



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City

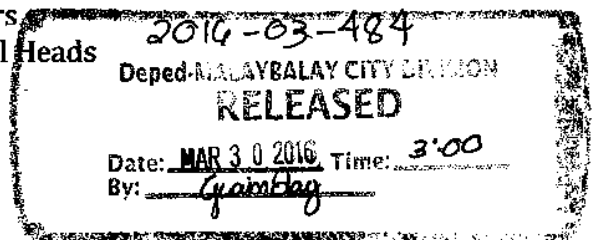
Telefax: (088) 314-0094 email: depedmalaybalay@gmail.com



Division Memorandum

No. 160 s. 2016

To : Chief Education Supervisors & Staff- SGOD & CID  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned



From :  EDILBERTO L. OPLENARIA, CESO VI  
Schools Division Superintendent

Date : March 29, 2016

Re : **DISSEMINATION OF DEPED MEMORANDUM no. 49, s. 2016**  
**Re: SYNCRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND**  
**SUPREME STUDENT GOVERNMENT (SSG) FOR SCHOOL YEAR**  
**2016-2017**

1. For information and guidance of all concerned, this Office hereby disseminates DepEd Memorandum No. 49, s. 2016 dated March 18, 2016 re: **Synchronized Supreme Pupil Government (SPG) and Supreme Student Government (SSG) for school year 2016-2017**, the content of which is self-explanatory.

2. Widest dissemination of this memorandum is desired.

Encl: As stated  
Copy furnished: Records Section

TO BE POSTED IN THE WEBSITE



Republic of the Philippines  
**Department of Education**

18 MAR 2016

DepEd MEMORANDUM  
 No. **49**, s. 2016

**SYNCHRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) ELECTIONS FOR SCHOOL YEAR (SY) 2016-2017**

To: Regional Directors  
 Schools Division Superintendents  
 Public Elementary and Secondary Schools Heads  
 All Others Concerned

1. Pursuant to Department of Education (DepEd) Order No. 47, s. 2014 entitled *Constitution and By-Laws of the Supreme Pupil Governments and Supreme Student Governments in Elementary and Secondary Schools* and DepEd Order No. 45, s.2007 entitled *Revised Institutionalization of the Supreme Pupil Government in All Elementary Schools Nationwide*, the following shall be observed during the elections for the 2016 Supreme Pupil Government (SPG):

<b>SPG Activities</b> <i>(Facilitated by the SPG COMELEC)</i>	<b>Timetable</b>
Filing of Candidacy	July 8, 2016
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	July 11, 2016
Announcement of the Official List of Candidates	July 12, 2016
Campaign Period <ul style="list-style-type: none"> <li>• Presidential Election Forum</li> <li>• Campus-Wide Presidential and Vice Presidential Debates</li> </ul>	July 18-19, 2016
Elections	July 20, 2016
Proclamation of Winners	July 21, 2016
Nomination of SPG Adviser	July 25-26, 2016
Oath Taking Ceremony (SPG Officers and SPG Adviser)	July 27, 2016

2. The organization of SSG shall adjust to the following changes in the Secondary Schools this School Year (SY) 2016-2017 pursuant to DepEd Order No. 11, s. 2016 entitled *Additional Guidelines to the Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools*.

- a. The introduction of new Grade Levels – Grades 11 and 12 – in the full implementation of the K to 12 Basic Education Program; and
- b. The shift in the organizational structure of secondary schools, namely: the introduction of Integrated and Stand-alone Senior High Schools.

3. Activities observed during the 2016 Supreme Student Government (SSG) in all schools nationwide shall fall on the following dates:

<b>SSG Activity</b> <i>(Facilitated by the SSG COMELEC)</i>	<b>Timetable</b>
Filing of Candidacy	July 8, 2016
Evaluation of COC vis-à-vis Qualifications and Disqualifications	July 11, 2016
Announcement of the Official List of Candidates	July 12, 2016
Campaign Period <ul style="list-style-type: none"> <li>• Presidential Election Forum</li> <li>• Campus-Wide Presidential and Vice Presidential Debates</li> </ul>	July 18-19, 2016
Elections	July 20, 2016
Proclamation of Winners	July 21, 2016
Nomination of SSG Adviser	July 25-26, 2016
Oath Taking Ceremony (SSG Officers and SSG Adviser)	July 27, 2016

4. The school head (SH), upon the proposal of the members of the SPG/SSG Commission on Elections (COMELEC) with the recommendation of the SPG/SSG COMELEC Chairperson, may also issue additional guidelines on the SPG or SSG COMELEC Standard Election Code consistent with the Constitution and By-Laws of the SPG and SSG in Elementary and Secondary Schools, to ensure a fair and successful conduct of the elections.

