



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

22 September 2022

DIVISION MEMORANDUM

No. 411 s. 2022

**DIVISION FEDERATED BARKADA KONTRA DROGA (BKD) & YOUTH
FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O)
ELECTION OF OFFICERS FOR SCHOOL YEAR 2022-2023**

To: **Assistant Schools Division Superintendent**
Chief, Schools Governance and Operations Division
Chief, Curriculum Implementation Division
Division Youth Formation Coordinator
Division BKD Coordinator
Division COMELEC Chairperson
Division YES-O Coordinator
Division DRRM Coordinator
All Public Elementary and Secondary School Heads
Secondary School NDEP Coordinators
Elementary School and Secondary School YES-O Coordinators
This Division

1. In compliance with the Interim Guidelines of the Youth Commission on Elections and Appointments (Youth COMEA) for School Year 2022-2023 issued by the Office of the Assistant Secretary for Youth Affairs and Special Concerns (OASYASC-YFD) and Division Memorandum No. 397 s. 2022, this office hereby informs the field of the conduct of the Division Federated BKD & YES-O Election of Officers for the School Year 2022-2023 on October 7, 2022 at the Division Office Conference Hall, 2nd Floor, Diamond Building.
2. The BKD movement aims to transform and develop the individual to be the catalyst within his peer group in promoting a healthy, drug-free lifestyle thru participating in various wholesome activities and engaging positive alternative endeavor in the company of his friends. On the other hand, YES-O movement is a school-based co-curricular organization established to serve as a



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

significant venue for pupils' actions and movements towards safeguarding, protecting and conserving the environment.

3. Indicative schedule for BKD & YES-O Election:

Suggested Time	Activity
8:30 AM – 12:00 NN	YES-O (Elem & Sec) Election
2:00 PM – 4:00 PM	BKD Election

4. Accordingly, other Academic-related and Co-curricular Clubs and Organizations (BKD & YES-O, etc.) may start their membership recruitment activities and election of officers a week after the SPG and SSG.

5. Further, expected participants are advised to have a 1-2 minute - campaign speech before the conduct of the election.

6. Moreover, allowable expenses to be incurred in the conduct of the activity shall be charged to school local funds subject to usual auditing and accounting rules and regulations.

7. Enclosed to this Division Memorandum are the following:

A. Election Application Form (EAF) & Appointment Application Form (AAF)

- EAF of Student Organization
- Certificate of Endorsement
- Parental Consent
- Appointment Form
- Elections Application and Appointment Evaluation Tool
- Oath of Office

8. For queries, you may contact Ms. Vanessa Prores L. Tiad, Division NDEP Coordinator, through email @ vanessaprores.tiad002@deped.gov.ph or through the mobile number: 0915-0487984.

9. This office shall adhere to Equal Opportunity Principle (EOP) in the conduct of this activity. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, ethnicity, gender, marital status, religion and political affiliation.






Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

10. Further, this memorandum shall serve as the **Authority to Travel** for the above-mentioned identified personnel/coordinators.

11. Immediate and wide dissemination of this memorandum is enjoined.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual index
Under the following subject:

ELECTIONS BKD & YES-0

SGOD/VPLT



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph

Enclosure No. 1: Election Application Form (EAF) of Student Organization

ELECTION APPLICATION FORM (EAF) OF STUDENT ORGANIZATION

The Student Organization lives in the ideals, principles, and practices of participatory democracy. It represents the organization and ready to steer the student body towards the fulfilment of its goal by promoting its rights and welfare. As a student leader, this Certificate of Candidacy is a statement of your purest intention and understanding in a position you are applying for.



I. PERSONAL DETAILS

Student's Name: _____
(Surname, Given Name, Middle Name, & Extension Name e.g., Jr., I, II...)

Current Grade Level: _____

Desired Position: _____

Gender: _____ **Age:** _____ **Date of Birth:** _____

Email Address: _____ **Mobile No.:** _____ **Landline:** _____

Home Address: _____

II. Student's Status

1. Has good academic standing and has no failing grades in all subject areas?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Attested by:	Class Adviser Name & Signature	Date			
2. Is of good Moral Character?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Attested by:	EsP/Guidance Coordinator Name & Signature	Date			

III. Parental Consent

I, _____ as a parent/ guardian will support my son/daughter to the best of my ability as he/she commits to the Student Organization.

I am allowing him/her to participate in the programs, projects, and activities of the Student Organization.

I agree and understand the commitment of my son/daughter and will support his/her endeavor to the Student Organization.

 Name and Signature of the Parent/Guardian

 Contact Number

I am filing this Election Application Form of Student Organization for school year 2022-2023.

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

 Signature of Candidate over Printed Name

IV. Leadership Capsule

Direction: Write your answer at the back of this form by answering the guide question. "What are your qualities that you believe can make a great leader?"

Verified by: _____

Approved by: _____

Screening and Validation Commissioner
 Date: _____

Youth COMEA Chief Commissioner
 Date: _____



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
City Schools Division of Dasmariñas

OATH OF OFFICE

I, _____ (State your name) of
_____ (State your School), having
been elected/appointed as _____ (State your Position) of
_____ (State the Name of your Organization), do hereby
solemnly swear that I will faithfully discharge, to the best of my ability, the duties of
my present position; that I have clearly understood, and I will abide by, the guidelines
governing this organization ~~and~~ of the issuances by the Department of Education;
and that I impose this obligation upon myself voluntarily, without mental reservation
or purpose of evasion.

So, help me God.

Signature over printed name

Administering Officer



Address: CSDO Bldg., DasCA Compound, Burol-II, City of Dasmariñas, 4115

Telephone No: (046) 432 9355

Email Address: dasmariñas.city@deped.gov.ph

Website: <https://depeddasma.edu.ph>

Enclosure No. 2: CERTIFICATE OF ENDORSEMENT

CERTIFICATE OF ENDORSEMENT

Youth COMEA Chief Commissioner

To whom it may concern,

This is to formally endorse the application of _____
for a position of _____. I believe that he/she is qualified to
that position based on his academic records and good attributes as learner as well.

Attached herein is the appointment form to support his merit as
_____ Officer for the School Year 2022 - 2023.
Name of Student Organization

Sincerely yours,

*Signature Over Printed Name of the
Organization Adviser*

Parental Consent

I, _____ as a parent/ guardian will support my
son/daughter to the best of my ability as he/she commits to the Student Organization.
I am allowing him/her to participate in the programs, projects, and activities of the Student
Organization.

I agree and understand the commitment of my son/daughter and will support his/her endeavor
to the Student Organization.

Name and Signature of the Parent/Guardian

Contact Number

Enclosure No. 3: APPOINTMENT FORM

APPOINTMENT FORM

Name of Appointee: _____

Grade Level and Section: _____

This is to certify that the appointee may take an oath of office for the position assigned by the Youth COMEA.

The functions, duties and responsibilities of a Student Organization Officer will take effect on the day of his oath of office for the School Year 2022-2023.

Signed in the presence of:

Organization Adviser

Commissioner on Appointment

Youth COMEA Chief Commissioner

By accepting the terms and conditions of your appointment as _____ (Position) of the _____ (Name of Student Organization) dated _____ (Date of Appointment), please confirm by signing this certificate.

Signature Over Printed Name of Appointee

Parents/Guardians Signature Over Printed Name