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Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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Division Memorandum
No. SC Series of 2021

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

FROM : **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE : **October 11, 2021**

SUBJECT : **ADDENDUM TO OUA MEMO 00-0821-0140: INTERIM GUIDELINES ON STUDENT
GOVERNMENT ELECTIONS FOR SCHOOL YEAR 2021-2022 UNDER THE NEW
NORMAL**

1. This office would like to inform all concerned personnel, that the Office of the Undersecretary for Administration (OUA) issued a supplementary Memorandum to the recently disseminated OUA Memo 00-0821-0140 titled **Interim Guidelines on Student Government Elections for School Year 2021-2022 under the New Normal** which was released on August 17, 2021.
2. Please see **Annex A** of the attached OUA Memorandum for more details.
3. Queries relative to this can be relayed to Lucilyn M. Cahucom, PDO1 at 0955-125-9232 or Karl Lois C. Pagaran, PDO1 at 0915-245-0076.

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1021-0059
MEMORANDUM
02 October 2021

**For: Regional Directors and Minister BARMM Education Minister
Regional and Division Youth Formation Coordinators
Schools Division Superintendents
Public and Private School Heads/Principals
All others Concerned**

Subject: ADDENDUM TO OUA MEMO 00-0821-0140: INTERIM GUIDELINES ON STUDENT GOVERNMENT ELECTIONS FOR SCHOOL YEAR 2021-2022 UNDER THE NEW NORMAL

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learner Support Services- Youth Formation Division (BLSS-YFD), extends its full support to the field offices and its school stakeholders by providing necessary responses and clarifications to matters concerning the Student Government Elections.

In this light, this Memorandum is supplementary to the recently disseminated OUA Memo 00-0821-0140 titled **Interim Guidelines on Student Government Elections for School Year 2021-2022 under the New Normal** released on August 17,2021.

Please see **Annex A** for more details.

For questions and concerns, please contact Adolf P. Aguilar, Chief of BLSS-YFD, through 0919-093-4914 or email at blss.yfd@deped.gov.ph.

ALAIN DEL B. PASCUA
Undersecretary



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Annex A

CLARIFICATIONS ON OUA MEMO 00-0821-0140: INTERIM GUIDELINES ON STUDENT GOVERNMENT ELECTIONS FOR SCHOOL YEAR 2021-2022 UNDER THE NEW NORMAL

I. PARTICIPANTS OF SPG/SSG ELECTIONS

1. The participants of this school year's SPG/SSG elections are the elected Homeroom Class Organization Presidents. They will be the primary participants of the said activity as a candidate and as a voter.
2. In cases where certain factors are of concern, the COMELEC shall allow other learners to join the elections aside from each elected President of the class as a candidate and as a voter.
3. The COMELEC shall allow when:
 - There is only one or limited number of students and sections in the grade level or in the school in general.
 - The composition of the SPG/SSG elections would primarily come from the same section and non-elected Presidents of the school (prior survey is needed).
 - Most of the elected Presidents would not want to join the SPG/SSG elections as candidates (they choose not to run, and they will just vote).
 - The COMELEC may also allow to lower the grade level qualifications to accommodate SPG/SSG candidates.
 - The COMELEC shall decide on allowing other learners to join the elections and have it approved by the School Head and endorsed to the Division Youth Formation Coordinator. It shall also decide on the limitations of the composition of the SPG/SSG elections.
 - In case there are other factors/considerations not included in this Addendum related to the participants of the SPG/SSG elections which is deemed necessary by the COMELEC, it shall create a localized or contextualized process, approved by the School Head, and endorsed to the Division Youth Formation Coordinator.
4. The specific participants of SPG elections are the elected Class Presidents and official representatives (as stated above) would come from Grade 4, 5, and 6. They will serve as a candidate and as a voter.
5. For elementary schools with only Grades 1 to 3 or those with limited and incomplete grade levels, they shall also set their SPG officers concerning the grade levels they have following the principle that each school should have and should uplift student representation. A more pronounced guidance should be given by the SPG Adviser and School Head to those who will be elected as officers. Same procedures will be applied for secondary schools with limited or incomplete grade levels.



II. MODALITY OF ELECTIONS

1. The COMELEC can only choose one from the two modalities (manual and digital) of the elections this school year. It should not be a mix of manual and digital elections. The modality to be used should be reflective of the preference of the voters involved.

