Republic of the Philippines

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

Division Memorandum
No. 567 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 14, 2021**

SUBJECT : **VIRTUAL ELECTION GUIDELINES AND PROCEDURES FOR DIVISION AND REGIONAL FEDERATION OF SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT**

1.   For information and guidance, this Office hereby disseminates the herein OUA MEMO 00-1021-0102 re: *Virtual Election Guidelines and Procedures for Division and Regional Federation of Supreme Pupil Government and Supreme Student Government* under new normal.

2.   Queries relative to this can be relayed to Karl Lois C. Pagaran, PDO1 at 0915-245-0076 or Lucilyn M. Cahucom, PDO1 at 0955-125-9232.

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Republika ng Pilipinas

Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUAD00-1021-0102
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OUA MEMO 00-1021-0102
MEMORANDUM
13 October 2021

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

Subject: **Virtual Election Guidelines and Procedures for Division and Regional Federation of Supreme Pupil Government and Supreme Student Government**

In relation to the Office of the Undersecretary for Administration (OUA) Memorandum 00-0821-0140 titled Interim Guidelines on Student Government Elections for School Year 2021-2022 under the new Normal released on 17 August 2021, this Memorandum highlights the **Virtual Election Guidelines and Procedures for Division and Regional Federation of Supreme Pupil Government and Supreme Student Government.**

This endeavor aims to guide and equip stakeholders with knowledge and skills on how to conduct student government elections effectively and efficiently in their respective divisions and regions via virtual platforms amid the COVID 19 pandemic. Please see **Annex A** for details.

For more information, questions and concerns, please contact Adolf P. Aguilar, Chief of the Bureau of Learner Support Services - Youth Formation Division (BLSS-YFD), through 0919-093-4914 or email at bless.yfd@deped.gov.ph.

For immediate dissemination and compliance.

ALAIN DEL B. PASCUA
Undersecretary

Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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VIRTUAL ELECTION GUIDELINES AND PROCEDURES FOR DIVISION AND REGIONAL FEDERATION OF SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT

1. This Memorandum comprehensively discusses the suggested election guidelines and procedures for Division and Regional Federations that will be implemented nationwide by public elementary and secondary schools for School Year 2021-2022.

   The following are attached for reference:
I.	General Guidelines
II.	Virtual Election Procedures
III.	Guide Questions for Each Position
IV.	Composition of the Election Core Group
V.	Suggested Program Flow
VI.	Enclosures

2. Microsoft Teams will be utilized as the official online set-up in conducting the student government elections in support of the Department of Education's initiative of using it as the official online communication platform. It has special features such as Breakout Rooms and Polls essential for the execution of the entire election process.

   Utilization of MS Teams aims to:
   - ensure that school stakeholders, including learners, have access to MS Teams for a more effective and advanced mode of virtual communication;
   - familiarize with the technicalities and features of the application;
   - secure users' unique identification or identity;
   - serve as a digital hub that brings conversations, content, assignments and apps together in one place, letting users create vibrant learning environments.

3. In case that the elected officers who will participate in the student government election have no DepEd email account, the Division or Regional Youth Formation Coordinators shall make arrangements with their teacher-advisers and request them to assist the officers in creating their account which will serve as their official mailing address.

4. All means of verification (MOV) of the election proper must be uploaded in the links provided below for monitoring purposes. It shall be uploaded by the respective Youth Formation Coordinator assigned in their division or region.
   - Division Federation Election: https://bit.ly/DivisionFedElections
   - Regional Federation Election: https://bit.ly/RegionalFedElections

5. For BLSS-YFD official compilation of files, the Division and Regional Office shall accomplish the recommended template of the **Student Government Election Report** (*Enclosure 1*) to be uploaded in the abovementioned links respectively. Attachments to the report are the following, but not limited to,:
   ✔ **Attendance of the Participants** *(Enclosure 2)*
   - It is the list of attendees present during the virtual election including the elected SSG/SPG officers, teacher advisers and the Election Core Group.

   ✔ **Photo Documentation** *(Enclosure 3)*
   - It includes screenshots of the election proceedings such as group shots, polling/actual voting, self-introduction, presentation of guidelines and procedures, etc.

   ✔ **Results of the Election** *(Enclosure 4)*
   - It emphasizes the actual voting/polling result of the election. It includes the names of the candidates, the position and the number of votes received during the proceedings.

6. These election reports shall be validated and approved by the Division/Regional COMELEC Chairperson, Division/Regional YFD Coordinator, Division SGOD Chief/Regional ESSD Chief and Schools Division Superintendent/Regional Director.

