



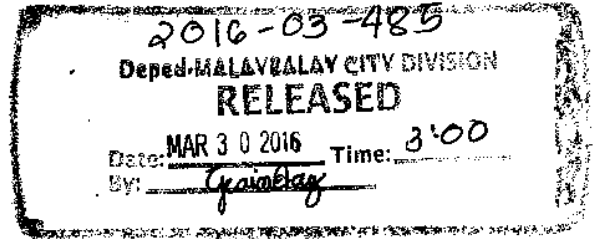
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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Division Memorandum

No. 161 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 ORDER no. 11, s. 2016**
Re: ADDITIONAL GUIDELINES TO DEPED ORDER NO.47, S. 2014
(Constitution and By-Laws of the Supreme Pupil Government and
Supreme Student Government in Elementary and Secondary
Schools)

1. For information and guidance of all concerned, this Office hereby disseminates DepEd Order No. 11, s. 2016 dated March 8, 2016 re: **Additional Guidelines to DepEd Order no. 47, s. 2014**, 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

08 MAR 2016

DepEd O R D E R
 No. **11** , s. 2016

ADDITIONAL GUIDELINES TO DEPED ORDER NO. 47, s. 2014
 (Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools)

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

1. Pursuant to DepEd Order (DO) No. 47, s. 2014 entitled *Constitution and By-Laws of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in Elementary and Secondary Schools*, the organization of a student government (SG) aims to establish a representative body that fosters leadership and promote learners welfare and excellence for all. In view of the implementation of Senior High School (SHS) in School Year 2016-2017, the Department of Education (DepEd), issues additional guidelines on the integration of the SHS entrants in the organization of the SSG in all secondary schools.
2. The guidelines on the organization and election of the SHS SSG aims to:
 - a. enable the students belonging to SHS to organize and to participate in the SG;
 - b. provide the guidelines in the conduct of the elections of the SSG in SHS; and
 - c. define the duties and responsibilities of the officers in the SSG of the SHS.
3. 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) 633-7203; fax no. (02) 631-84-92 or email at youthformation@deped.gov.ph
4. Provisions of DO No. 47, s. 2014 inconsistent with this DO are hereby repealed. The provisions of this DO and those of DO No. 47, s. 2014 that are consistent with this Order shall remain in force and in effect until rescinded or amended.
5. Enclosed are the following documents:
 - Enclosure No. 1: Guidelines on the Adoption of the Organization and Election of the Supreme Student Government in the Integrated Schools and Stand-alone Senior High Schools Nationwide for SY 2016-2017

- Enclosure No. 2: DepEd Order No. 47, s. 2014, *Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools*

6. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

DepEd Order (No. 47, s. 2014)

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

CHANGE
OFFICIALS
ORGANIZATION
POLICY
PUPILS
RULES AND REGULATIONS
STRAND: Governance and Operations
STUDENTS

Lem: DO Supreme Pupil and Supreme Student Government
0160-February 19, 2016

(Enclosure No. 1 to DepEd Order No. 11, s. 2016)

GUIDELINES ON THE ADOPTION OF THE ORGANIZATION AND ELECTION OF THE SUPREME STUDENT GOVERNMENT IN INTEGRATED SCHOOLS AND STAND-ALONE SENIOR HIGH SCHOOLS NATIONWIDE FOR SY 2016-2017

1. Rationale:

DepEd Order No. 47, s. 2014 entitled "*Constitution and By-Laws of the Supreme Student Government (SSG) and Supreme Pupil Government (SPG) in Elementary and Secondary Schools*" promulgated guidelines in the organization and election of student government bodies for Grades 1 to 6 - the SPG - and Grades 7 to 10 - the SSG. The organization and election of the SPG and SSG aim to establish representation across all year levels that "shall advance, implement, and maintain [the] goals and aspirations, embody the ideals and principles of freedom, equality, justice and democracy, and promote the welfare of all students..."

In view of the full implementation of the K to 12 Program, the introduction of two (2) additional years of Senior High School (SHS) – Grades 11 and 12 – completes the Department's shift into the new K to 12 educational system. In addition, by virtue of DepEd Order No. 51, s. 2015 entitled "*Guidelines on the Implementation of the SHS Program in Existing Public JHSs and ISs, Establishment of Stand-Alone Public SHSs, and Conversion of Existing Public Elementary and JHSs Into Stand-Alone SHSs*", Secondary Schools are categorized into Integrated Schools and Stand-alone Senior High Schools.

