



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division Office of Kabankalan City
City of Kabankalan



Telefax No.: (034) 4712003 Email: dep_ed_bangkal@yahoo.com

03 February 2020

DIVISION MEMORANDUM

No. 37, s. 2020

**CONDUCT OF SYNCHRONIZED AND AUTOMATED ELECTIONS OF
SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG)**

TO : Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors
All Elementary and Secondary School Heads / Principals
All Others Concerned

1. In adherence with the OUA Memo 01-0120-0609 re: “Synchronized Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections for School Year 2020-2021”, the Schools Division Office of Kabankalan City enjoin all Elementary and Secondary Public Schools to observe the following schedules in relation to the conduct of elections of the SPG and SSG:

Election Process and Activities	Date
Filing of Candidacy (with the Parent’s Consent)	February 03, 2020
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 5, 2020
Announcement of the Official List of Candidates	February 06, 2020
Campaign Period <ul style="list-style-type: none">• Presidential Election Forum• Campus-wide Presidential and Vice Presidential Debates	February 12-13, 2020
Elections	February 14, 2020
Proclamation of Winners	February 14, 2020
Nomination of SPG/SSG Adviser	February 17-18, 2020
Oath Taking Ceremony (SPG/SSG Officers and Adviser)	February 21, 2020
Submission of the List of SPG/SSG Officers and Activity Report / Documentation to the Schools Division Office	February 28, 2020
Orientation, Election and Oath Taking of SPG/SSG Division Federated Officers and Advisers	March 9, 2020

2. The School Head (SH), upon the proposal of the members of the SPG/SSG Commission on Elections (COMELEC) with the recommendation of the SPG/SSG COMELEC Chairperson, may also issue additional guidelines on the SPG/SSG COMELEC Standard Election Code consistent with the Constitution and By-Laws of the SPG and SSG in elementary and secondary schools, to ensure the fair and successful conduct of the elections.



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3. Expenses to be incurred shall be charged to school MOOE, subject to the usual accounting and auditing rule and regulations. All plans and programs of the SPG/SSG shall be incorporated in the School Improvement Plan and Annual Improvement Plan.
4. The Schools Division Office through the Youth Formation and Development Unit shall monitor the conduct of the synchronized SPG and SSG elections.
5. The following documents are enclosed for reference:

Enclosure No. 1	Elections Application Packet
Enclosure No. 2	Parental Consent Form for SPG/SSG Candidates
Enclosure No. 3	Certificate of Candidacy for the SPG
Enclosure No. 4	Certificate of Candidacy for the SSG
Enclosure No. 5	Activity Completion Report Template
6. For further information and clarification, please contact the Division Youth Formation Officers: Gerald B. Tampico at +639771060196 and Deyll Garl G. de Jesus at +639155207505.
7. Immediate and wide dissemination of this memorandum is required.


PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

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 recent 2x2 photograph
- An official copy of the Report Card for the present Academic Year
- Two (2) recommendation letters from two (2) individuals 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 with in 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 displayed the principles of teamwork, collective decision-making, and good work ethic in the said activity.

The two (2) recommendation letters should come from:

1. A fellow student that he/she worked within an activity, and
2. 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 the signatories.



Enclosure No. 2 of Division Memorandum No. 37, s. 2020



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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 Student Government Officer and to be involved
in all of its activities, programs and projects.

Parent's/Guardian Signature over Printed Name

Date





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CERTIFICATE OF CANDIDACY FOR THE SUPREME PUPIL GOVERNMENT

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.

Student's Name: _____ **Current Grade Level:** _____

PERSONAL DETAILS

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

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

Home Address: _____

COMPETENCIES OF CANDIDATES IN RELATION TO THE DESIRED POSITION

Activities participated in related to the desired position	Specific role in the activity

ELECTORAL INFORMATION

Party Name: _____ **Position in the Party:** _____

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 school year _____.

I do hereby declare my intention and desire to be nominated for the particular position of _____.

I further state that I am a 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.

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

Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____ year _____, at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

SPG COMELEC REPRESENTATIVE

J





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ACTIVITY COMPLETION REPORT

Title of the Activity	
Inclusive Date/s & Time	
Venue	

Summary of Participants

Target No.	Actual Attendees			Total
	Designation	Sex		
		Male	Female	
	SDO Personnel			
	School Heads/Principals			
	Teachers			
	Other School Personnel			
	Students			
	Others (please specify)			

Highlights of the Meeting/Activity

Agenda/Topic Discussed /Activity Conducted	Highlight/s of the Discussion / Activity	Decision/Agreement/s Attained
	▪	
	▪	▪
	▪	▪

Evaluation of the Activity

	Recommendation/s for Improvement/s / Action?
What worked/have been achieved?	▪
What didn't work/not achieve?	▪

Prepared by

Noted and Approved by

Name and Signature

Name and Signature

Designation

Date of Accomplished



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Photo Documentation