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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**Schools Division Office - Ifugao**  
Rizal Ave. Poblacion South, Lagawe, Ifugao  
3600 Philippines



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**DIVISION MEMORANDUM**

No. 41 s. 2018

To : **ALL PSDS**  
**ALL SCHOOL HEADS**

From : **FELIPE L. BALLITOC**  
OIC-Office of the Schools Division Superintendent

Subject : **SYNCHRONIZED SSG AND SPG ELECTION FOR 2018-2019**

Date : **February 13, 2018**

1. Pursuant to DepEd Order No.47 s.2014 entitled Constitution and By-laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools, and DepEd Order No. 11 s. 2016 Additional Guidelines based on DepEd Memorandum dated February 12, 2018, the following dates shall be observed during the conduct of elections for 2018-2019 for Supreme Student Government (SSG) and Supreme Pupil Government (SPG).

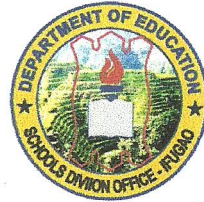
<b>SPG and SSG Activities (to be facilitated by SPG/SSG COMELEC)</b>	<b>Date</b>
Filing of Candidacy	February 19, 2018
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 21, 2018
Announcement of the Official List of Candidates	February 23, 2018
Campaign Period <ul style="list-style-type: none"><li>• Presidential Election Forum</li><li>• Campus-Wide Presidential and Vice-Presidential Debates</li></ul>	February 26-27, 2018
Elections	February 28, 2018
Proclamation of Winners	March 5, 2018
Nominations of SPG/SSG Adviser	March 20-21, 2018
Oath Taking Ceremony (SPG/SSG Officers)	March 23, 2018

2. GPOA or activities conducted during weekends shall be entitled for a COC-CTO or Leave Credits.



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3. Attached are the following enclosures:

- Enclosure No. 1: Guidelines on the conduct of the SPG/SSG Elections for 2018-2019
- Enclosure No. 2: Comprehensive Evaluation for SPG/SSG Elections for the School (CESGE)
- Enclosure No. 3: Filing of Candidacy
- Enclosure No. 4: Parental Consent for SPG/SSG Candidates
- Enclosure No. 5: Certificate of Candidacy for SPG
- Enclosure No. 6: Certificate of Candidacy for SSG

