



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**



June 22, 2023

DIVISION MEMORANDUM  
NO. **294** s. 2023

**GENERAL MONITORING AND EVALUATION OF THE LEARNER  
GOVERNMENT PROGRAM (LGP) ELECTIONS FOR SCHOOL YEAR  
2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads, Public and Private Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum from No. 424, s. 2023 titled **General Monitoring and Evaluation of the Learner Government Program (LGP) Elections for School Year 2023-2024**.
2. In line with this, the Learner Formation Coordinators of the Division will conduct a monitoring and evaluation of this activity from **June 19, 2023** to **June 27, 2023**.
3. Immediate dissemination of with this memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 



Address: Banica, Roxas City  
Contact Number: (036) 6518 456  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

JUN 14 2023

REGIONAL MEMORANDUM  
No. 424 s. 2023

**MONITORING AND EVALUATION OF THE LEARNER GOVERNMENT PROGRAM  
(LGP) ELECTIONS FOR SCHOOL YEAR 2023-2024**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is a Memorandum from Dr. Dexter A. Galban, Assistant Secretary for Operations dated May 31, 2023, regarding the **General Monitoring and Evaluation of the Learner Government Program (LGP) Elections for School Year 2023-2024**.
2. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: Memorandum from Dr. Dexter A. Galban  
dated May 31, 2023  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNERS  
PROGRAMS  
STUDENTS

DepEdRO6-1885-D-10M-2023-0927



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033)509-7653; (033)336-2816  
Email Address: [region6@deped.gov.ph](mailto:region6@deped.gov.ph)  
Website: [region6.deped.gov.ph](http://region6.deped.gov.ph)



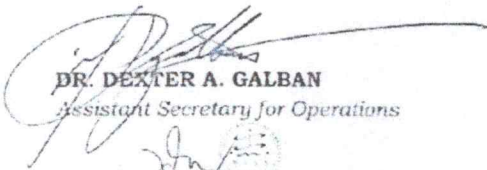
Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS**  
**BUREAU OF LEARNER SUPPORT SERVICES**  
School Health Division | School Sports Division | Youth Formation Division


OM-OASOPS-2023-05-12

**MEMORANDUM**

**FOR :** Minister, Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Regional and Division Youth Formation Coordinators  
All Others Concerned



**FROM :**   
**DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations

  
**NENNETH ESPLANA-ALAMA**  
Director IV, Bureau of Learner Support Services

**SUBJECT :** MONITORING AND EVALUATION OF THE LEARNER  
GOVERNMENT PROGRAM (LGP) ELECTIONS FOR SCHOOL  
YEAR 2023-2024

**DATE :** 31 May 2023

As stipulated in the unnumbered OUOPS Memorandum titled "Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024" dated 05 May 2023, the LGP elections from the school to the regional level are set to be conducted on the last quarter of SY 2022-2023.

To ensure continuous improvement in the policies being issued by the Department, it is imperative to monitor the compliance of schools in the mechanisms and standards of the guidelines, including the conduct and implementation of activities relative to the LGP elections.

In this regard, the Office of the Assistant Secretary for Operations (OASOPS), through the Bureau of Learner Support Services-Learner Formation Division (BLSS-LFD), hereby requests all Schools Division Offices (SDOs) through their respective Learner

Room 505, 5/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: 8632-1368 E-mail: oasyc@deped.gov.ph

Ff-2022-05-017

Formation Coordinators (LFCs) / Project Development Officers (PDOs) to conduct field monitoring and evaluation during the said activity.

To ensure systematic monitoring and evaluation, all LFCs are requested to adhere to the following guidelines:

1. All ROs/SDOs shall release a regional/division memorandum to provide appropriate guidance to all schools. The memorandum shall include the number and list of schools to be monitored, mechanism, date of monitoring, deadline of submission of forms, among others.
2. The schools to be identified by the LFCs shall vary according to the following:
  - a. Classification [Elementary, High School]
  - b. Type [Public/Private, Central /Non-Central, Last Mile, etc.]
  - c. Size [Small, Medium, Large, Very large]
3. Forms to be utilized during the monitoring and evaluation shall be **Annex A** for the schools, **Annex B** for the Schools Division Offices (SDOs), and **Annex C** for the Regional Offices (ROs).
4. All RLFCs shall consolidate the reports submitted by all SDOs and submit a regional summary to the Central Office, through the BLSS-LFD, via email **on or before 15 August 2023**.
5. During the field monitoring, all LFCs are advised to wear appropriate attire and adhere to all COVID-19 safety measures.
6. Expenses incurred during the said activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For more information, questions, and concerns, please contact Mr. Rovin James F. Canja, Project Development Officer IV, Officer-in-Charge of the LFD, via email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

Your support and cooperation will be highly appreciated.



Republic of the Philippines  
**Department of Education**

**LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL**

Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2002.

This monitoring tool shall be utilized and filled out by all schools nationwide and must be submitted to their respective Division Youth Formation Coordinator (YFC) for consolidation. The deadline of the submission will be determined by their Division YFC.

