

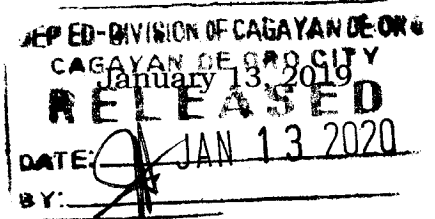


Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division
 Superintendent



DIVISION MEMORANDUM
 No. 3/, s. 2020

CONDUCT OF THE 2020 SYNCHRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT ELECTION

To: **Public Schools District Supervisor**
Public Elementary & Secondary School Heads
School SPG/SSG Advisers and Officers
Public School Teacher Advisers
 This Division

1. All schools are hereby directed the conduct of this years' synchronized SPG and SSG Election based on **DepEd Order No. 7, s. 2019** titled "**School Calendar for School Year 2019-2020**". As specified in **Enclosure No. 2 to D.O. 7, s. 2019**, the conduct of the SPG/SSG elections shall be done within the first and second week of February (**February 3-14, 2020**).

2. The following list of activities are *sine qua non* to the election of the candidates, and in the essence of synchronization the timetable below shall be inexorable:

ACTIVITY	DATE
<i>To be facilitated by the SPG/SSG COMELEC</i>	
Filing of Candidacy	February 3-5, 2020
Evaluation of Certificate of Candidacy (COC)	February 6-7, 2020
Announcement of Official Candidates <ul style="list-style-type: none"> (during Flag Ceremony) 	February 10, 2020
Campaign Period <ul style="list-style-type: none"> Presidential Election Program Campus-Wide Presidential and Vice-Presidential Debates 	February 11-13, 2020
Elections	February 14, 2020
Proclamation of Winners	February 14, 2020
Nomination of SPG/SSG Adviser	February 14, 2020
Oath Taking Ceremony (SPG/SSG Officers) <ul style="list-style-type: none"> (during Flag Ceremony) 	February 17, 2020
Election of Division Federated Officers	To be announced on a separate Memorandum

3. All elections to be conducted in the Elementary Schools, Integrated Senior High School, and Stand-alone Senior High Schools, after the implementation of this



Memorandum shall review and be guided by the guidelines stipulated in **DepEd Order No. 11, s. 2016**. The School Head shall designate a COMELEC Chairman, while the COMELEC Chairman is enjoined to have a copy of the said Memorandum.

4. The following documents are enclosed for reference and for submission:

- Enclosure No. 1 : Comprehensive Evaluation of the Supreme Pupil Government Elections for Schools (SPG)
- Enclosure No. 2 : Comprehensive Evaluation of the Supreme Student Government Elections for Schools (SPG)
- Enclosure No. 3 : Division Supreme Pupil Government (SPG) Election Consolidated Report
- Enclosure No. 4 : Division Supreme Student Government (SSG) Election Consolidated Report
- Enclosure No. 5 : Filing of Candidacy Packet
- Enclosure No. 6 : Parental Consent for SPG
- Enclosure No. 7 : Parental Consent for SSG
- Enclosure No. 8 : Certificate of Candidacy for SPG
- Enclosure No. 9 : Certificate of Candidacy for SSG

5. For more information, all concerned may contact the **Schools Governance and Operations Division**, Department of Education, Schools Division of Cagayan de Oro City, Fr. Masterson Ave., Upper Balulang, Cagayan de Oro City at telephone no. (088) 855-0049 or through the Division Youth Formation Coordinator email address: jairusjohn.gochuco@deped.gov.ph

6. Immediate dissemination of and compliance with this Memorandum are directed.


CHERRY MAE L. LIMBACO
Schools Division Superintendent

Encls.:

As stated.

