Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City
Tel. Number: (036) 620-2371-73, Fax: (036) 621-0974
Website: http://depedcapiz.ph

February 4, 2020

DIVISION MEMORANDUM
No. 021, s. 2020

CORRIGENDUM TO SCHOOLS DIVISION MEMORANDUM NO. 017 S. 2020 ENTITLED "ELECTION CALENDAR FOR SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2020-2021"

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors – SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Supreme Student Government Advisers
Supreme Pupil Government Coordinators/Advisers
All Others Concerned

1. Relative to Schools Division Memorandum No. 017, s. 2020 entitled "Election Calendar for Supreme Pupil Government (SPG) and Supreme Student Government (SSG) for School Year 2020-2021", the Schools Division Memo No. 017, s. 2020 is hereby **superseded** by **DepEd OUA MEMO No. 01-0120-0609** issued January 31, 2020 hereto attached.

2. There shall only be **one (1) pilot school each** for the elementary and secondary schools on automated election to be determined by the Schools Division Office.

3. For information and guidance.

SALVADOR O. OCHAVO, JR., EdD, CESO V
Schools Division Superintendent

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:

Activities (Facilitated by the SPG/SSG COMELEC)	**Date**
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 • 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 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

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.yfd@deped.gov.ph.

For strict compliance.

ALAIN DEL B. PASCUA
Undersecretary

Enclosure No. 1: Directory of Division Federation Officers

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					

Enclosure No. 2: Directory of Regional Federation Officers

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 Federation Adviser					

Enclosure No. 3: Elections Application Packet

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 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

Enclosure 5: Certificate of Candidacy for the SPG

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 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

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