5. 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 these documents shall be submitted to the **Division School Governance and Operations Division (SGOD)** exactly two weeks after the schools' Election and Proclamation of Winners on **August 4, 2016** for the SPG and SSG.

6. The Division SGOD shall collate the schools' CESGE Forms and accomplish the **Division Election Consolidated Report** for the SPG and SSG. After collating all the schools' CESGE forms and accomplishing the Division Election Consolidated Report for the SPG and SSG, the Division SGOD shall forward soft or hard copies of said documents to the **Regional Araling Panlipunan Supervisor** on or before **August 12, 2016**.

7. The Regional *Araling Panlipunan* Supervisor shall collate, organize, and forward **scanned or soft copies** of the documents submitted by the Division SGOD to the Office of the Undersecretary for Governance and Operations observing the following directions:

- a. The email shall be forwarded to youthformation@deped.gov.ph;
- b. The email shall follow the subject: {SSG1617 – (insert name of region) – Submissions}; and
- c. The email shall be forwarded on or before **August 19, 2016** for the SPG and SSG.

8. In preparing the soft copy of the **Comprehensive Evaluation of the Student Government Elections for the School**, it should be saved and submitted in **Word File format** (.doc or .docx) to the Division SGOD with the file name: {SPG16217 – SCESGE – (insert name of school)} for the SPG; and {SPG16217 – SCESGE – (insert name of school)} for the SSG. **Direct submission of the school's CESGE Forms to the Central Office shall not be accepted.** Sample file names are provided below:

- a. For SPG: SPG1617-CESGE-DepEdElementarySchool.docx; and
- b. For SSG: SSG1617-CESGE-DepEdNationalHighSchool.docx.

9. In preparing the hard copy of the Comprehensive Evaluation of the Student Government Elections for the School, the SH or the person whom he/she appointed may use the CESGE enclosed in this document.

10. In preparing the soft copy of the **Division Election Consolidated Report** for the SPG and SSG, it should be saved and submitted in **Excel File format** (.xsl or .xlsx) to the Regional *Araling Panlipunan* Adviser with the file name: {SPG16217 – DECR – (insert name of division)} for the SPG; and {SSG16217 – DECR – (insert name of division)} for the SSG. The Division Election Consolidated Report Forms for the SPG and SSG are available for downloading in the following link: <http://tinyurl.com/DivisionECR>. **Direct submission of the Division SGOD of the CESGE and Division Election Consolidated Report to the Central Office shall not be accepted.** Samples of the file names are provided below:

- a. For SPG: SPG1617-DECR-PasigCity.xlsx; and
- b. For SSG: SSG1617-DECR-PasigCity.xlsx.

11. In preparing the hard copy of the Division Election Consolidated Report, the Division SGOD may use the format of the said report found in the enclosure.

12. The elected SPG/SSG officers upon their oath taking ceremony shall undergo a parallel school-based training on basic skills of leadership, roles, functions and responsibilities of each officer. The newly nominated SPG/SSG Adviser shall supervise the implementation of the said training, in cooperation with the previous SPG/SSG officers and adviser. Screening of the proposed general plan of actions, project management and planning shall be facilitated by the SPG Adviser and the outgoing SPG/SSG officers only during weekends immediately after the elections.

13. Expenses to be incurred shall be charged to the SPG/SSG Funds and/or local funds, subject to the usual accounting and auditing rules and regulations. Planning of activities of the SPG/SSG for the coming SY shall include the programs, projects, and activities of the Department of Education (DepEd).

14. The Undersecretary for Governance and Operations, as the Officer-in-charge of the Student Government Program (SGP), is authorized to monitor the conduct of elections and the formulation, and implementation of the programs and projects to strengthen the SPG/SSG in schools.

15. All Regional and Schools Division *Araling Panlipunan* Supervisors or SGP Coordinators are authorized to coordinate and to monitor the activities of the synchronized SPG/SSG elections.

16. All regional directors (RDs) and schools division superintendents (SDSs) are enjoined to support and monitor the implementation of the school elections.

17. **All elections conducted before the implementation of this Memorandum shall observe the following:**

- a. Candidates who are proclaimed winners of their school's SPG and SSG elections shall retain their elective positions;
- b. On the other hand, SHs who wish to adopt the additional provisions as stipulated in DepEd Order No. 11, s. 2016 may conduct special elections, particularly for the SSG, in lieu of the introduction of Grade 11 students this school year; and
- c. It is at the discretion of the SH and the newly elected student government officers whether or not the conduct of a special elections in light of DepEd Order No. 11, s. 2016 is necessary.


18. All elections to be conducted in Integrated Senior High Schools and Stand-alone Senior High Schools, after the implementation of this Memorandum shall review and be guided by the additional guidelines stipulated in DepEd Order No. 11, s. 2016.

