



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

2022-59515

DM 2022-09-509  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: SEP 23 2022  
By: [Signature]

Division Memorandum  
No. 509 Series of 2022

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 : **September 23, 2022**

SUBJECT : **ACCOMPLISHMENT AND SUBMISSION OF YOUTH COMEA MONITORING TOOL**

1. Relative DepEd Order No. 34, s. 2022 titled School Calendar and Activities for the School Year 2022-2023 and the recent conduct of Supreme Pupil/Student Government (SPG/SSG) Elections on September 5-16, 2022 in all schools nationwide, this office would like to inform all schools to accomplish the **Youth COMEA Monitoring Tool**.
2. Only the conduct of SPG and SSG elections are required to be reflected in the accomplishment of the monitoring tool. Kindly submit the accomplished scanned copy of said tool via google drive [https://bit.ly/MCD\\_YCOMEAM](https://bit.ly/MCD_YCOMEAM) on or before September 27, 2022.
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. Please see attached monitoring tool.

Copy furnished:  
Records Unit  
SGOD/lmc



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Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE ASSISTANT SECRETARY FOR YOUTH AFFAIRS AND SPECIAL CONCERNS

## YOUTH COMEA MONITORING TOOL

**Data Privacy Notice:** Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2002.

This monitoring tool shall be utilized and filled out by all schools nationwide and must be submitted to their respective Division Youth Formation Coordinator (YFC) for consolidation. The deadline of the submission will be determined by their Division YFC.

### I. Monitoring Tool

Name of School: \_\_\_\_\_ School Year: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

School ID: \_\_\_\_\_ Region/Division: \_\_\_\_\_

Youth COMEA Chief Commissioner: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of Election: \_\_\_\_\_ Time of Election: \_\_\_\_\_

Student Government Category:  SSG  SPG

Number of Candidates: \_\_\_\_\_

Number of Polling Precinct: \_\_\_\_\_

Election Period: \_\_\_\_\_

Polling Precinct Station/s: \_\_\_\_\_

Campaign Materials Used:

Filers  Posters

Social Media Post

Others (please specify): \_\_\_\_\_

Total Number of Qualified Voters: \_\_\_\_\_

Total Number of Actual Voters: \_\_\_\_\_

Has there been any disqualification of a candidate?

Yes Reasons: \_\_\_\_\_

No

**Mode of Election**

Manual  Blended

Digital  Others (please specify): \_\_\_\_\_

### Composition of the Youth COMEA

#### Youth COMEA Commissioners:

**Commissioner on Screening and Validation**

Appointed

Others (please specify): \_\_\_\_\_

**Commissioner Appointment**

Appointed

Others (please specify): \_\_\_\_\_

**Commissioner on Electoral Board**

Appointed

Others (please specify): \_\_\_\_\_

**Commissioner on Grievance**

Appointed

Others (please specify): \_\_\_\_\_

#### Youth COMEA Permanent Committees:

**Executive Committee**

Number of Members: \_\_\_\_\_

**Appointment Committee**

Number of Members: \_\_\_\_\_

**Screening and Validation Committee**

Number of Members: \_\_\_\_\_

**Grievance Committee**

Number of Members: \_\_\_\_\_

**Electoral Board Committee**

Number of Members: \_\_\_\_\_

Number of meetings conducted throughout the election and appointment process: \_\_\_\_\_

Number of violations committed throughout the election and appointment process: \_\_\_\_\_

Number of complaints filed throughout the election and appointment process: \_\_\_\_\_

**List of Elected/Appointed Officers for the Supreme Pupil Government and Supreme Student Government**

**Supreme Pupil Government Officers for SY: 2022-2023**

<b>Position</b>	<b>Name of Pupil</b>	<b>Grade level</b>
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

**Supreme Student Government Officers for SY: 2022-2023**

<b>Position</b>	<b>Name of Student</b>	<b>Grade level</b>
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Members of the Youth COMEA:

\_\_\_\_\_  
Youth COMEA Commissioner

\_\_\_\_\_  
Youth COMEA Commissioner

Prepared by:

Validated by:

\_\_\_\_\_  
Youth COMEA Commissioner

\_\_\_\_\_  
Youth COMEA Commissioner

Approved by:

\_\_\_\_\_  
Youth COMEA Chief Commissioner/School Head