**I. Monitoring Tool**

Name of School: \_\_\_\_\_ School Year: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_  
 School ID: \_\_\_\_\_ Region/Division: \_\_\_\_\_  
 LG COMEA Chief Commissioner: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date of Election: \_\_\_\_\_ Time of Election: \_\_\_\_\_  
 Learner Government Category:  SELG  SSLG

Number of Candidates: \_\_\_\_\_ Number of Polling Precinct: \_\_\_\_\_  
 Election Period: \_\_\_\_\_ Polling Precinct Station/s: \_\_\_\_\_  
 Campaign Materials Used: \_\_\_\_\_  
 Fliers  Posters  
 Social Media Post  
 Others (please specify): \_\_\_\_\_  
 Total Number of Qualified Voters: \_\_\_\_\_  
 Total Number of Actual Voters: \_\_\_\_\_  
 Has there been any disqualification of a candidate?  
 Yes Reasons: \_\_\_\_\_  
 No  
**Mode of Election**  
 Manual  Blended  
 Digital  Others (please specify): \_\_\_\_\_

**Composition of the LG COMEA**

**LG COMEA Commissioners:**

**Commissioner on Screening and Validation**

Appointed  
 Others (please specify): \_\_\_\_\_

**Commissioner Appointment**

Appointed  
 Others (please specify): \_\_\_\_\_

**Commissioner on Electoral Board**

Appointed  
 Others (please specify): \_\_\_\_\_

**Commissioner on Grievance**

Appointed  
 Others (please specify): \_\_\_\_\_

**LG COMEA Permanent Committees:**

**Executive Committee**

Number of Members: \_\_\_\_\_

**Appointment Committee**

Number of Members: \_\_\_\_\_

**Screening and Validation Committee**

Number of Members: \_\_\_\_\_

**Grievance Committee**

Number of Members: \_\_\_\_\_

**Electoral Board Committee**

Number of Members: \_\_\_\_\_

Number of meetings conducted throughout the election and appointment process: \_\_\_\_\_

Number of violations committed throughout the election and appointment process: \_\_\_\_\_

Number of complaints filed throughout the election and appointment process: \_\_\_\_\_

## II. Results

### List of Elected/Appointed Officers for the Learner Government (SELG/SSLG)

#### Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

#### Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

## III. Recommendations

Kindly note that recommendations shall be centered on the improvement of the issued policy.

Members of the LG COMEA:

\_\_\_\_\_  
LG COMEA Commissioner

\_\_\_\_\_  
LG COMEA Commissioner

Prepared by:

Validated by:

\_\_\_\_\_  
LG COMEA Commissioner

\_\_\_\_\_  
LG COMEA Commissioner

Approved by:

\_\_\_\_\_  
LG COMEA Chief Commissioner/School Head



Republic of the Philippines  
**Department of Education**

### LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2002.

This monitoring tool shall be utilized and filled out by all Division Learner Formation Coordinators (DLFCs) in Schools Division Offices (SDOs) nationwide and must be submitted to their respective Regional Learner Formation Coordinator (RLFC) for consolidation. The deadline of the submission will be determined by their RLFC.

#### I. Monitoring Tool

Region/Division: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_  
 School Year: \_\_\_\_\_  
 Date of Election: \_\_\_\_\_  
 Time of Election: \_\_\_\_\_

**Mode of Election**  
 Manual  Blended  
 Digital  Others (please specify): \_\_\_\_\_

#### II. Results

##### List of Division Federated Officers for the Learner Government (DFSELG/DFSSLG)

##### Division Federated Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	School
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

##### Division Federated Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	School
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

### III. Recommendations

Summarize the recommendations submitted by the schools and provide some salient points from the monitoring and evaluation that was initiated during the conduct of school-based elections.

Prepared by:

Noted by:

\_\_\_\_\_  
Learner Formation Coordinator

\_\_\_\_\_  
SGOD Chief

Approved by:

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





Republic of the Philippines  
**Department of Education**

**LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL**

Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2002.

This monitoring tool shall be utilized and filled out by all Regional Learner Formation Coordinators (RLFCs) in the Regional Offices (ROs) nationwide and must be submitted to the Bureau of Learner Support Services-Learner Formation Division of the Central Office via email ([blss.vfd@deped.gov.ph](mailto:blss.vfd@deped.gov.ph)).

**I. Monitoring Tool**

Region: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_  
 School Year: \_\_\_\_\_  
 Date of Election: \_\_\_\_\_ Mode of Election  
 Time of Election: \_\_\_\_\_  Manual  Blended  
 Digital  Others (please specify): \_\_\_\_\_

**II. Results**

*List of Regional Federated Officers for the Learner Government (RFSELG/RFSSLG)*

*Regional Federated Supreme Elementary Learner Government Officers for SY: 2023-2024*

Position	Name of Learner	Division
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

*Regional Federated Supreme Secondary Learner Government Officers for SY: 2023-2024*

Position	Name of Learner	Division
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

### III. Recommendations

Summarize the recommendations submitted by the Schools Division Offices and provide some salient points for the further improvement of the Interim Guidelines of the Learner Government Program.