4. Immediate dissemination of this Memorandum is desired.



## Enclosure No. 1

### Guidelines on the Conduct of the SSG/SPG Elections for SY 2018-2019

1. The School Head (SH) upon the proposal of the members of the SPG/SSG Commission on Election (COMELEC) with the recommendation of the SPG/SSG COMELEC Chairperson, may issue additional guidelines on the SSG or SPG COMELEC Standard Election Code consistent with DepEd Order No. 47 s. 2014 and DepEd Order No. 11 s. 2016 to ensure a fair and successful conduct of elections.
2. After the conduct of the SPG/SSG Elections, the SH or the person whom he/she appointed shall accomplish the **Comprehensive Evaluation of the Student Government Elections for the School (CESGE)** Form provided in the enclosure. Soft or hard copies of their documents shall be submitted to the Division School Governance and Operations Division (SGOD) through the division Youth Formation Coordinator on March 14, 2018 exactly two (2) weeks after the school's proclamation of winners.
3. The Division SGOD shall collate the schools' CESGE Forms and accomplish the Division Consolidated Election Report (DCER) for the SPG and SSG, the Division SGOD shall forward the soft or hard copies to the Regional Education Support Services Division on March 26, 2018.
4. The newly-elected SPG/SSG officers upon their oath taking ceremony shall undergo a parallel **School-Based Training on Basic Leadership Roles, Functions and Responsibilities** of each Officer. The newly designated SPG/SSG Adviser shall supervise the implementation of the said training. The newly elected SPG/SSG officers shall come with a **General Plan of Action (GPOA)** for their entire term. The project management and planning of GPOA must be facilitated by the SPG/SSG Adviser and the outgoing SPG/SSG Officers during weekends immediately after elections.
5. The Division Office through the SGOD shall conduct a Division-Wide Leadership Training for the newly elected SSG and SPG officers, the new officers from the school club organizations may also join the division-initiated leadership training. Pursuant to DepEd Order 19 s. 2016, "Guidelines on the Organizational Structure and Staffing Patterns of Stand-Alone and Integrated Public Senior High School," the Division Youth Formation Coordinator shall spearhead the division-wide leadership training within April-August 2018 in coordination with other offices to the conduct of the activity.
6. For Regional and Division-Federated SSG/SPG elections, **ALL PRESIDENTS** regardless of grade level, whether the candidate is from grade 11 or grade 12, can vie for the President and Vice President position for as long as they are elected President of the SSG and SPG in their respective school and are qualified to be nominated.
7. For stand-alone Junior High School (JHS), candidates for President and Vice President must be Grade 10 and Grade 9 students. Grade 8 and Grade 7 students can run for other positions except President and vice President.
8. For Elementary and Secondary schools which have more than 1,000 students per grade level, the COMELEC can add additional three (3) members per grade who will help facilitate the elections. The said additional members must meet the required qualifications and undergo the same process.
9. The SGOD is authorized to coordinate and to monitor the activities of the synchronized SPG/SSG in schools.
10. All elections conducted before the dissemination of this Memorandum shall retain the candidates who were proclaimed winners of their school's SPG and SSG in their elective positions.

## Enclosure No. 2 Comprehensive Evaluation for SPG/SSG Elections for the School (CESGE)

Department of Education  
Cordillera Administrative Region  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF IFUGAO**  
Lagawe

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)

Components	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 election			
	The students and school admin objectively performed their functions and remained non-partisan during the conduct of election			
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 election.			
	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 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.			
NAME OF SCHOOL				
COMELEC Chair's Name and Signature		Level		



### Enclosure No. 3 Filing of Candidacy

Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE-IFUGAO**  
Lagawe

### 2018 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 accordance that the candidate has worked with in a co-curricular and extra-curricular activity.

- ✓ Description of the activity wherein the candidate and the author of the recommendation letter worked together
- ✓ Detailed description of how the candidate practice the principles of teamwork, collective decision-making, and good work ethic in the said activity.

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 adviser of the same activity.

The authors of the recommendation letters should not be related by affinity or consanguinity to the candidate. If needed, the COMELEC has the authority to validate the recommendation letters with its signatories.

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

Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE-IFUGAO**  
Lagawe

**PARENTAL CONSENT**

I, \_\_\_\_\_ as a parent/guardian will support my son/daughter  
(name of parent/guardian)

\_\_\_\_\_ to be the best of my ability as he/she commits to the Student Council  
(name of candidate)

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

\_\_\_\_\_  
Parent's/Guardian's Signature over Printed Name

\_\_\_\_\_  
Date

**Enclosure No. 5: Certificate of Candidacy for SPG**

Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE-IFUGAO**  
Lagawe

**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 Pupil 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.

Pupil'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 pupil of the school, 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 2018-2019. I do hereby declare my intention and desire to be nominated for the particular position of \_\_\_\_\_.

I further state that I am bona fide pupil 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 \_\_\_\_\_ 2018, at \_\_\_\_\_, affiant exhibiting to me nomination kit which contains his/her C.O.C., photograph, academic records and parental consent.

\_\_\_\_\_  
SPG COMELEC REPRESENTATIVE



**Enclosure No. 6: Certificate of Candidacy for SSG**

Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE-IFUGAO**  
Lagawe

**CERTIFICATE OF CANDIDACY FOR 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 the school, 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 2018-2019. 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 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 \_\_\_\_\_ 2018, at \_\_\_\_\_, affiant exhibiting to me nomination kit which contains his/her C.O.C., photograph, academic records and parental consent.

\_\_\_\_\_  
SSG COMELEC REPRESENTATIVE