References:

- D.O. No. 07, s. 2019
- D.O. No. 11, s. 2016
- D.O. No. 47, s. 2014

To be indicated in the Perpetual Index
under the following subjects:

STUDENT GOVERNMENT ELECTION

SGOD/jairus: DM: CONDUCT OF 2020 STUDENT GOVERNMENT ELECTION
002-2020/January 13



Address: Fr. William Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 855-0049
Email: cagayandeorocity@deped.gov.ph

COMPREHENSIVE EVALUATION OF SUPREME GOVERNMENT ELECTIONS FOR SCHOOLS (for SPG)

Instructions: Indicate to what extent you agree or disagree with the following statements by inserting a check (✓) in the appropriate box.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The learners and school administration were well represented in the School Commission on Elections.					
2. The learners were actively involved in the organization and execution of the School Elections.					
3. The school administration objectively performed their roles functions and remained impartial throughout the conduct of the School Elections.					
4. Materials for the School Elections were prepared on time.					
5. Schedules and deadlines were strictly implemented.					
6. Forms relevant in the conduct of the School Elections were made available for all interested learners (i.e. application forms, candidacy packets, ballots, etc.).					
7. The learners were educated on the processes involved in voting.					
8. The learners expressed their support before and during the organization and conduct of School Elections.					
9. The learners engaged in dialogue with one another on the matters of the School Elections (e.g. candidates' platforms, preferences, social media posts, and the like).					
10. The school environment was conducive for the learners to express their opinion on the matters regarding the School Elections.					
11. All learners who filed their applications were considered and subjected to due process.					
12. The review of the learners' application was impartial and followed the prescribed application process and standard election code.					
13. The learners' conduct of their campaign was organized and peaceful.					
14. The COMELEC operated according to the prescribed standard election code.					
15. The ballots were comprehensible and easy to understand.					
16. Mechanisms or systems were implemented to facilitate the learners' voting.					
17. The learners and school administration were involved in the counting of votes/ballots.					
18. The counting of votes/ballots was transparent, fair, and honest.					
19. The announcement of the newly elected student government officers was on schedule.					
20. The announcement of the newly elected student government officers was unquestionable and definitive.					

COMPREHENSIVE EVALUATION OF SUPREME GOVERNMENT ELECTIONS FOR SCHOOLS (for SSG)

Instructions: Indicate to what extent you agree or disagree with the following statements by inserting a check (✓) in the appropriate box.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The learners and school administration were well represented in the School Commission on Elections.					
2. The learners were actively involved in the organization and execution of the School Elections.					
3. The school administration objectively performed their roles functions and remained impartial throughout the conduct of the School Elections.					
4. Materials for the School Elections were prepared on time.					
5. Schedules and deadlines were strictly implemented.					
6. Forms relevant in the conduct of the School Elections were made available for all interested learners (i.e. application forms, candidacy packets, ballots, etc.).					
7. The learners were educated on the processes involved in voting.					
8. The learners expressed their support before and during the organization and conduct of School Elections.					
9. The learners engaged in dialogue with one another on the matters of the School Elections (e.g. candidates' platforms, preferences, social media posts, and the like).					
10. The school environment was conducive for the learners to express their opinion on the matters regarding the School Elections.					
11. All learners who filed their applications were considered and subjected to due process.					
12. The review of the learners' application was impartial and followed the prescribed application process and standard election code.					
13. The learners' conduct of their campaign was organized and peaceful.					
14. The COMELEC operated according to the prescribed standard election code.					
15. The ballots were comprehensible and easy to understand.					
16. Mechanisms or systems were implemented to facilitate the learners' voting.					
17. The learners and school administration were involved in the counting of votes/ballots.					
18. The counting of votes/ballots was transparent, fair, and honest.					
19. The announcement of the newly elected student government officers was on schedule.					
20. The announcement of the newly elected student government officers was unquestionable and definitive.					

