



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600

Division Memorandum

No. 59s, 2017

TO: School Heads & SPG/SSG Coordinators

FROM:


JACQUELINE C. LUNAG

Chief - SGOD 

DATE:

February 24, 2017

SUBJECT:

**SYNCHRONIZED ELECTION CALENDAR FOR SUPREME PUPILS GOVERNMENT (SPG) AND
SUPREME STUDENTS GOVERNMENT (SSG) FOR SY 2017-2018.**

1. To facilitate the smooth conduct of the synchronized elections for Supreme Pupil Government (SPG) and Supreme Students Government (SSG) for SY 2017-2018. The table shown below are the set schedules for your guidance:

SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)	Date
Filing of Candidacy	February 22, 2017
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 24, 2017
Announcement of the Official List of Candidates	February 27, 2017
Campaign Period <ul style="list-style-type: none">• Presidential Election Forum• Campus-Wide Presidential and Vice-Presidential Debates	February 28-March 1, 2017
Elections	March 2, 2017
Proclamation of Winners	March 6, 2017
Nomination of SPG/SSG Advisers	March 13-14, 2017
Oath Taking Ceremony (SPG/SSG Officers)	March 17, 2017

2. The newly elected SPG/SSG officers upon their oath taking ceremony shall undergo a parallel school-based training on basic skills on leadership, roles, functions and responsibilities of each officer. The newly designated SPG/SSG officers shall come up with a General Plan of Action (SPOA) for their entire term. The project management and planning of the GPOA must be facilitated by the SPG/SSG advisers and the outgoing SPG/SSG officers during weekends immediately after election;
3. For stand-alone Junior High School (JHS), candidates for President and Vice President must be grade 10 and grade 9 students. Grade 8 and 7 students can run for the other positions except President and Vice President;
4. All elections conducted before the implementation of this Memorandum shall retain the candidates who are winners of the school's SPG and SSG in their elective positions;
5. Please download the following FORMS/DOCUMENTS at www.depedcarifugao.com for reference such as (a) Comprehensive Evaluation for SPG/SSG elections for the schools (CESGE) (b) Filing of Candidacy Packet (c) Parental Consent for SPG/SSG Candidates and (e) Certificate of Candidacy for the SPG/SSG;

Enclosure No. 1: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)



DEPARTMENT OF EDUCATION
Bureau of Learner Support Services
Youth Formation Division

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 students and school admin were well-represented in the school Commission on Elections (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:		Level:		

Enclosure No. 2: Division Consolidated Election Report (DCER)



DEPARTMENT OF EDUCATION
Bureau of Learner Support Services
Youth Formation Division

Division Consolidated Election Report (DCER)
(to be accomplished in the division level by SGOD)

REGION:		CATEGORY: (Please indicate one) () Supreme Pupil Government () Supreme Student Government
DIVISION:		

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





Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

2017 Elections Application Packet

To run for a position in the SSG/SPG 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.





Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

PARENTAL CONSENT

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

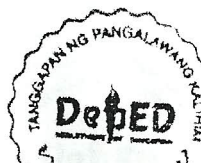
son/ daughter _____ to the best of my ability as
(name of parent/guardian)

he/she commits to the Student Council.

I am allowing him/her to fulfill 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



Enclosure No. 4: Parental Consent for SPG/SSG Candidates



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

PARENTAL CONSENT

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

I am allowing him/her to fulfill 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





Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

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 2017-2018.

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 guidelines 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 _____ 2017, at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

SPG COMELEC REPRESENTATIVE

UNGGAPAN NG PANGALA
Doher



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

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: _____ Mobile No: _____ Landline: _____
E-mail Address: _____
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: _____ Position in the Party: _____
Party Name: _____
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 2017-2018.
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 ab with the election rules and guidelines 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 _____, 2017, at _____, affiant exhibiting to his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

SSG COMELEC REPRESENTATIVE

MEGAPAN NO PAN
Dad