To ensure representation across all year levels in light of the K to 12 Program, the Department has formulated additional guidelines to DepEd Order No. 47, s. 2014 to include Grades 11 and 12 in the organization and elections of the SSG. Through this policy, it is envisioned that Grade 11 and 12 SHS entrants in Integrated Schools and Stand-alone SHS will be able to benefit from partaking in the organization of the SSG.

2. Definition of Terms

- a. **Integrated Schools** – pursuant to DepEd Order No. 40, s. 2014, an Integrated School is a school that offers complete basic education from Kindergarten to Grade 10 or Kindergarten to Grade 12, which upon the full implementation of K to 12 Law, is located in one school site and has unified instructional programs.
- b. **Stand-alone Senior High Schools** – pursuant to DepEd Order No. 51, s. 2015, a Stand-alone SHS is a school situated in a new site separate from a JHS or Integrated School and has its own School Head. It can be established on a buildable space inside an elementary school or on a separate school site.
- c. **Supreme Student Government (SSG)** – for the purposes of this policy, the SSG shall refer to the highest governing body of students composed of students from Grades 7 to 12 for Integrated Schools or Grades 11 to 12 for Stand-alone Senior High Schools.

3. Scope

- a. These guidelines shall apply to public Integrated Schools and Stand-alone Senior High Schools. It shall cover the following:
 - Organization and elections of SSG of the aforementioned schools
 - SSG Adviser qualifications and nominations
 - SSG COMELEC Adviser qualifications and nomination
 - SSG COMELEC composition and qualifications for SY 2016-2017
- b. The organization and elections of SSG for Junior High Schools which are not part of Integrated Schools shall continue to be guided by DepEd Order No. 47, s. 2014.

4. Guidelines

- a. Integrated Schools and Stand-alone Senior High Schools shall organize their SSG. Integrated Schools shall integrate Grade 11 and 12 students in the organization and election of one (1) SSG (*Annex 1*). Stand-alone Senior High Schools, on the other hand, shall organize its own SSG (*Annex 2*).
- b. The SSG in Integrated Schools and Stand-alone Senior High Schools shall be composed of the following: President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, and Grade Level Representatives, whose functions are pursuant to DepEd Order No. 47, s. 2014.
- c. Effective this school year 2016-2017 and every School Year after, all Integrated Schools and Stand-alone Senior High Schools nationwide shall adopt this policy.
- d. All School Division Superintendents and School Heads are tasked to ensure and oversee the implementation of this DepEd Order in their respective Junior and Senior High Schools.

5. Procedures

The following procedures are in addition to the guidelines found in DepEd Order No. 47, s. 2014:

For Integrated Senior High Schools	For Stand-alone SHS
Composition, Election, Qualifications and Term of Office of the SSG	
<p>A. Candidates for the SSG President and Vice President shall:</p> <ul style="list-style-type: none"> • be bona fide students from Grades 11 and Grade 12; • be of good academic standing with a general average of 80 and above without any failing grade during the 1st to 4th grading period of the previous school year evident in their Form 137. • No residency shall be required of the candidates for all the SSG elective positions. 	<p>A. Candidates for all the SSG elective positions shall:</p> <ul style="list-style-type: none"> • be bona fide students from Grades 11 and 12; • be of good academic standing with a general average of 80 and above without any failing grade during the 1st to 4th grading period of the previous school year evident in their Form 137. • No residency shall be required of the candidates for all the SSG elective positions.

<p>B. Candidates for the SSG Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, and Grade Level Representative shall:</p> <ul style="list-style-type: none"> • be bona fide students from Grades 7, 8, 9, and 10; • be of good academic standing with a general average of 80 and above without any failing grade during the 1st to 4th grading period of the previous school year evident in their Form 137. 	
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For Integrated Senior High Schools	For Stand-alone SHS
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SSG Adviser

SSG Adviser Qualifications

1. The SSG Adviser shall have the following qualifications:
 - Currently a teacher in JHS or SHS with permanent status
 - Have had direct and active involvement in at least one the following:
 - Student government, whether SPG, SSG, or tertiary level SG as an adviser, officer, or both but not of the school wherein the teacher-nominee is nominated
 - School based organizations as a member, officer, or both (i.e. Parent-Teacher Association, Union, etc.)
 - Co-curricular or extracurricular club/organization as a member, officer, or both
 - Community or non-governmental organizations as a member, officer, or both
 - Must be non-partisan and not related to any of the candidates within the second degree of consanguinity or affinity
2. No residency shall be required of the teacher-nominees for the SSG Adviser position.

