



Republic of the Philippines  
**Department of Education**  
Region V – Bicol

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION  
DATE: JAN 31 2020

Time: 16:51  
Signature: \_\_\_\_\_

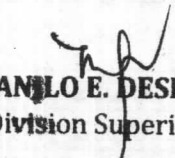
January 31, 2020

DIVISION MEMORANDUM  
OSDS-SGOD-DM-31 S. 2019

**SYNCHRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) ELECTION FOR SCHOOL YEAR 2020-2021**

To: Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All concerned

1. Enclosed is **the OUA Memorandum no. 01—120-0609** dated January 30, 2020 **stating** the above mentioned subject for your reference.
2. **Anent** to this an orientation on the use of the AUTOMATED ELECTION SYSTEM will be on February **6, 2020** for elementary and February 7, 2020 for secondary said activity will start @ 8:00 am at the school's **division office** conference Hall A. Participants to the said activity are the school ICT coordinators and they are required to bring laptop and extension wire needed for the workshop.
3. Travel **and** other expenses of the participants to this activity shall be **charged** to school MOOE **other** fund source subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this Memorandum **is** highly desired.

  
**DANILO E. DESPI**  
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index  
Under the following subjects:

OUA MEMO01-0120-0609  
January 31, 2020



QUAMEMD01-0120-0609  
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Republika ng Pilipinas

**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim

**OUA MEMO** 01-0120-0609

**MEMORANDUM**

30 January 2020

**For: Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned**

**Subject: SYNCHRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND  
SUPREME STUDENT GOVERNMENT (SSG) ELECTIONS FOR  
SCHOOL YEAR 2020-2021**

Pursuant to Department of Education (DepEd) Order No. 47, s. 2014 entitled "Constitution and By-Laws of the Supreme Pupil Government (SPG) and Supreme Student Governments (SSG) in Elementary and Secondary Schools" and DepEd Order No. 11, s. 2016 entitled "Additional Guidelines to DepEd Order No. 47 s. 2014", the following shall be observed during the elections for the SPG/SSG officers for School Year 2020-2021:

<b>Activities (Facilitated by the SPG/SSG COMELEC)</b>	<b>Date</b>
Filling of Candidacy	February 3, 2020
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 5, 2020
Announcement of the Official List of Candidates	February 6, 2020
Campaign Period <ul style="list-style-type: none"> <li>• Presidential Election Forum</li> <li>• Campus-wide Presidential and Vice Presidential Debates</li> </ul>	February 12-13, 2020
Elections	February 14, 2020
Proclamation of Winners	February 14, 2020
Nomination of SPG Adviser	February 17-18, 2020
Oath taking Ceremony	February 21, 2020
Election of Division Federation Officers	March 9, 2020
Election of Regional Federation Officers	March 23, 2020

**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Basic Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]



All schools are encouraged to use the Automated Election System developed in partnership with the Information and Communications Technology Service (ICTS). Regional and Division Information Technology Officers and Youth Formation Coordinators shall work together to ensure the smooth implementation of the election.

The following are the specific responsibilities in line with the synchronized SPG and SSG elections:

1. 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.
2. The SGOD Chief and the Division Youth Formation Coordinator (PDO I) shall conduct the election of the Division Federation of SPG and SSG Officers on March 9, 2020 and shall submit to the Youth Formation Division (YFD) the result of the Division Federation elections using the attached Enclosure No. 1.
3. The Regional ESSD Chief and the Regional Youth Formation Focal Person (PDO IV) shall conduct the election of the Regional Federation of SPG and SSG Officers on March 23, 2020 and shall submit to YFD the result of the Regional Federation elections using the attached Enclosure No. 2.
4. The elected SPG/SSG officers during the oath taking ceremony shall undergo a parallel school-based training on basic skills of leadership, roles, functions, and responsibilities of each office using the modules of the Student Leadership Development Program (SLDP) and Nation of Heroes. The newly-nominated SPG/SSG Adviser shall supervise the implementation of the said training, in cooperation with the previous SPG/SSG officers and adviser.

Expenses to be incurred shall be charged to school MOOE, subject to the usual accounting and auditing rules and regulations. All plans and programs of the SPG/SSG shall be incorporated in the School Improvement Plan and Annual Improvement Plan.

The Youth Formation Division, under the Bureau of Learner Support Services, shall monitor the conduct of the elections and the formulation and implementation of the programs and projects to strengthen the SPG/SSG.

All Regional Directors (RD) and Schools Division Superintendents (SDS) shall support and monitor the implementation of the elections and the programs and projects of the SPGs and SSGs.



The following documents are enclosed for reference:

- Enclosure No. 1 : Directory of Division Federation Officers
- Enclosure No. 2 : Directory of Regional Federation Officers
- Enclosure No. 3 : Elections Application Packet
- Enclosure No. 4 : Parental Consent Form for SPG/SSG Candidates
- Enclosure No. 5 : Certificate of Candidacy for the SPG
- Enclosure No. 6 : Certificate of Candidacy for the SSG

For more information, all concerned may contact the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) at (02) 8637-9814 or through email [blss.vfd@deped.gov.ph](mailto:blss.vfd@deped.gov.ph):

For strict compliance.

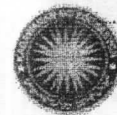
ALAIN DEL B. P. ...  
Undersecretary



Facebook Account	Mobile no.	Email Address	Position
			President
			Vice President
			Secretary
			Treasurer
			Auditor
			Public Information Officer
			Peace Officer
			SSG Federation Adviser



**Enclosure No. 1: Directory of Division Federation Officers**



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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Youth Formation Division

**Directory of Division Federation Officers**

Division: \_\_\_\_\_ Region: \_\_\_\_\_

Division YFD Focal Person: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Division SGOD Chief: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Schools Division Superintendent: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Position	Name	School	E-mail Address	Mobile no.	Facebook Account
President					
Vice President					
Secretary					
Treasurer					
Auditor					
Public Information Officer					
Peace Officer					
SSG Federation Adviser					





Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Youth Formation Division

**Directory of Regional Federation Officers**

Region: \_\_\_\_\_

Regional YFD Focal Person: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Regional ESSD Chief: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Regional Director: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Position	Name	Division	E-mail Address	Mobile no.	Facebook Account
President					
Vice President					
Secretary					
Treasurer					
Auditor					
Public Information Officer					
Peace Officer					
SSG - Generation Adviser					





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 where 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 4: Parental Consent for SPG/SSG Candidates**



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Youth Formation Division

**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







Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Youth Formation Division

**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 recommended 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**



**Enclosure 6: Certificate of Candidacy for the SSG**



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Youth Formation Division

**CERTIFICATE OF CANDIDACY FOR THE SUPREME STUDENT GOVERNMENT**

An officer of the Supreme Student 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 Student 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 Student 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.

\_\_\_\_\_  
**SSG COMELEC REPRESENTATIVE**

