



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

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 DEPED MALAYBALAY CITY DIVISION
RELEASED

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Division Memorandum
 No. 147 Series of 2024

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

FROM : **CHERRY MAE L. DUMBACO-REYES**
 Schools Division Superintendent 

DATE : **April 2, 2024**

SUBJECT : **Elections of Officers for Learner Government Program (LGP) and Other
 Student-led Organizations in Schools for S.Y. 2024-2025**

1. Pursuant to DepEd Order No. 03, s. 2024, or the Amendment to the Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024, this Office would like to inform and direct all public elementary and secondary schools of this Division to conduct elections of officers for **Learner Government Program (LGP)** for S.Y. 2024-2025, both in *Supreme Elementary Learner Government (SELG)* and *Supreme Secondary Learner Government (SSLG)*, **on or before the second week of May 2024.**

2. After the conduct of the SELG/SSLG elections, the schedule of the conduct of elections for other student-led organizations such as **Youth for Environment in Schools-Organization (YES-O)**, and **Barkada Kontra Droga (BKD)** and other registered school clubs and organizations shall commence. The schedule shall be determined by the Youth Commission on Elections and Appointments (Youth COMEA) as per OUOPS No. 2023-03.

3. For grade level qualifications of learners running for LGP, see attached *Enclosure 2. Tabular Summary of Grade Level Qualifications*. For those student leaders who are elected for the position of president in SELG/SSLG may no longer run for the same position in YES-O or BKD. For further information on the interim guidelines of the LGP, see the mentioned OUOPS memorandum.

4. Queries relative to this can be relayed to Lucilyn M. Cahucom, PDO1, at lucilyn.cahucom@deped.gov.ph or Karl Lois C. Pagaran, PDO1 at karllois.pagaran@deped.gov.ph.

Copy furnished:
 Records Unit
 SGOD/lmc



Enclosure 2. Tabular Summary of Grade Level Qualifications

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
A. ELEMENTARY LEVEL (with Grade 3 – 6)				
A.1. President	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6
A.2. Vice President	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6
A.3. Secretary	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.4. Treasurer	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.5. Auditor	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.6. Public Information Officer	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.7. Protocol Officer	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 6	One (1) incoming Gr. 6	Two (2) incoming Gr. 6	Two (2) incoming Gr. 6
	One (1) incoming Gr. 5	One (1) incoming Gr. 5	Two (2) incoming Gr. 5	Two (2) incoming Gr. 5
	One (1) incoming Gr. 4	One (1) incoming Gr. 4	Two (2) incoming Gr. 4	Two (2) incoming Gr. 4
	One (1) incoming Gr. 3	One (1) incoming Gr. 3	One (1) incoming Gr. 3	Two (2) incoming Gr. 3
TOTAL	11	11	14	15
B. JUNIOR HIGH (Grade 7 – 10)				
B.1. President	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10
B.2. Vice President	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10
B.3. Secretary	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.4. Treasurer	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.5. Auditor	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.6. Public Information Officer	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.7. Protocol Officer	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 10	One (1) incoming Gr. 10	Two (2) incoming Gr. 10	Two (2) incoming Gr. 10
	One (1) incoming Gr. 9	One (1) incoming Gr. 9	Two (2) incoming Gr. 9	Two (2) incoming Gr. 9
	One (1) incoming Gr. 8	One (1) incoming Gr. 8	Two (2) incoming Gr. 8	Two (2) incoming Gr. 8
	**One (1) incoming Gr. 7	**One (1) incoming Gr. 7	**Two (2) incoming Gr. 7	**Two (2) incoming Gr. 7
TOTAL	11	11	15	15

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
C. INTEGRATED HIGH (Grade 7 – 12)				
C.1. President	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12
C.2. Vice President	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12
C.3. Secretary	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.4. Treasurer	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.5. Auditor	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.6. Public Information Officer	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.7. Protocol Officer	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 12	One (1) incoming Gr. 12	Two (2) incoming Gr. 12	Two (2) incoming Gr. 12
	One (1) incoming Gr. 11	One (1) incoming Gr. 11	Two (2) incoming Gr. 11	Two (2) incoming Gr. 11
	One (1) incoming Gr. 10	One (1) incoming Gr. 10	Two (2) incoming Gr. 10	Two (2) incoming Gr. 10
	One (1) incoming Gr. 9	One (1) incoming Gr. 9	Two (2) incoming Gr. 9	Two (2) incoming Gr. 9
	One (1) incoming Gr. 8	One (1) incoming Gr. 8	Two (2) incoming Gr. 8	Two (2) incoming Gr. 8
	**One (1) incoming Gr. 7	**One (1) incoming Gr. 7	**Two (2) incoming Gr. 7	**Two (2) incoming Gr. 7
TOTAL	13	13	19	19
D. STAND-ALONE SENIOR HIGH (Grade 11 – 12)				
D.1. President	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.2. Vice President	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.3. Secretary	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.4. Treasurer	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.5. Auditor	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.6. Public Information Officer	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.7. Protocol Officer	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 12	One (1) incoming Gr. 12	Two (2) incoming Gr. 12	Two (2) incoming Gr. 12
	**One (1) incoming Gr. 11	**One (1) incoming Gr. 11	**Two (2) incoming Gr. 11	**Two (2) incoming Gr. 11
TOTAL	9	9	11	11
**Subject for special election in the opening of classes within the Grade level ONLY				

**ELECTION APPLICATION FORM (EAF)
FOR MANUAL/DIGITAL ELECTION**

To run for a position in the Student Organization office, each candidate should submit and accomplish the Election Application Form.