SSG Adviser Nomination

1. The newly elected SSG officers will prepare the following documents for the nomination of teachers for the SSG Adviser position:
 - A resolution articulating the two (2) to three (3) chosen teacher nominees for the SSG Adviser position.
 - One recommendation letter written by the newly elected SSG officers for each of the teacher-nominees in the said resolution (a total of three recommendation letters).
 - The recommendation letters shall be folded and enclosed in a sealed small white or brown envelope.
 - The SSG President or Vice President shall sign along the seal of the small envelope.
 - The name of the teacher-nominee shall be written or printed on the front side of the small envelope.
 - Curriculum Vitae or resume of each teacher-nominee that shall be enclosed as well in their corresponding small envelopes.
2. All aforementioned documents shall be compiled and enclosed in a long brown envelope to be endorsed to the School Head for review and further screening. The School Head shall be given one (1) to two (2) working days to review and conduct further screening on the endorsed documents.

3. After the review and screening of the endorsed documents, the School Head shall conduct an SSG Adviser Selection Meeting where the School Head and all the elected SSG officers shall attend. In the meeting, the School Head and the elected members of the SSG shall deliberate and agree on the appointment of one (1) of the three (3) teacher-nominees as the SSG Adviser for the given school year. The decision on the appointment should be a consensus between the School Head and the SSG officers.
4. The chosen teacher-nominee for the SSG Adviser position shall be informed by the School Head of the appointment. The chosen teacher-nominee shall be given one (1) to two (2) working days to accept or reject the appointment. In the event that the teacher-nominee accepts the appointment, the School Head shall release an official letter designating the SSG adviser for the given school year.
5. In the event that the chosen adviser does not accept the appointment, the School Head together with the elected members of the SSG shall conduct a new SSG Adviser Selection Meeting choosing from the remaining pool of endorsed teacher-nominees.

For Integrated Senior High Schools	For Stand-alone SHS
Composition of the SSG Commission of Elections	
<ol style="list-style-type: none"> 1. The composition of the members in the SSG COMELEC shall be three (3) from each Grade level. The SSG COMELEC will be comprised of a total of eighteen (18) members – twelve (12) students from JHS and six (6) students from SHS 2. For schools that do not have students from Grade 12, the SSG COMELEC will be comprised of a total of five (5) members – five (5) students from Grade 11. 	<ol style="list-style-type: none"> 1. The composition of the members in the SSG COMELEC shall be four (4) from each Grade level. The SSG COMELEC will be comprised of a total of eight (8) members – four (4) students from Grade 11 and Grade 12 2. For schools that do not have students from Grade 12, the SSG COMELEC will be comprised of a total of five (5) members – five (5) students from Grade 11.
For Integrated Senior High Schools	For Stand-alone SHS
SSG COMELEC Adviser	
<i>SSG COMELEC Adviser Qualifications</i>	
<ol style="list-style-type: none"> 1. The SSG COMELEC Adviser shall have the following qualifications: <ul style="list-style-type: none"> • Currently a teacher in JHS or SHS with permanent status • Have had direct and active involvement in at least one the following: <ul style="list-style-type: none"> - Student government: in SSG as a officer only and/or in a tertiary level student government as a officer or adviser - School based organizations as a member, officer, or both (i.e. Parent-Teacher Association, Union, etc.) - Co-curricular or extracurricular club/organization as a member, officer, or both - Community or non-governmental organizations as a member, officer, or both - Elections in the aforementioned organizations or clubs, groups, and/or assemblies • Must be non-partisan and not related to any of the candidates within the fourth degree of consanguinity or affinity • Shall not hold nor have held any position as an adviser of SSG and/or Student Pupil Government (SPG) 2. No residency shall be required of the teacher-nominees for the SSG Adviser position. 	