7. Other school-based organizations in both public elementary and secondary schools, private schools, technical and vocational institutions and higher education institutions, including state and local universities and colleges offering the K to 12 Basic Education Program, are also encouraged to utilize these virtual guidelines and procedures. Public and private schools and institutions are permitted to modify these policy guidelines according to their Philosophy, Vision, and Mission, with the approval of their respective DepEd Division and Regional Offices.

8. The guidelines and procedures of this memorandum can also be adopted in the district level of elections of student organizations.

I. General Guidelines

1. The election in the Division and Regional Federation of Supreme Pupil Government (SPG) and Supreme Student Government (SSG) is only exclusive for the elected School and Division Presidents with one (1) voting power each.

2. Considering the school categories, the following student government election conditions shall be carefully observed and followed:

   - Small and medium schools' elected Presidents shall proceed with the Division Federation Election. He or she is entitled to be elected in any electoral position and is eligible to vote.

   - Large and mega/extra-large schools' elected Presidents shall proceed with the District Federation Election. There, they must elect their set of officers who will lead their entire district. The elected Presidents shall represent their districts in the Division Federation Election. He or she is entitled to be elected in any electoral position and is eligible to vote.

3. In cases where the elected President is not able to represent his or her respective school in the Division Federation Election, he or shall not be elected in any position and is not eligible to any voting power. He or she cannot be represented by any officer next in his or her line.

4. For the Regional Federation Election, if the Division President is not able to participate in the election proceeding, he or she cannot be represented by any representative and is automatically part of the federation as Board Member.

5. The Division and Regional Federations shall elect the following positions:
   1.1. President
   1.2. Vice President
   1.3. Secretary
   1.4. Treasurer
   1.5. Auditor
   1.6. Public Information Officer (PIO) and
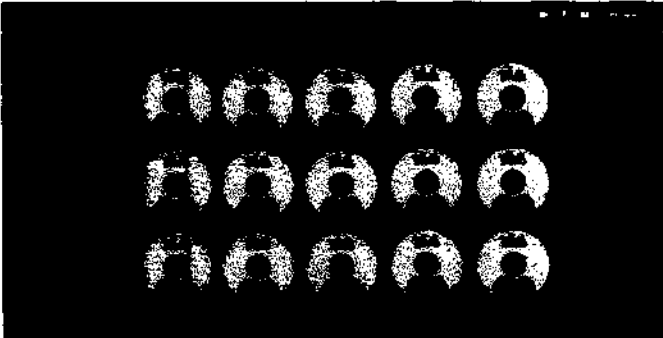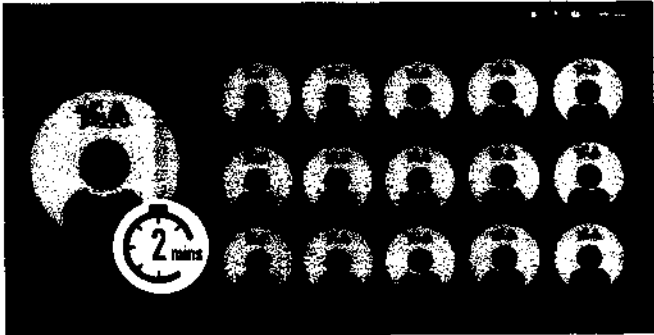   1.7. Protocol Officer.

   The duties and responsibilities attached to each position are the same and can be found in the Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools.
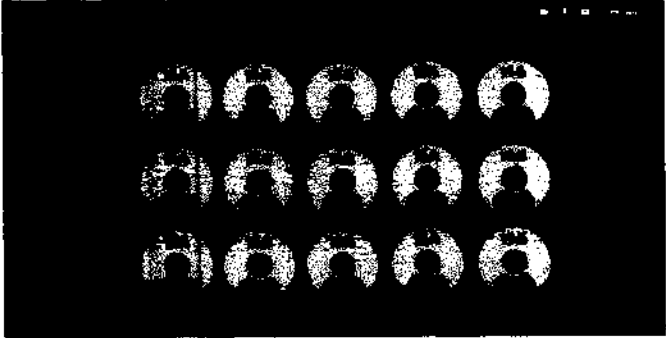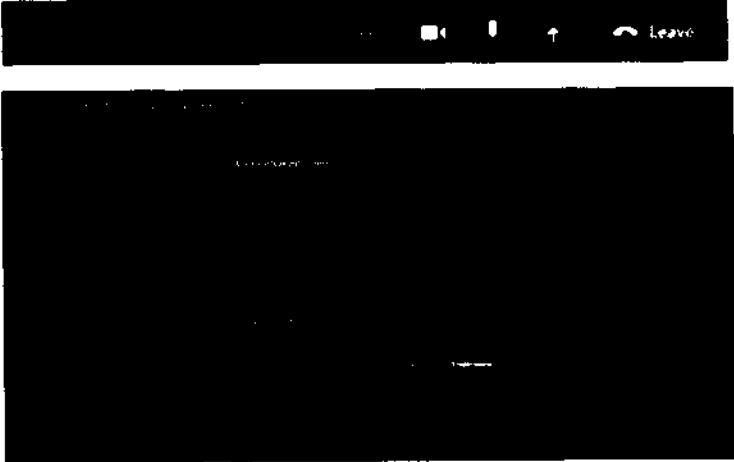
6. The rest of the body that will not be elected in any position will be designated as Board Members.

