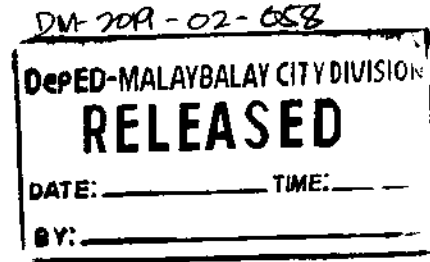




Department of Education  
Region X - Northern Mindanao  
DIVISION OF MALAYBALAY CITY



**DIVISION MEMORANDUM**

No. 058, s. 2019

**TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, (SGOD and CID)  
Public Elementary and Secondary School Heads  
All Others Concerned**

For the Schools Division Superintendent:

**FROM: SUNNY RAY F. AMIT**  
Assistant Schools Division Superintendent

**DATE: February 13, 2019**

**RE: CONDUCT OF THE SYNCHRONIZED SUPREME PUPIL  
GOVERNMENT (SPG) AND SUPREME STUDENT  
GOVERNMENT (SSG) ELECTIONS FOR SY 2019-2020**

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 on the Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools* the following shall be observed:

<b>SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)</b>	<b>Date</b>
Filing of Candidacy	February 14-18, 2019
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 19-20, 2019
Announcement of the Official List of Candidates	February 21, 2019
Campaign Period <ul style="list-style-type: none"><li>• Presidential Election Forum</li><li>• Campus-Wide Presidential and Vice-Presidential Debates</li></ul>	February 22-27, 2019
Elections	March 1, 2019

Proclamation of Winners	March 4, 2019
Nomination of SPG/SSG Adviser	March 6-7, 2019
Oath Taking Ceremony (SPG/SSG Officers)	March 8, 2019
Accomplishment Report (Hard Copy)	April 1, 2019

2. The School Head upon the proposal of the members of the SPG/SSG Commission on Election (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 insure a fair and successful conduct of the elections.

3. 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 adviser shall supervise the implementation of the said training. The newly designated SPG/SSG officers shall come up 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.

4. After the conduct of the SPG/SSG Elections, the School Heads or the person whom he/she appointed shall accomplish the **Comprehensive Evaluation of the Student Government Elections for the School (CESGE) Form and List of Newly Elected Officers for S.Y. 2019-2020** provided in the enclosure. Soft of hard copies of the documents shall be submitted on or before **March 11, 2019** through email address: [paterno.deped@gmail.com](mailto:paterno.deped@gmail.com) Attention: Paterno Tale Padua, Jr. PDO-I.

5. In preparing for the school report of the SPG/SSG elections, the following formats shall be observed:

Document	File Format	File Name
Comprehensive Evaluation of the Student Government Elections for the School (CESGE) Form (Enclosure No. 1)	PDF File (.pdf)	<b>For SPG:</b> SPGCESGE:(Name of District-Name of School) Ex. SPGCESGE: District VI-Aglayan CS  <b>For SSG:</b> SSGCESGE: (Name of District-Name of School) Ex. SSGCESGE: District V- Malaybalay City NHS
List of Newly Elected SPG/SSG Officers (Enclosure No. 2)	PDF File (.pdf)	<b>For SPG:</b> SPGOfficers: (Name of District-Name of School) Ex. SPGOfficers: District IX-Matangpatang ES

		<b>For SSG:</b> SSGOfficers: (Name of District-Name of School) Ex. SSGOfficers: District VIII-SMAIHS
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6. Enclosed are the following references:

- Elections for
- Enclosure No. 1- Comprehensive Evaluation of the Student Government the School (CESGE);
  - Enclosure No. 2- List of Newly Elected SPG/SSG Officers;
  - Enclosure No. 3- Filing of Candidacy Packet;
  - Enclosure No. 4- Parental Consent for SPG/SSG Candidates; and
  - Enclosure No. 5- Certificated of Candidacy for SPG/SSG

7. Teacher Advisers, COMELEC Representatives, Student Candidates are directed to adhere to the DepEd Order No. 47 s. 2014 Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elecmentary and Secondary Schools, and DepEd Order No. 11 s. 2016 Additional Guidelines on the Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elementary and Secondary Schools for the smooth process of 2019 SPG and SSG Elections.