SSG COMELEC Adviser Nomination

1. The selected SSG COMELEC Chairperson pursuant to Article XIV, Section 6 of the Constitution and By-Laws of the SPG and SSG shall prepare the following documents for the nomination of teachers for the SSG COMELEC Adviser position:
 - A resolution articulating the chosen teacher-nominees for the SSG COMELEC Adviser position. The SSG COMELEC Chairperson may nominate two (2) to three (3) teachers.
 - One recommendation letter written by the SSG COMELEC Chair for each of the teacher-nominee in the said resolution (a total of three recommendation letters).
 - The recommendation letters shall be folded and enclosed in a sealed small white or brown envelope.
 - The SSG COMELEC Chair (or Vice-Chair, if applicable) shall sign along the seal of the small envelope.
 - The name of the teacher-nominee shall be written or printed on the front of the small envelope.
 - Curriculum Vitae or resume of each teacher-nominee shall be enclosed as well in their corresponding small envelopes.
2. All aforementioned documents shall be compiled and enclosed in a long brown envelope to be endorsed to the School Head for review and further screening. The School Head shall be given one (1) to two (2) working days to review and conduct further screening on the endorsed documents.
3. After the review and screening of the endorsed documents, the School Head shall conduct a SSG COMELEC Adviser Selection Meeting where the School Head and the SSG COMELEC body shall attend. In the meeting, the School Head and the SSG COMELEC body shall deliberate and agree on the appointment of one (1) of the three (3) teacher-nominees as the SSG COMELEC Adviser for the given school year.
4. The chosen teacher-nominee for the SSG COMELEC Adviser position shall be informed by the School Head of the appointment. The chosen teacher-nominee shall be given one (1) to two (2) working days to accept or reject the appointment. In the event that the teacher-nominee accepts the appointment, the School Head shall release an official letter designating the SSG adviser for the given school year.
5. In the event that the chosen teacher-nominee does not accept the appointment, the School Head together with the SSG COMELEC body shall conduct a new SSG COMELEC Adviser Selection Meeting choosing from the remaining pool of endorsed teacher-nominees

6. Duties and Responsibilities

A. Supreme Student Government Adviser

The **Supreme Student Government Adviser** shall act as the SSG's mentor in governance and leadership. Specifically, he or she shall:

- Oversee and examine all the SSG's internal/external processes and leadership practices;
- Promote good governance and transparency;
- Ensure the academic excellence as well as the social and emotional welfare of the SSG officers;
- Conduct individual consultations with every SSG officer to gather feedback on the efficiency and effectiveness of his or her performance as an officer and/or the overall performance of the SSG;

- Propose recommendations for improvement based on the information gathered from the individual consultations;

B. Senior High Schools

The **Senior High School** shall ensure the effective and efficient implementation of the additional provisions stipulated in this policy. Specifically, schools shall:

- Uphold the clean and fair organization and election of the Supreme Student Government;
- Generate systems/mechanisms that ensure the smooth conduct of the SSG elections;
- Express its full support, especially during the conduct of the SSG elections;
- Gather feedback from: its learners, candidates, COMELEC, and other stakeholders on the efficiency and effectiveness of the organization and election of the SSG, as needed;
- Provide documentation of the highlights and/or challenges experienced in relation to the organization and elections of the SSG; and
- Propose recommendations for improvement based on the data gathered from feedback from different stakeholders.

C. Schools Division Office

The **Schools Division Office** shall conduct regular monitoring and ensure uniform interpretation of the additional provisions stipulated in this policy. Specifically, it shall:

- Conduct a division-wide campaign raising awareness and promoting clean and fair conduct of the synchronized SSG (and SPG) elections;
- Document and respond to expected and unexpected complications in the organization and election of SSG in schools;
- Highlight local crisis where the SSG from different schools may contribute in resolving;
- Establish merit systems that appreciate and recognize best practices by various SSGs in the division; and
- Engage in dialogue with School Heads, Youth Formation Coordinators, SSG Advisers, and SSG Officers on matters relating to the overall improvement of the Student Government.

D. Regional Office

The **Regional Office** shall undertake research and policy studies to localize and contextualize this policy in the respective regions, as well as assure the quality of its implementation while providing technical assistance to the SDOs. It shall:

- Assess alternative modes that are grounded on the needs/demands of the region in which the SSG may operate;
- Assess the relevance, efficiency, and effectiveness of different regional and division responses to ensure that all concerned stakeholders (i.e. School Heads, Parents, Youth Formation Coordinator, SSG Advisers, and students) are properly equipped for the organization and election of the SSG;
- Identify, through research, the causes of variability of implementation and performance as well as factors affecting variability; and