(Enclosure No. 4 DepEd Memorandum No. 49, s. 2016)

DIVISION SUPREME STUDENT GOVERNMENT (SSG) ELECTION CONSOLIDATED REPORT
(This is a sample. Access the Division Election Consolidated Report on <http://tinyurl.com/DivisionECR>)

Region: _____ Division Size: _____
Division: _____ Schools Division Superintendent: _____

NAME OF SCHOOL	CONTACT NUMBER	SCHOOL ADDRESS	NAME OF PRINCIPAL	NAME OF ADVISER	NAME OF PRESIDENT	DATE OF ELECTION

(Enclosure No. 5 DepEd Memorandum No. **49**, s. 2016)

FILING OF CANDIDACY PACKET

Candidates for the Supreme Pupil Government / Supreme Student Government Office should submit the completed and signed Certificate of Candidacy (see Enclosure __) with the following attachments:

- 2 copies of 2x2 Photograph
- Report Card (Form 138)
 - Original copy or photocopy
- General Plan/s of Action
- Essay
- Character Reference
- Parental Consent

ESSAY

Please answer the following questions in one page, preferably typed response.

- Why do you want to be a member of the Supreme Pupil Government / Supreme Student Government?
- How will you balance your academic life and your life as an SPG/SSG Officer?
- Share some of the things that you have done at school or outside of school that may help you become a better Student Government Officer.
- What would be your concrete and observable goals for your school, co-students, and community?

CHARACTER REFERENCE

Please include a completed reference form (in a signed/sealed envelope) from:

- A current teacher
- An adult outside of the school community that is not a relative

PARENTAL CONSENT FOR SUPREME PUPIL GOVERNMENT CANDIDATES

I, _____
The parent/guardian will support my son/daughter,
_____ to the best of my ability as he/she commits to Supreme Pupil Government

I am allowing him/her to fulfill the duties and responsibilities of a Supreme Pupil Government Officer and to be involved in all its activities, programs and projects.

Parent's Signature over Printed Name

Date

PARENTAL CONSENT FOR SUPREME STUDENT GOVERNMENT CANDIDATES

I, _____
The parent/guardian will support my son/daughter,
_____ to the best of my ability as he/she commits to Supreme Student Government

I am allowing him/her to fulfill the duties and responsibilities of a Supreme Student Government Officer and to be involved in all its activities, programs and projects.

Parent's Signature over Printed Name

Date

Affix Latest Photo
here (2x2)

(write full name at
the back of photo)

(Enclosure No. 8 DepEd Memorandum No. 49 , s. 2016)

CERTIFICATE OF CANDIDACY FOR THE SUPREME PUPIL GOVERNMENT

An officer in the Supreme Pupil Government lives 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 student at all times.

Student Name: _____ Current Grade Level: _____

PERSONAL DETAILS

Gender: _____ Age: _____ Date of Birth: _____ E-Mail Address: _____
Mobile Number: _____ Landline: _____
Address: _____

AFFILIATIONS: CLUBS AND ORGANIZATIONS (INSIDE AND OUTSIDE THE SCHOOL)

Club/Organization	Year/s of Membership	Position

ELECTORAL INFORMATION

Party Name: _____ Position in the Party: _____

I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Supreme Pupil Government Elections this School Year _____, 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 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 Commission on Elections.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate

SUBSCRIBED AND SWORN TO before me this ____ day of _____, year _____, at _____, with the affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, parental consent, general plan of actions, essay and references.

SPG COMELEC Representative

Affix Latest Photo
here (2x2)

(write full name at
the back of photo)

(Enclosure No. 9 DepEd Memorandum No. **49** , s. 2016)

CERTIFICATE OF CANDIDACY FOR THE SUPREME STUDENT GOVERNMENT

An officer in the Supreme Student Government lives 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 student at all times.

Student Name: _____ Current Grade Level: _____

PERSONAL DETAILS

Gender: _____ Age: _____ Date of Birth: _____ E-Mail Address: _____
Mobile Number: _____ Landline: _____
Address: _____

AFFILIATIONS: CLUBS AND ORGANIZATIONS (INSIDE AND OUTSIDE THE SCHOOL)

Club/Organization	Year/s of Membership	Position

ELECTORAL INFORMATION

Party Name: _____ Position in the Party: _____

I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Supreme Student Government Elections this School Year _____, 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 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 Commission on Elections.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate

SUBSCRIBED AND SWORN TO before me this ____ day of _____, year _____, at _____, with the affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, parental consent, general plan of actions, essay and references.

SSG COMELEC Representative