8. For more information, all concern may contact the Division Youth Formation Coordinators: Paterno T. Padua, Jr. -0917-717-0316 and Lucilyn M. Cahucom-0955-125-9232.

Encl.:  
As stated  
Copy Furnished Records Unit/SGOD-P. Padua  
**TO BE POSTED IN THE WEBSITE**

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



**Republic of the Philippines  
Department of Education  
DIVISION OF MALAYBALAY CITY**

Purok 6, Casisang, Malaybalay City, Telefax #088-314-0094

**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-presented in the school Commission on Election (COMELEC).			
	The students and the school admin were knowledgeable and prepared for the conduct of 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.			
	The election code was effectively enforced.			
Campaign	The campaign was orderly, organized, fair and peaceful.			
	The campaign was held in accordance with the DepEd Student Government Election Code.			
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 undisputed.			
Name of School:				
COMELEC Chair:				
	Name and Signature		Level	



**Republic of the Philippines**  
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 Purok 6, Casisang, Malaybalay City Telefax #088-314-0094

**LIST OF NEWLY ELECTED OFFICERS**  
**FOR S.Y. 2019-2020**

<b>District:</b>		<b>Category:</b> (Please indicate one)
<b>School:</b>	-	( ) Supreme Pupil Government ( ) Supreme Student Government
<b>School Head:</b>		<b>Contact Number:</b>
<b>SPG/SSG Adviser:</b>		<b>Contact Number:</b>

Position	Name
<b>President:</b>	
<b>Vice-President:</b>	
<b>Secretary:</b>	
<b>Treasurer:</b>	
<b>Auditor:</b>	
<b>Public Information Officer:</b>	
<b>Peace Officer:</b>	
<b>Representatives:</b>	

**Enclosure No. 3: Filing of Candidacy Packet**



**Republic of the Philippines**  
**Department of Education**  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City, Telefax #088-314-0094

**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 Report Card for the present Academic Year
- General Plan of Actions
- Two (2) recommendation letters from two (2) individual 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 within 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 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.

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



**Republic of the Philippines**  
**Department of Education**  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City, Telefax #088-314-0094

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**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 candidate)*

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. 5: Certificate of Candidacy for SPG/SSG**



**Republic of the Philippines**  
**Department of Education**  
**DIVISION OF MALAYBALAY CITY**  
 Purok 6, Casisang, Malaybalay City, Telefax #088-314-0094

**CERTIFICATE OF CANDIDACY FOR SUPREME PUPIL GOVERNMENT**

<p>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.</p>	
<p><b>Students Name:</b> _____ <b>Current Grade Level:</b> _____</p>	
<p><b>Personal Details:</b>  <b>Gender:</b> _____ <b>Age:</b> _____ <b>Date of Birth:</b> _____  <b>Email Address:</b> _____ <b>Mobile No:</b> _____ <b>Landline:</b> _____  <b>Home Address:</b> _____</p>	
<p><b>COMPETENCIES OF CANDIDATES IN RELATION TO THE DESIRED POSITION</b></p>	
<p><b>Name of activities participated related to the desired position</b></p>	<p><b>Specific role in the activity</b></p>
<p><b>ELECTORAL INFORMATION:</b>  <b>Party Name:</b> _____ <b>Position in the Party:</b> _____</p>	
<p>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 the school year 2019-2020.          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.</p>	
<p>I hereby certify that the facts stated herein are true and correct to the best of my knowledge.</p>	
<p>_____  <b>Signature of Candidate over Printed Name</b></p>	
<p>SUBSCRIBED AND SWORN to before me this _____ day of _____ 2019, at _____, affiant exhibiting to me his/her nomination kit which his/her C.O.C., photograph, academic records, and parental consent.</p>	
<p>_____  <b>SPG COMELEC REPRESENTATIVE</b></p>	