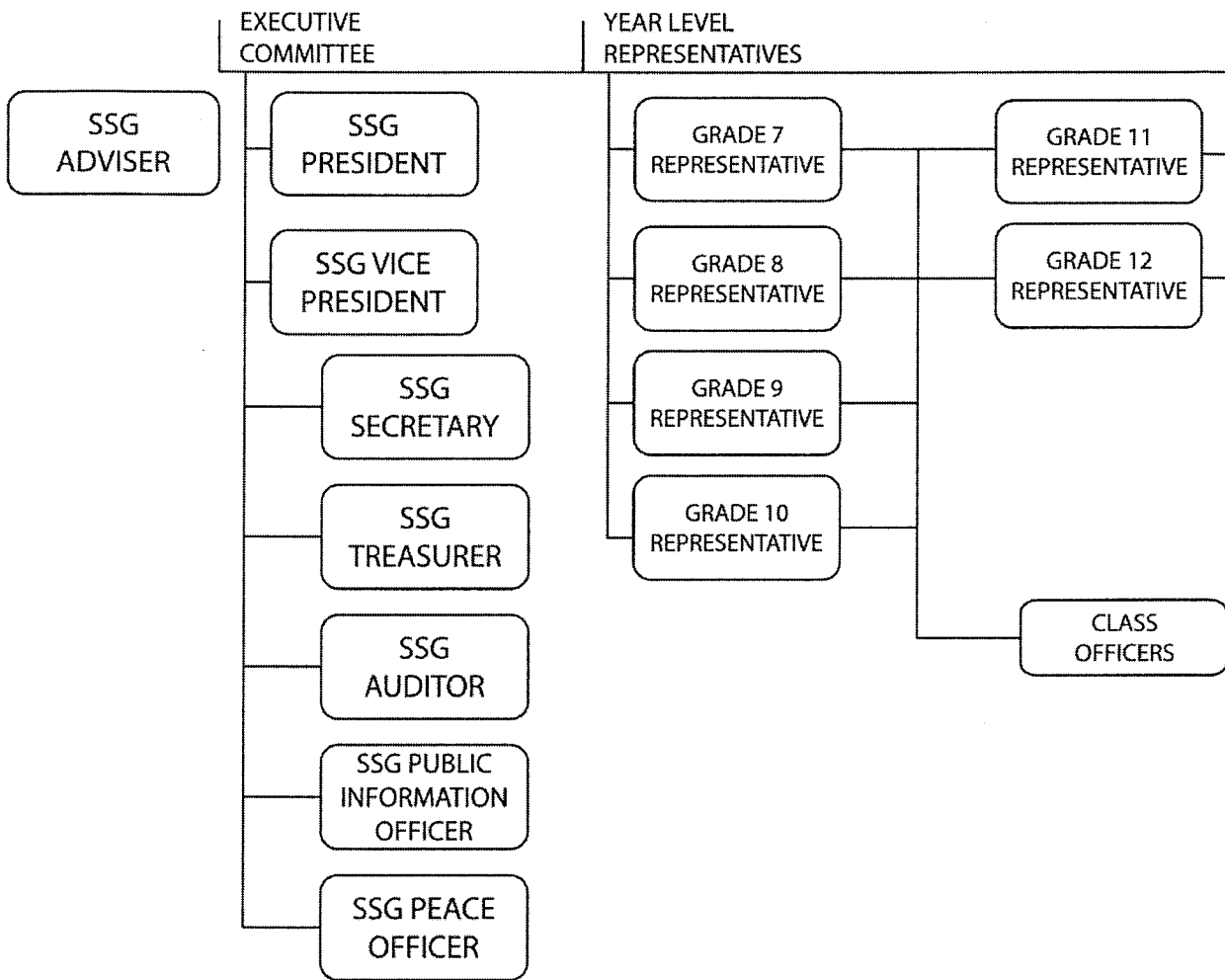
- Monitor the compliance of the schools division offices on the monitoring and evaluation of their schools' organization and election of the SSG; and
- Endorse regional level participation from the SSG on the matters of formation and holistic development of the youth.

E. Central Office

The **Youth Formation Division** under the **Bureau of Learner Support Services** at the **Central Office** shall lay down the foundations for the effective implementation of the organization and elections of the SSG through the issuance of policies and guidelines, as well as the formulation of standards. It shall also:

- Assess the role of the SSG in the goals and thrusts of the YFD;
- Identify regions or divisions where the organization and election of the SSG encountered complications;
- Provide timely policy and programmatic response to issues and challenges identified;
- Evaluate the impact of the SSG in the overall development of the Filipino youth; and
- Review the organization and election of the SSG grounded on data gathered from the regional and division offices

Department of Education
Integrated Senior High School
SSG Organizational Structure



Department of Education
Stand-alone Senior High School
SSG Organizational Structure