7. First-past-the-post or single-member plurality voting must be applied in the electoral process, wherein voters cast their vote for a candidate of their choice, and the candidate who receives the most number of votes wins.

8. Candidates for the elective positions shall be determined through nomination procedures.

9. No nominated candidate can refuse to be nominated in any position.

10. Each School/Division President can nominate any candidate to any position up to two (2) nominations only.

11. When the election starts and during the election proceedings, Presidents are not allowed to take calls and send private messages.

12. Any violation of the above-mentioned rules will be subjected to disqualification in any of the elective positions. The disqualification procedures shall be set by the Election Core Group prior to the start of the elections.

II. Election Procedures

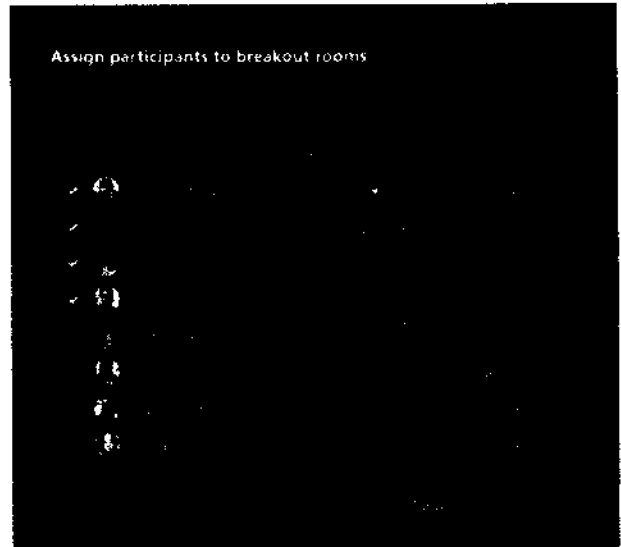| Activity	Visual Representation
1. Before the voting process, the moderator shall recognize the attendees of the election. In case that the participant is not the elected President, he or she should present the required document as discussed in the General Guidelines. Failure to do so results in automatic disqualification. Any objection or clarification to the guidelines shall be presented right ahead to avoid further interruptions or confusion during the plenary session.	
2. The total number of voters shall correspond to the total number of schools (for division elections) or divisions (for regional elections) in their area.	
3. During the initial forum, all presidents are given two (2) minutes to introduce themselves by answering all the suggested questions: a. What are your qualities that you believe can make a great leader? (Personal leadership) *Ano - anong katangian ang pinaniniwalaan mo na dapat taglayin ng isang magaling na pinuno? (Pansariling Pamumuno)* b. As a President, which is most important in an organization-mission, core values or vision? (Organizational Leadership)	

5

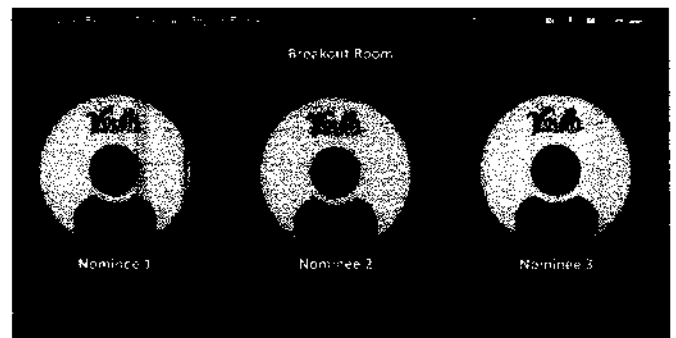|	
Bilang pangulo, ano ang pinakamahalaga sa isang samahan; Bisyon, Misyon o mga Gabay na Pagpapahalaga? (Pansamahang Pamumuno) c. How do you want to see the Student Government in 5 years? (Public Leadership) *Paano mo gustong makita ang Pamahalaang Pang- mag-aaral sa loob ng 5 taon? (Pampublikong Pamumuno)*	
4. Afterwards, the nomination will be officially opened. Presidents will decide who to nominate for the position on hand.	

