

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

**Office of the Schools Division Superintendent**

06 May 2024

DIVISION MEMORANDUM  
 No. 197, s. 2024

**CORRIGENDUM AND ADDENDUM ON DM NO. 162, S.2024 RE: SCHEDULE OF LEARNER GOVERNMENT PROGRAM (LGP) AND OTHER STUDENT-LED ORGANIZATIONS ELECTION OF OFFICERS FOR SCHOOL YEAR 2024-2025**

To: **Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Division Learner Formation Coordinator  
 Elementary and Secondary School Heads  
 Supreme Elementary Learner Government (SELG) Teacher-Advisers  
 Supreme Secondary Learner Government (SSLG) Teacher-Advisers  
 All Others Concerned  
 This Division**

1. Regarding Division Memorandum No. 2024-11-0162 titled **Schedule of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Elections for SY 2024-2025**, the indicative schedule for the following activities are now as follows,

Date and Time	Activity
May 21, 2024 8:30AM – 11:30AM 2:00PM – 4:00PM	Division Federation Elections (SELG & SSLG) SELG Election SSLG Election
May 22, 2024 8:30AM – 11:30AM 2:00PM – 4:00PM	Division Federation Elections (BKD & YES-O) YES-O Election BKD Election

2. Expected participants are SELG Presidents, SSLG Presidents, BKD Presidents, YES-O Presidents, and Teacher-Advisers. Each president is allowed to have a 1-2 minutes campaign speech before the conduct of the election. Kindly fill-up **Annex A** and submit on scheduled time.
3. Allowable expenses to be incurred in the conduct of the activity shall be charged to school local funds subject to the usual auditing and accounting rules and regulations.

SGOD/LFD



Address: Zone 3, Poblacion, El Salvador City  
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4. This memorandum shall serve as **Official Authority to Travel** for the identified SELG, SSLG, BKD, and YES-O Teacher-Advisers.
5. This activity shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For dissemination, guidance and strict compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Encl: As stated  
Reference: Division Memorandum 2024-04-0162  
To be indicated in the Perpetual Index  
under the following subjects:

YFD      LEARNER GOVERNMENT      CORR ON ELECTIONS

SGOD/LFD



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**ANNEX A**

**Parent's Consent Form**

Name of Student Leader: \_\_\_\_\_  
Birthday: \_\_\_\_\_ Sex: \_\_\_\_\_  
Parent's/Guardian's Name: \_\_\_\_\_  
Relationship to Student Leader: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Activity: **DIVISION FEDERATED ELECTION FOR SY 2024-2025**  
Venue: Division Office – 2<sup>nd</sup> Floor Diamond Building, El Salvador City  
Date & Time: \_\_\_\_\_

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all the foregoing. I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

\_\_\_\_\_  
Parents/Guardian's Name & Signature

\_\_\_\_\_  
Date

**Notes** (other information you may wish to inform the teacher, such as child's medical condition, etc.)

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DIVISION FEDERATED ELECTIONS FOR SY 2024-2025

**PROGRAM FLOW**

- I. Call to preliminaries
- II. Preliminaries
  - a. Nationalistic Song
  - b. Prayer
- III. Attendance Check
- IV. Program Overview/Statement of Purpose  
Esmael V. Malaco, Jr.  
Project Development Officer I
- V. Inspirational Message  
Rolly B. Labis, EdD  
CES, SGOD
- VI. Presentation of Election Guidelines & Procedures  
Franz Maybelle M. Gaid  
Nurse II/Comelec Chairperson
- VII. Getting to Know You Activity
- VII. Election Proper: Franz Maybelle M. Gaid — Comelec Chairperson
- VIII. Declaration of Newly Elected Officers and Oath Taking
- IX. Speech of Newly Elected Officers
- X. Closing and Photo Opportunity

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