



Republic of the Philippines  
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](http://tinyurl.com/SDOCaviteDisFedElec2023)**.

3. Meanwhile, all SELG and SSLG advisers shall accomplish the Division Consolidated Election Report (DCER) through this link: **[tinyurl.com/LGPDCE2023](http://tinyurl.com/LGPDCE2023)**

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](mailto: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 Perpetual Index  
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](https://tinyurl.com/LGPElectionResources)**



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Attachment 2 to Division Memorandum No. 219, 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](https://tinyurl.com/DFSELGElec2023Cavite) while all elected and appointed SSLG presidents and their advisers must join the Private Facebook group at [tinyurl.com/DFSSLGElec2023Cavite](https://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](https://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.

<b>DFSELG Groupings</b>	
<b>Group 1</b>	<b>Group 2</b>
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.

<b>GROUP 1</b>		
<b>Municipality</b>	<b>Name of School</b>	<b>Cluster</b>
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	Caluagan National High School	South
Maragondon	Bucal National High School	West
Maragondon	Bucal National High School - Sta. Mercedes Annex	West
Maragondon	Cavite National Science High School	West
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 Secundaria Senor de Salinas	North

<b>Group 2</b>		
<b>Municipality</b>	<b>Name of School</b>	<b>Cluster</b>
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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
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Tagaytay City	Tagaytay City Integrated School	South
Tagaytay City	Tagaytay City National High School	South
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**

<b>Municipality</b>	<b>Name of School</b>	<b>Cluster</b>
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



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Carmona	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	East
Tanza	Amaya School of Home Industries	North
Tanza	Tanza National Trade School	North
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](http://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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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**

<b>DIVISION FEDERATED ELECTION – June 15, 2023</b>		
<b>Date/ Time</b>	<b>Activity</b>	<b>Speaker/ Facilitator</b>
8:00 – 8:10	Preliminaries National Anthem Ecumenical Prayer Cavite Hymn Program Overview	PMT
9:11 – 9:20	Inspirational Message	<b>ROSEMARIE D. TORRES, CESO V</b> 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 Tapatán	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	<b>DIANA P. TOPACIO</b> Chief, SGOD



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Attachment 4 to Division Memorandum No. 21, s. 2023 entitled "CONDUCT OF SCHOOL BASED, DISTRICT AND DIVISION LEARNER GOVERNMENT FEDERATED ELECTIONS FOR SY 2023-2024"

**PARENTAL CONSENT FOR DIVISION FEDERATED ELECTION**

I, \_\_\_\_\_ as a parent/guardian will support  
(Name of Parent/Guardian)  
my son/daughter \_\_\_\_\_ to the best of my ability as  
(Name of Candidate)





he/she commits to the Division Federation of Supreme Elementary Learner Government (DFSELG)/ Division Federation of Supreme Secondary Learner Government (DFSSLG).

I am hereby allowing him/her to be part of the activity including the creation of campaign materials to be uploaded on the permitted social media platforms and to fulfill the duties and responsibilities of the DFSELG/DFSSLG Officer and involved in all its activities, programs, and projects for the whole duration of S.Y. 2023-2024.

\_\_\_\_\_  
Parent's/Guardian Signature over Printed Name

\_\_\_\_\_  
Date



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Attachment 5 to Division Memorandum No. 29, s. 2023 entitled "CONDUCT OF SCHOOL BASED, DISTRICT AND DIVISION LEARNER GOVERNMENT FEDERATED ELECTIONS FOR SY 2023-2024"

**OATH OF OFFICE**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (School)

having been elected as \_\_\_\_\_ of \_\_\_\_\_  
(Position)

Division Federation of Supreme Elementary Learner Government (DFSELG)

Division Federation of Supreme Secondary Learner Government (DFSSLG)

hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Supreme Elementary/Secondary Learner Government; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Department of Education, Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.





SO HELP ME GOD.

\_\_\_\_\_  
*Signature Over Printed Name of the  
Elected Officer / Adviser*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023 in Schools Division Office of Cavite Province, Philippines.

\_\_\_\_\_  
*Signature Over Printed Name of the  
Administering Officer*



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