III. GRADE LEVEL REPRESENTATIVE/S AND GRADE LEVEL CHAIRPERSON

1. Each school shall have a minimum of one (1) grade level representative, and the apportionment calculation divides the remaining population in an increment of one (1) to 150 learners.
 - The Grade Level Representative who shall get the highest number of votes among the elected Grade Level Representatives in their respective grade level shall serve as the Grade Level Chairperson of the grade level concerned.

IV. GRADE LEVEL ELECTIONS

1. This activity is recommended for large and mega schools. However, schools shall opt not to conduct this if they have a justifiable reason (approved by the School Head and endorsed and approved by the Division Youth Formation Coordinator) and if they have a systematic flow of elections.
2. The COMELEC shall also provide specific procedures on the Grade Level Elections (can adopt the procedures discussed in the National Orientation) as each school has a different situation and context. This again should be well laid out and approved by the School Head and endorsed and approved by the Division Youth Formation Coordinator.
3. SPG/SSG for schools with both Elementary and Secondary

For schools with both elementary and secondary,

- There should be separate officers for SPG and SSG. The COMELEC may contextualize and decide on the composition of its members (COMELEC) for coordination and smooth conduct of elections.
- There should be one (1) SPG Adviser and another one (1) SSG Adviser. The School Head shall carefully select SPG Adviser from elementary and SSG Adviser from secondary.
- The scope of SPG should not intervene with SSG (specific grade levels).

V. APPOINTMENT OF SPG/SSG OFFICERS

1. Requirements/factors for the appointment of SPG/SSG officers can be found in the Interim Guidelines. However, in case a school has a special situation or case not stated in the Interim Guidelines, the COMELEC shall proceed to the appointment



of officers as long it will be able to justify the need for the appointment, approved by the School Head and endorsed and approved by the Division Youth Formation Coordinator.

2. This is also to reiterate that if the school is able and capable of doing the SPG/SSG elections, it is an order to set aside the Appointment of Officers and proceed to the conduct of the elections. The Youth Formation Division Coordinator should help the COMELEC Chairperson and SPG/SSG Adviser on this matter.

VI. PROTOCOL OFFICER

1. The position PEACE OFFICER has been replaced with PROTOCOL OFFICER as the first one denotes disorder.

It has the following duties:

- ✓ Assist the presiding officer in enforcing proper decorum during meetings;
- ✓ Assist in maintaining peace and order within the premises of the school, if necessary.
- ✓ Act as Chief Sergeants-at-arms of subordinate organizations and classes;
- ✓ Serve as chairperson the Students' Welfare Committee and appoint its members; and,
- ✓ Perform other duties assigned by the SPG/SSG.

VII. COMPOSITION OF COMELEC

1. The SPG/SSG COMELEC this school year shall consist of teachers who are not handling any class advisory.

For SPG, it shall consist of three (3) members per grade level (Grades 4,5 & 6)

For SSG, it shall consist of four (4) members per grade level

- ✓ For Stand-alone Junior High School (Grades 7,8,9 &10).
 - ✓ For Integrated High School (Grades 7,8,9,10,11 & 12).
 - ✓ For Stand-alone Senior High School (Grades 11 & 12)
2. In case there are schools with limited number of teachers and there are certain concerns in the schools that seem to hinder in following the specific guidelines, the SPG/SSG Adviser with the help of the School Head shall decide on allowing Class Advisers to be members of the COMELEC and shall also opt to settle with lesser members of the COMELEC, provided that each member can fulfill his or her duties and responsibilities as attached to the position.

VIII. PARTICIPATION OF APPOINTED SPG/SSG OFFICERS TO THE DISTRICT, DIVISION, REGIONAL, AND NATIONAL FEDERATIONS

1. The appointed officers of SPG/SSG are allowed to participate to the District, Division, Regional, and National Federations. They have the same electoral power



as to the elected SPG/SSG officers. On the other hand, appointed Homeroom Class Organization officers are also allowed to join the SPG/SSG.

IX. DISTRICT, DIVISION, REGIONAL, AND NATIONAL FEDERATION OF SPG/SSG

1. The Youth Formation Division shall release specific and separate guidelines on the conduct of these activities.

X. POLITICAL PARTIES

1. The creation and formation of political parties for SPG/SSG elections this school year is not encouraged to prevent learners from possible gatherings which can lead them to possible exposure to Covid 19.

XI. CONTEXTUALIZATION AND REVISION OF THE INTERIM GUIDELINES

1. The Youth Formation Division also reiterates that each school can contextualize and revise the Interim Guidelines according to which is more suited and applicable for the conduct of SPG/SSG elections. Accordingly, contextualization and revision should be done with the approval of the School Head and approval and endorsement to the Youth Formation Division Coordinator.

