as	(Position)		of	
(DFSELG)	Federation of Sup				
ability, the duties under the Supre true faith and al decrees promulg Education, Repu	lemnly swear, that is of my present poeme Elementary/S legiance to the sated by the duly ablic of the Philip y, without mental	esition and of decondary I ame; that I constitute pines; and	of all others the earner Gover, will obey the d authorities that I impos	nat I may I nment; the laws, lega of the D se this obl	nereafter hold at I will bear l orders, and epartment of
SO HELP ME GO	D.				
			•	over Printed 1 Officer / 1	l Name of the Adviser
	sworn to before n Office of Cavite Pr				, 2023 in
				ver Printed inistering (Name of the Officer



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