19. The following documents are enclosed for reference:

- Enclosure No. 1 : Comprehensive Evaluation of the Supreme Government Elections for Schools (SPG)
- Enclosure No. 2 : Comprehensive Evaluation of the Student Government Elections for Schools (SSG)
- Enclosure No. 3 : Division Supreme Pupil Government (SPG) Election Consolidated Report (sample)
- Enclosure No. 4 : Division Supreme Student Government (SSG) Election Consolidated Report (sample)
- Enclosure No. 5 : Filing of Candidacy Packet
- Enclosure No. 6 : Parental Consent For Supreme Pupil Government Candidates
- Enclosure No. 7 : Parental Consent For Supreme Student Government Candidates
- Enclosure No. 8 : Certificate of Candidacy for the Supreme Pupil Government
- Enclosure No. 9 : Certificate of Candidacy for the Supreme Student Government
- Enclosure No. 10 : DepEd Order No. 11, s. 2016 entitled *Additional Guidelines to the Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools*

20. For more information, all concerned may contact the **Office of the Undersecretary for Governance and Operations**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633-72-03 or through the Youth Formation Division email address: youthformation@deped.gov.ph.

21. Immediate dissemination of this Memorandum is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:

As stated

References:

DepEd Order: (Nos. 11, s. 2016; 47, s. 2014 and 45, s. 2007)

To be indicated in the Perpetual Index  
under the following subjects:

ELECTIONS  
LEARNERS  
OFFICIALS

ORGANIZATIONS  
PROGRAMS  
STRAND: Governance and Operations

**COMPREHENSIVE EVALUATION OF SUPREME GOVERNMENT ELECTIONS FOR SCHOOLS (for SPG)**

**Instructions:** Indicate to what extent you agree or disagree with the following statements by inserting a check (✓) in the appropriate box.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The learners and school administration were well represented in the School Commission on Elections.					
2. The learners were actively involved in the organization and execution of the School Elections.					
3. The school administration objectively performed their roles functions and remained impartial throughout the conduct of the School Elections.					
4. Materials for the School Elections were prepared on time.					
5. Schedules and deadlines were strictly implemented.					
6. Forms relevant in the conduct of the School Elections were made available for all interested learners (i.e. application forms, candidacy packets, ballots, etc.).					
7. The learners were educated on the processes involved in voting.					
8. The learners expressed their support before and during the organization and conduct of School Elections.					
9. The learners engaged in dialogue with one another on the matters of the School Elections (e.g. candidates' platforms, preferences, social media posts, and the like).					
10. The school environment was conducive for the learners to express their opinion on the matters regarding the School Elections.					
11. All learners who filed their applications were considered and subjected to due process.					
12. The review of the learners' application was impartial and followed the prescribed application process and standard election code.					
13. The learners' conduct of their campaign was organized and peaceful.					
14. The COMELEC operated according to the prescribed standard election code.					
15. The ballots were comprehensible and easy to understand.					
16. Mechanisms or systems were implemented to facilitate the learners' voting.					
17. The learners and school administration were involved in the counting of votes/ballots.					
18. The counting of votes/ballots was transparent, fair, and honest.					
19. The announcement of the newly elected student government officers was on schedule.					
20. The announcement of the newly elected student government officers was unquestionable and definitive.					

### COMPREHENSIVE EVALUATION OF SUPREME GOVERNMENT ELECTIONS FOR SCHOOLS (for SSG)

Instructions: Indicate to what extent you agree or disagree with the following statements by inserting a check (✓) in the appropriate box.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The learners and school administration were well represented in the School Commission on Elections.					
2. The learners were actively involved in the organization and execution of the School Elections.					
3. The school administration objectively performed their roles functions and remained impartial throughout the conduct of the School Elections.					
4. Materials for the School Elections were prepared on time.					
5. Schedules and deadlines were strictly implemented.					
6. Forms relevant in the conduct of the School Elections were made available for all interested learners (i.e. application forms, candidacy packets, ballots, etc.).					
7. The learners were educated on the processes involved in voting.					
8. The learners expressed their support before and during the organization and conduct of School Elections.					
9. The learners engaged in dialogue with one another on the matters of the School Elections (e.g. candidates' platforms, preferences, social media posts, and the like).					
10. The school environment was conducive for the learners to express their opinion on the matters regarding the School Elections.					
11. All learners who filed their applications were considered and subjected to due process.					
12. The review of the learners' application was impartial and followed the prescribed application process and standard election code.					
13. The learners' conduct of their campaign was organized and peaceful.					
14. The COMELEEC operated according to the prescribed standard election code.					
15. The ballots were comprehensible and easy to understand.					
16. Mechanisms or systems were implemented to facilitate the learners' voting.					
17. The learners and school administration were involved in the counting of votes/ballots.					
18. The counting of votes/ballots was transparent, fair, and honest.					
19. The announcement of the newly elected student government officers was on schedule.					
20. The announcement of the newly elected student government officers was unquestionable and definitive.					