5. The Presidents will nominate their candidates for a particular position. The nominees will be personally invited by the facilitator to enter the holding room (breakout room). They will be separated from the whole group to maintain the confidentiality of the same set of questions that will be answered by all the nominees.
 	
   • In the meeting controls, select Breakout rooms.
 	
   • Select the number of rooms you want. *(In this case, one (1) room will be created exclusively for the nominees in a specific position.)*	

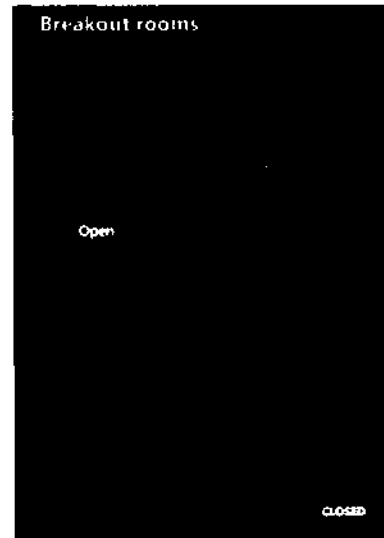|	

• Choose whether you want Teams to evenly assign people to rooms (Automatically) or assign people yourself (Manually).
 	
Note: *You won't be able to automatically assign people to breakout rooms later in the meeting.*
 	
• Assign people to breakout rooms manually.
 	
    ✔ In the meeting controls, select **breakout rooms.**
 	
    ✔ Select **Assign participants**. From this window, sort people to see who's been assigned by selecting the down arrow next to **Name** or **Room.**
 	
    ✔ Select the down arrow next to **Assign** and choose a room for them.
	
	Assign participants to breakout rooms

6. The first nominee will stay in the main room while the rest of the nominees will be admitted in the holding room waiting for their turn to answer. They will provide their responses based on the order of the nomination. The facilitator will inform the nominees when to take their turns.	 Breakout Room Nominee 1 Nominee 2 Nominee 3

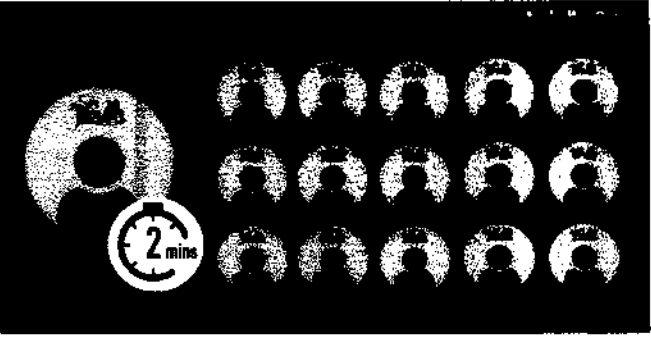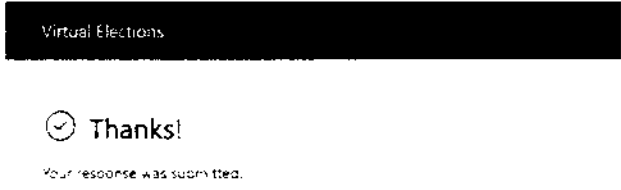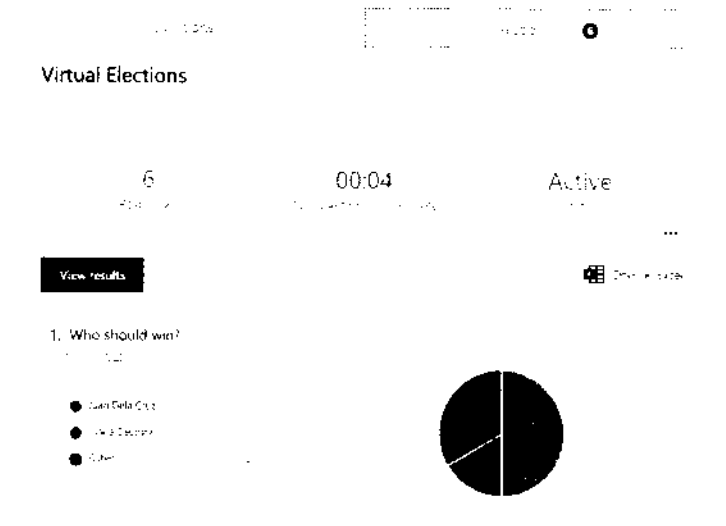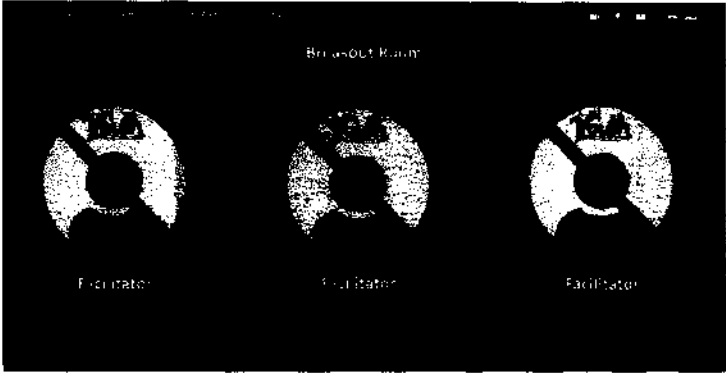|	