Enclosure No. 1: Election Application Form (EAF) of Student Organization

ELECTION APPLICATION FORM (EAF) OF STUDENT ORGANIZATION

The Student Organization lives in the ideals, principles, and practices of participatory democracy. It represents the organization and ready to steer the student body towards the fulfilment of its goal by promoting its rights and welfare. As a student leader, this Certificate of Candidacy is a statement of your purest intention and understanding in a position you are applying for.



I. PERSONAL DETAILS

Student's Name: _____
(Surname, Given Name, Middle Name, & Extension Name e.g., Jr., I, II...)

Current Grade Level: _____

Desired Position: _____

Gender: _____ **Age:** _____ **Date of Birth:** _____

Email Address: _____ **Mobile No.:** _____ **Landline:** _____

Home Address: _____

II. Student's Status

1. Has good academic standing and has no failing grades in all subject areas?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Attested by:	_____	_____			
	Class Adviser Name & Signature	Date			
2. Is of good Moral Character?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Attested by:	_____	_____			
	EsP/Guidance Coordinator Name & Signature	Date			

III. Parental Consent

I, _____ as a parent/ guardian will support my son/daughter to the best of my ability as he/she commits to the Student Organization.

I am allowing him/her to participate in the programs, projects, and activities of the Student Organization.

I agree and understand the commitment of my son/daughter and will support his/her endeavor to the Student Organization.

 Name and Signature of the Parent/Guardian

 Contact Number

I am filing this Election Application Form of Student Organization for school year 2022-2023.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

 Signature of Candidate over Printed Name

IV. Leadership Capsule

Direction: Write your answer at the back of this form by answering the guide question. "What are your qualities that you believe can make a great leader?"

Verified by:

Approved by:

Screening and Validation Commissioner
Date: _____

Youth COMEA Chief Commissioner
Date: _____

APPOINTMENT APPLICATION FORM (AAF)

The appointed Student Organization Officer should submit a completed signed application with the following attachments:

- Certificate of Endorsement
- Appointment Form

CERTIFICATE OF ENDORSEMENT

Youth COMEA Chief Commissioner

To whom it may concern,

This is to formally endorse the application of _____
for a position of _____. I believe that he/she is qualified to
that position based on his academic records and good attributes as learner as well.

Attached herein is the appointment form to support his merit as
_____ Officer for the School Year 2022 – 2023.
Name of Student Organization

Sincerely yours,

*Signature Over Printed Name of the
Organization Adviser*

Parental Consent

I, _____ as a parent/ guardian will support my
son/daughter to the best of my ability as he/she commits to the Student Organization.

I am allowing him/her to participate in the programs, projects, and activities of the Student
Organization.

I agree and understand the commitment of my son/daughter and will support his/her endeavor
to the Student Organization.

Name and Signature of the Parent/Guardian

Contact Number

Enclosure No. 3: APPOINTMENT FORM

APPOINTMENT FORM

Name of Appointee: _____

Grade Level and Section: _____

This is to certify that the appointee may take an oath of office for the position assigned by the Youth COMEA.

The functions, duties and responsibilities of a Student Organization Officer will take effect on the day of his oath of office for the School Year 2022-2023.

Signed in the presence of:

Organization Adviser

Commissioner on Appointment

Youth COMEA Chief Commissioner

By accepting the terms and conditions of your appointment as _____ (Position) of the _____ (Name of Student Organization) dated _____ (Date of Appointment), please confirm by signing this certificate.

Signature Over Printed Name of Appointee

Parents/Guardians Signature Over Printed Name

Enclosure No. 4: Elections Application and Appointment Evaluation Tool

ELECTIONS APPLICATION AND APPOINTMENT EVALUATION TOOL

(Note: This Evaluation Tool should be accomplished by the Screening and Validation Committee.)

Name of Learner: _____

Grade Level & Section: _____

Desired Position: _____

Direction: Please check the appropriate box to determine the qualification standards of aspiring learners for Student Organization elections and appointments.

Description	MOVs		REMARKS
	Yes	No	
1. Election Application Form			
• Has good academic standing?			
• Is of good moral character?			
• Has parental consent			
• Answered the Leadership Capsule?			
2. Certificate of Endorsement**			
3. Appointment Form**			
4. Is the learner qualified?			

** for appointees

Verified by:

Commissioner on Screening and Validation

Date: _____

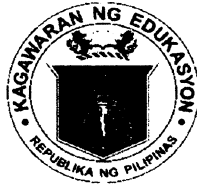
Commissioner on Appointment

Date: _____

Approved by:

Youth COMEA Chief Commissioner

Enclosure No. 5: Oath of Office of Student Organization



Republic of the Philippines
Department of Education
Region III

Oath of Office

I _____ of _____,
(State your Full Name) *(Name of School)*
having been elected/appointed as _____ of
(your current position)
_____, do hereby solemnly swear that I will faithfully
(Name of Organization)
discharge, to the best of my ability, the duties of my present position; that I have
clearly understood, and I will abide by, the guidelines governing this organization
and of the issuances by the Department of Education; and that I impose this
obligation upon myself voluntarily, without mental reservation or purpose of evasion.

So, help me God.

Signature Over Printed Name

Administering Officer