

Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City



Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 030, s. 2019

To: Public and Private Elementary School Heads
Public and Private Secondary School Heads
Supreme Pupil Government Teacher-Advisers
Supreme Student Government Teacher-Advisers

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent 

Subject: Synchronized Supreme Pupil Government and Supreme Student Government
Election for School Year 2019-2020

Date: February 6, 2019

1. Pursuant to the DepEd Order No. 11, s.2016 Re: *Additional Guidelines on the Constitution and By-Laws of Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools*, and DepEd Order No. 47, s. 2014 entitled *Constitution and By-Laws of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in Elementary and Secondary Schools*. This is to inform the schools of the synchronized SPG and SSG Election for the School Year 2019-2020. Further, all are hereby directed to observe the designated timeline of said activity (Enclosure No. 1 Timeline of Activities).
2. After the conduct of the SPG/SSG Elections, the SPG/SSG Adviser shall accomplish the Comprehensive Evaluation of the Student Government Elections for the School Form (Enclosure No. 2) and Election Report (Enclosure No. 3 and Enclosure No.7). Soft and hard copies of their documents shall be submitted to the School Governance and Operation Division – Youth Formation Coordinator after the school's proclamation of winner on March 12, 2019. For Supreme Pupil Government (SPG) and Supreme Student Government (SSG) report, email to juricaethel.estrada@deped.gov.ph
3. Attached are the following forms for reference:
 - Enclosure No. 4 – Filing of Candidacy Packet
 - Enclosure No. 5 – Parental Consent for SPG/SSG Candidates; and
 - Enclosure No. 6 – Certificate of Candidacy for the SPG/SSG



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4. For more information, please contact Ms. Jurica Ethel L. Estrada, PDO 1, Division Youth Formation Coordinator with mobile number (0917)-773-6686 or email at juricaethel.estrada@deped.gov.ph
5. Immediate and wide dissemination of this Memorandum is desired.



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Enclosure No. 1

Timeline of Activities

SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)	Date
Filing of Candidacy	February 27, 2019
Evaluation of Certificate of Candidacy (COC) Vis-à-vis Qualification and Disqualification	March 1, 2019
Announcement of the Official List of Candidates	March 4, 2019
Campaign Period: <ul style="list-style-type: none">• Presidential Election Forum• Campus-Wide Presidential and Vice-Presidential Debates	March 6-7, 2019
Election	March 8, 2019
Proclamation of Winners	March 11, 2019
Nomination of SPG/SSG Adviser	March 13-14, 2019
Oath Taking Ceremony (SPG/SSG Officers)	March 15, 2019
Election of Division Federated Officer	March 18, 2019



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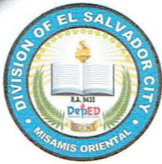
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Enclosure No. 2

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	Recommendations
Student Commission on Election (COMELEC)	The student 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 the 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				



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Enclosure No. 3

Supreme Pupil Government/Supreme Student Government Election Report

NAME OF SCHOOL		CATEGORY:
SCHOOL ADDRESS		() Supreme Pupil Government
DATE OF ELECTION		() Supreme Student Government

POSITION	NAME OF STUDENT	CURRENT GRADE LEVEL	CONTACT NUMBER	NAME OF ADVISER
President				
Vice-President				
Secretary				
Treasurer				
Auditor				
Public Information Officer				
Peace Officer				
Grade Level Councilor				



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Enclosure No. 4

Elections Application Packet

To run for the position in the SPG/SSG 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 two (2) individuals whom the candidate has worked with in a co-curricular and extra-curricular activity.

RECOMMENDATION LETTERS:

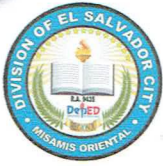
Please secure and submit two (2) recommendation letters (in a signed/sealed envelope) from two (2) individuals that the candidate has worked with in a co-curricular and extra-curricular activity. The recommendations shall include the following:

- 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.



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Enclosure No. 5

PARENTAL CONSENT

I, _____ as a parent/guardian will support my
(name of parent/guardian)

son/daughter _____ to the best of my ability as he/ she
(name of parent/guardian)

commits to the Student Council.

I am allowing him/her to fulfil 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



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PARENTAL CONSENT

I, _____ as a parent/guardian will support my
(name of parent/guardian)

son/daughter _____ to the best of my ability as he/ she
(name of parent/guardian)

commits to the Student Council.

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

 Parent's/Guardian's Signature over Printed Name

 Date



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Enclosure No. 6

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 student 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 in 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 2019-2020.

I do hereby declare my intention and desire to be nominated for the particular position of _____.

I further state that I am bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guideline of the Supreme Pupil government.

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

Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____, at _____, affiant exhibiting to me his/her nomination kit which contains her/her C.O.C., photograph, academic records, and parental consent.



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CERTIFICATE OF CANDIDACY FOR SUPREME STUDENT GOVERNMENT

An officer of the Supreme Student 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 student 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 in 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 2019-2020.

I do hereby declare my intention and desire to be nominated for the particular position of _____

I further state that I am bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guideline of the Supreme Student government.

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

Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____, at _____, affiant exhibiting to me his/her nomination kit which contains her/her C.O.C. photograph, academic records, and parental consent.

SSG Services Academics
SSG COMELEC REPRESENTATIVE



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Enclosure No. 7

Format on the Election Report

Document	File Format	File Name
Comprehensive Evaluation of the Student Government Elections for the School (CESGE) Form (Enclosure no. 2)	PDF File (.pdf)	For SPG: SPGCESGE – (name of school) ex. SPGCESGE-Molugan ES For SSG: SSGCESGE – (name of school) ex. SSGCESGE-Molugan NHS
Election Report	PDF File (.pdf)	For SPG: SPGOfficers – (name of school) ex. SPGOfficers-Molugan ES For SSG: SSGOfficers – (name of school) ex. SSGOfficers-Molugan NHS