7. Start using the breakout room by selecting **breakout rooms** in the meeting controls. By default, meeting participants are moved to their assigned rooms as soon as you open them, but you can turn off this setting (see Turn off automatic entry to breakout rooms).
 	
   • To open all the rooms at the same time, select **Open**.
   • To open a single room, hover over the room, select **More options***, and choose **Open room**.	

8. During their time to answer, the nominees will be instructed to strictly follow these directions in leaving the breakout room to proceed in the main room.
 	
   • *For the facilitator*, you may want to tell everyone the remaining breakout session time, offer discussion ideas, or just give general updates.
 	
      ✔ In the meeting controls, select **breakout rooms.**
      ✔ Select **Make an announcement.**
      ✔ Enter your announcement and select **Send**.
      ✔ Participants are notified in their meeting chat to check for your announcement.	

• **For the participants**, choose the meeting controls and select **Return**.	
9. In the main room, the nominee has two (2) minutes to answer the given question. He or she may use Filipino, English, or their local dialect in answering the question.	

10. Once all the nominees are finished answering the set of questions, the voting proper will then proceed through MS Teams polls.
 	
   • It shall include the complete names (first name, middle initial, last name) of the nominees arranged according to the order of nomination.
   • Voters are given 30 seconds to cast their votes by choosing or clicking the name of their preferred candidate for the position.
   • Click "submit" before the end of the given time. Once it is clicked, it cannot be changed.
	In creating Polls in MS Teams Meeting, please click the link for more details:
	https://bit.ly/PollsInMSTeamsMeeting
	
	Virtual Elections
	
	✅ Thanks!
	Your response was submitted.

11. The voting results will automatically pop up that will help determine the winner for the elected position.	Virtual Elections
12. The voting power is only exclusive to the Presidents of the schools and divisions. The host and co-host(s) of the event are not allowed to vote.	
13. Results of the voting will be released and shared immediately after all the votes have been cast.	

III. Guide Questions for Each Position

The questions for each position in the Division and Regional Federation will be provided by the BLSS- Youth Formation Division on the day of the election proceedings. These questions shall be strictly confidential until the time of the actual event.

IV. Composition of the Division/Regional Election Core Group

To successfully execute the conduct of the virtual election, the following roles shall be filled in to perform the following duties and responsibilities: The Division/Regional Youth Formation Coordinator is responsible for the assignment of these roles and responsibilities to his or her preferred core group as long as they have the willingness to assist and the knowledge and skills to deliver these expectations effectively. Accordingly, he or she shall make sure that the members of the group are not biased and not connected to any of the School or Division Presidents to uphold fair conduct of the election.

Moderator (1)
- Serve as the Chief Election Officer or Division/Regional COMELEC Chairperson in charge of the entire election proceedings.
- Explain the election guidelines and procedures to the participants.
- Announce the result of the polling right after every voting ˙process.
- Entertain questions, concerns and clarifications raised by the participants that need to be addressed.

Poll Facilitator (1)
- Regulate the entire polling system.
- Create a poll for every electoral position.
- Endorse the result of the poll to the moderator for the announcement.

