



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

October 25, 2021

DIVISION MEMORANDUM

No. **256**, s. 2021

DIVISION FEDERATION OF SUPREME PUPIL/STUDENT GOVERNMENT VIRTUAL ELECTIONS

TO: Chiefs, CID and SGOD
Public Schools District Supervisors
Secondary School Heads / Principals
Supreme /PupilStudent Government Advisers
All others concerned

1. Pursuant to OUA Memo 00-1021-0102 entitled Interim Guidelines on Student Government Elections for School Year 2021-2022 Under the New Normal, the Schools Division Office of Kabankalan City, through the Youth Formation and Development, shall conduct the **Division Federation of Supreme Pupil/Student Government Elections** on the following schedule:

	DATE	TIME	PLATFORM	LINK
ELEMENTARY	October 28, 2021	8:30 AM-11:30 AM	Microsoft Teams	https://bit.ly/3jyAZMa
SECONDARY	October 28, 2021	1:30 PM-4:30 PM	Microsoft Teams	https://bit.ly/2ZgSzgb

2. All **Supreme Pupil/Student Government Advisers** are enjoined to facilitate the following:
- Attendance and participation of newly elected SPG/SSG Presidents (with internet signal) and their Microsoft Accounts;
 - gadgets to be used by the Presidents (with no available gadget) during the election. Refer to enclosed OUA Memo 00-0720-0063 entitled Guidelines on the Use of Devices Borrowed by Learners;
 - load allowance of SPG/SSG President for the election chargeable to School MOOE subject to usual accounting and auditing rules and regulations; and
 - submission of list of Newly Elected SPG/SSG Officers duly signed by School Head, Comelec Chairperson and SG Adviser at <https://forms.gle/f8NJT9Q79BNoZsar9>.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



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3. Composition of the Division Election Core Group:

MODERATOR	Dexyll Garl G. De Jesus
POLL FACILITATORS	Anjie Aliling Jun Carlo Inocencio
BREAKOUT ROOM FACILITATORS	Gerald B. Tampico Kevin Jone Camparecio
TIMER	Shandy Managuit
TECHNICAL SUPPORT	Archiebal Poyogao Richard Roa

4. For questions and concerns, contact **DEXYLL GARL G. DE JESUS**, Project Development Officer I, through messenger (Dexyll Garl).
5. Immediate and wide dissemination of this memorandum is desired.


PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent





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PROGRAM

Division Federation of Supreme Pupil Government Election

TIME		
8:30 AM – 9:00 AM	Open House Meeting Admission Preliminaries	Election Core Group SPG Presidents & Teacher-Advisers
9:00 AM – 9:30 AM	Attendance Check Getting to Know You Activitiy	Moderator SPG Presidents & Teacher-Advisers
9:30 AM – 9:45 AM	Presentation of Election Guidelines and Procedures	DEXYLL GARL G. DE JESUS Project Development Officer I
9:45 AM – 10:45	Election Proper	Election Core Group
10:45 AM – 10:50 AM	Declaration of Newly Elected Officers	GERALD B. TAMPICO Project Development Officer I
10:50 AM – 11:15 AM	Message Oath Taking	PORTIA M. MALLORCA, PhD, CESO V Schools Division Superintendent
11:15 AM – 11:30 AM	Announcements Closing & Photo Opportunity	Election Core Group SPG Presidents & Teacher-Advisers

Division Federation of Supreme Student Government Election

TIME		
1:30 PM – 2:00 PM	Open House Meeting Admission Preliminaries	Election Core Group SPG Presidents & Teacher-Advisers
2:00 PM – 2:30 PM	Attendance Check Getting to Know You Activitiy	Moderator SPG Presidents & Teacher-Advisers
2:30 PM – 2:45 PM	Presentation of Election Guidelines and Procedures	DEXYLL GARL G. DE JESUS Project Development Officer I
2:45 PM – 3:45 PM	Election Proper	Election Core Group
3:45 PM – 3:50 PM	Declaration of Newly Elected Officers	GERALD B. TAMPICO Project Development Officer I
3:50 PM – 4:15 PM	Message Oath Taking	CECILIA G. ABELLO, PhD SGOD Chief
4:15 PM – 4:30 PM	Announcements Closing & Photo Opportunity	Election Core Group SPG Presidents & Teacher-Advisers



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0720-0063
MEMORANDUM
17 July 2020

For: **Regional Directors
Schools Division / City Superintends
Heads, Public Elementary Schools and Secondary Schools
All Other Concerned**

Subject: **GUIDELINES ON THE USE OF DEVICES BORROWED
BY LEARNERS**

This memorandum authorizes schools to issue stand-alone desktops, laptops and tablet PCs to be borrowed by learners for temporary use in online learning subject to the following guidelines:

1. The Principals/School Heads (SHs) and the School Property Custodian shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements as well as recorded upon issuance to the learner's parent/guardian using the Property Acknowledgement Receipt (if Desktop/Laptop is above P15k) and Inventory Custodian Slip (if tablet is less than P15k). (Which will be signed by the ICT Coordinator and the Parent/Guardian since the units were issued to the ICT Coordinator by the School Property Custodian).
2. The Parents/Guardians shall take full responsibility in taking care of the devices following the conditions stated in the issuance documents (PAR/ICS) and in the Borrower's Card.
3. In case the parent/guardian does not agree to the conditions then the Principal/School Head can choose another recipient.
4. The Learner Enrolment and Survey Form (LESF) accomplished during the enrollment shall be the primary basis in identifying the learners who can borrow DCP Devices. Learners with disability shall be given the priority over the others.



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)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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5. The School Property Custodian as well as the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the System Unit Case, Monitor, keyboard and mouse. The property tags should include the DCP Batch No. for proper identification and these property tags should not be removed or tampered with by parents or learners. Removing or tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages that are incurred.
6. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of DCP Units which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is a prerequisite to borrowing a device.

For compliance and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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