(Enclosure No. 5 DepEd Memorandum No. **49** , s. 2016)

### FILING OF CANDIDACY PACKET

Candidates for the Supreme Pupil Government / Supreme Student Government Office should submit the completed and signed Certificate of Candidacy (see Enclosure \_\_) with the following attachments:

- 2 copies of 2x2 Photograph
- Report Card (Form 138)
  - Original copy or photocopy
- General Plan/s of Action
- Essay
- Character Reference
- Parental Consent

### ESSAY

Please answer the following questions in one page, preferably typed response.

- Why do you want to be a member of the Supreme Pupil Government / Supreme Student Government?
- How will you balance your academic life and your life as an SPG/SSG Officer?
- Share some of the things that you have done at school or outside of school that may help you become a better Student Government Officer.
- What would be your concrete and observable goals for your school, co-students, and community?

### CHARACTER REFERENCE

Please include a completed reference form (in a signed/sealed envelope) from:

- A current teacher
- An adult outside of the school community that is not a relative

(Enclosure No. 6 DepEd Memorandum No. **49** , s. 2016)

PARENTAL CONSENT FOR SUPREME PUPIL GOVERNMENT CANDIDATES

I, \_\_\_\_\_  
The parent/guardian will support my son/daughter,  
\_\_\_\_\_ /  
to the best of my ability as he/she commits to Supreme Pupil Government

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

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

\_\_\_\_\_  
Date

(Enclosure No. 7 DepEd Memorandum No. **49** , s. 2016)

**PARENTAL CONSENT FOR SUPREME STUDENT GOVERNMENT CANDIDATES**

I, \_\_\_\_\_  
The parent/guardian will support my son/daughter,  
\_\_\_\_\_  
to the best of my ability as he/she commits to Supreme Student Government

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

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

\_\_\_\_\_  
Date

Affix Latest Photo  
here (2x2)

(write full name at  
the back of photo)

(Enclosure No. 8 DepEd Memorandum No. **49** , s. 2016)

### CERTIFICATE OF CANDIDACY FOR THE SUPREME PUPIL GOVERNMENT

An officer in the Supreme Pupil Government lives the ideals, principles, and values of the Department of Education. They are the representative of the student body, and must always be prepared to lead the student body and to protect their rights and welfare. As a matured, principled, and enthusiastic leader, they must serve as a role model for their fellow student at all times.

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

#### PERSONAL DETAILS

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Landline: \_\_\_\_\_  
Address: \_\_\_\_\_

#### AFFILIATIONS: CLUBS AND ORGANIZATIONS (INSIDE AND OUTSIDE THE SCHOOL)

Club/Organization	Year/s of Membership	Position

#### ELECTORAL INFORMATION

Party Name: \_\_\_\_\_ Position in the Party: \_\_\_\_\_

I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Supreme Pupil Government Elections this School Year \_\_\_\_\_, and I do hereby declare my intention and desire to be nominated for the particular position of

\_\_\_\_\_

And I further state that:

I am a 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 Commission on Elections.

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

\_\_\_\_\_  
Signature of Candidate

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_, at \_\_\_\_\_, with the affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, parental consent, general plan of actions, essay and references.

\_\_\_\_\_  
SPG COMELEC Representative

Affix Latest Photo  
here (2x2)

*(write full name at  
the back of photo)*

(Enclosure No. 9 DepEd Memorandum No. **49** , s. 2016)

### CERTIFICATE OF CANDIDACY FOR THE SUPREME STUDENT GOVERNMENT

An officer in the Supreme Student Government lives the ideals, principles, and values of the Department of Education. They are the representative of the student body, and must always be prepared to lead the student body and to protect their rights and welfare. As a matured, principled, and enthusiastic leader, they must serve as a role model for their fellow student at all times.

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

#### PERSONAL DETAILS

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Landline: \_\_\_\_\_  
Address: \_\_\_\_\_

#### AFFILIATIONS: CLUBS AND ORGANIZATIONS (INSIDE AND OUTSIDE THE SCHOOL)

Club/Organization	Year/s of Membership	Position

#### ELECTORAL INFORMATION

Party Name: \_\_\_\_\_ Position in the Party: \_\_\_\_\_

I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Supreme Student Government Elections this School Year \_\_\_\_\_, and I do hereby declare my intention and desire to be nominated for the particular position of \_\_\_\_\_

And I further state that:

I am a 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 Commission on Elections.

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

\_\_\_\_\_  
Signature of Candidate

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_, at \_\_\_\_\_, with the affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, parental consent, general plan of actions, essay and references.

\_\_\_\_\_  
SSG COMELEC Representative