Breakout Room Facilitator (1)
- Create a holding or a breakout room for the candidates nominated for a particular position.
- Admit/assign candidates in the breakout room.
- Make an announcement in the room informing candidates when it's their turn to return to the main room to state their answers to the set of questions provided by the moderator.

Timer (1)
- Update the poll facilitator on the time remaining for the voting.
- Manage the time during the question-and-answer session with the moderator and the candidates for a particular position.

- Head up the breakout facilitator about the remaining time of the candidate answering the question in the main room.

Technical Support (1)
- Manage all the technical execution during the virtual proceeding including, but not limited to, spotlighting the candidate/moderator, presenting/sharing of the presentation decks and documentation
- List down the number of times a student officer nominates a candidate for an electoral position (2 nominations per officer per position as stated in I. General Guidelines, Item no. 7 of this memorandum).

V. Suggested Program Flow

Call Time and Preparation		Election Core Group
Open House and Zoom Admission	• Present audio-visual presentations, house rules or joining instructions and ethics. • Participants enter the meeting room.	Election Core Group, School/Division SG Presidents and Teacher-Advisers
Preliminaries	• Play the Philippine National Anthem. • Lead the prayer.	Election Core Group, School/Division SG Presidents and Teacher-Advisers
Attendance Check	• Make a roll call of participants joining the session.	Moderator
Getting to Know You Activity	• Facilitate GTKY session with the participants. It can be done through fast-talks, self-introduction, etc. • Each participant shall take their turn right after the other.	Moderator, School/Division SG Presidents
Program Overview	• Present event rationale and objectives.	Moderator
Welcome Remarks	• Schools Division Superintendent (for division elections) and Regional Director (for regional elections) to deliver messages. • In case that the highest positioned personnel are not available, the ASDS or ARD may take over on their behalf.	Schools Division Superintendent/Regional Director

Presentation of Election Guidelines and Procedures	• Discuss comprehensively the guidelines and procedures. • Entertain questions, concerns and clarifications from the audience.	Moderator
Election Proper	• Nomination of candidates • Answer set of questions provided for each position. • Actual voting • Present results.	Election Core Group
Declaration of Newly-Elected Officers	• Announce the official winners.	Moderator, Poll Facilitator
Speech of Winners	• Each elected officer delivers his/her brief individual speeches.	Newly-Elected Division/Regional SSG and SPG officers
Inspirational Message	• Schools Division Superintendent (for division elections) and Regional Director (for regional elections) to deliver messages. • In case that the highest positioned personnel are not available, the ASDS or ARD may take over on their behalf.	Schools Division Superintendent/Regional Director
Closing and Photo Opportunity	• Take group photos and thank participants for their active participation.	Election Core Group, School/Division SG Presidents and Teacher-Advisers

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TITLE OF THE ACTIVITY	DATE/ TIME	PLACE/VENUE/VIRTUAL PLATFORM
DETAILS OF THE ACTIVITY		
Description of the Activity		
Highlights (Insights /Relevant Learning /Issues and Concerns):		
Recommendations:		

Prepared by:

_____

Division/Regional Youth Formation Coordinator

Verified by:

_____

Division/Regional COMELEC Chairperson

_____

Chief, Division SGOD/Regional ESSD

Approved by:

_____

Schools Division Superintendent/Regional Director

ENCLOSURE 2: ELECTION ATTENDANCE

No.	Name (Print Name, Middle Initial and Name)	ID Number of the Presidency/Teacher Adviser	School (including School Name or Abbreviation)	Division & Region
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Continue on separate sheet if necessary)

ENCLOSURE 3: PHOTO DOCUMENTATION

(Attach clear copy/screenshot of action photos during the election proceedings.)

Caption 1	*Caption 2*
Caption 3	*Caption 4*

ENCLOSURE 4: RESULT OF THE ELECTION

DIVISION/REGIONAL FEDERATION OF SUPREME STUDENT GOVERNMENT/SUPREME PUPIL GOVERNMENT

POSITION	NAME (First Name, Middle Initial, Last Name)	SCHOOL (Complete Name, no abbreviation)	DIVISION	EMAIL ADDRESS	CONTACT NUMBER
President					
Vice President					
Secretary					
Treasurer					
Auditor					
Public Information Officer (PIO)					
Protocol Officer (PO), formerly Peace Officer					

Signed and proclaimed this _____ of _____, _____.
                                (day)   _(month)_   _(year)_

_____
Division/Regional COMELEC Chairperson

_____
Division/Regional Youth Formation Coordinator

_____
Chief, Division SGOD/Regional ESSD

Approved by:

_____
Schools Division Superintendent/Regional Director