Prepared by:

Noted by:

\_\_\_\_\_  
Learner Formation Coordinator

\_\_\_\_\_  
ESSD Chief

Approved by:

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



Republic of the Philippines  
 Department of Education  
 Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2012.

## LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

This monitoring tool shall be utilized and filled out by all Division Learner Formation Coordinators (DLFCs) in Schools Division Offices (SDOs) nationwide and must be submitted to their respective Regional Learner Formation Coordinator (RLFC) for consolidation. The deadline of the submission will be determined by their RLFC.

### I. Monitoring Tool

Region/Division: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

School Year: \_\_\_\_\_

Date of Election: \_\_\_\_\_

Time of Election: \_\_\_\_\_

**Mode of Election**

Manual  Blended

Digital  Others (please specify): \_\_\_\_\_

### II. Results

#### List of Division Federated Officers for the Learner Government (DFSELG/DFSSLG)

##### Division Federated Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	School
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

##### Division Federated Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	School
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

### III. Recommendations

Summarize the recommendations submitted by the schools and provide some salient points from the monitoring and evaluation that was initiated during the conduct of school-based elections.

Prepared by:

Noted by:

\_\_\_\_\_  
Learner Formation Coordinator

\_\_\_\_\_  
SGOD Chief

Approved by:

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



Republic of the Philippines  
 Department of Education  
 Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act.

## LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

This monitoring tool shall be utilized and filled out by all Regional Learner Formation Coordinators (RLFCs) in the Regional Offices (ROs) nationwide and must be submitted to the Bureau of Learner Support Services–Learner Formation Division of the Central Office via email ([blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph)).

### I. Monitoring Tool

Region: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

School Year: \_\_\_\_\_

Date of Election: \_\_\_\_\_

Time of Election: \_\_\_\_\_

**Mode of Election**

Manual  Blended

Digital  Others (please specify): \_\_\_\_\_

### II. Results

#### List of Regional Federated Officers for the Learner Government (RFSELG/RFSSLG)

##### Regional Federated Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Division
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

##### Regional Federated Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Division
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

### III. Recommendations

Summarize the recommendations submitted by the Schools Division Offices and provide some salient points for the further improvement of the Interim Guidelines of the Learner Government Program.

Prepared by:

Noted by:

\_\_\_\_\_  
Learner Formation Coordinator

\_\_\_\_\_  
ESSD Chief

Approved by:

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



Republic of the Philippines  
 Department of Education  
 Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act.

## LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

This monitoring tool shall be utilized and filled out by all schools nationwide and must be submitted to their respective Division Youth Formation Coordinator (YFC) for consolidation. The deadline of the submission will be determined by their Division YFC.

### I. Monitoring Tool

Name of School: \_\_\_\_\_ School Year: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_  
 School ID: \_\_\_\_\_ Region/Division: \_\_\_\_\_

LG COMEA Chief Commissioner: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of Election: \_\_\_\_\_

Time of Election: \_\_\_\_\_

Learner Government Category:  SELG  SSLG

Number of Candidates: \_\_\_\_\_

Election Period: \_\_\_\_\_

Campaign Materials Used:

Fliers  Posters

Social Media Post

Others (please specify): \_\_\_\_\_

Number of Polling Precinct: \_\_\_\_\_

Polling Precinct Station/s: \_\_\_\_\_

Total Number of Qualified Voters: \_\_\_\_\_

Total Number of Actual Voters: \_\_\_\_\_

Has there been any disqualification of a candidate?

Yes Reasons: \_\_\_\_\_

No

Mode of Election

Manual  Blended

Digital  Others (please specify): \_\_\_\_\_

### Composition of the LG COMEA

#### LG COMEA Commissioners:

##### Commissioner on Screening and Validation

Appointed

Others (please specify): \_\_\_\_\_

##### Commissioner Appointment

Appointed

Others (please specify): \_\_\_\_\_

##### Commissioner on Electoral Board

Appointed

Others (please specify): \_\_\_\_\_

##### Commissioner on Grievance

Appointed

Others (please specify): \_\_\_\_\_

#### LG COMEA Permanent Committees:

##### Executive Committee

Number of Members: \_\_\_\_\_

##### Appointment Committee

Number of Members: \_\_\_\_\_

##### Screening and Validation Committee

Number of Members: \_\_\_\_\_

##### Grievance Committee

Number of Members: \_\_\_\_\_

##### Electoral Board Committee

Number of Members: \_\_\_\_\_

Number of meetings conducted throughout the election and appointment process: \_\_\_\_\_

Number of violations committed throughout the election and appointment process: \_\_\_\_\_

Number of complaints filed throughout the election and appointment process: \_\_\_\_\_

## II. Results

*List of Elected/Appointed Officers for the Learner Government (SELG/SSLG)*

*Supreme Elementary Learner Government Officers for SY: 2023-2024*

Position	Name of Learner	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

*Supreme Secondary Learner Government Officers for SY: 2023-2024*

Position	Name of Learner	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

## III. Recommendations

Kindly note that recommendations shall be centered on the improvement of the issued policy.

Members of the LG COMEA:

\_\_\_\_\_  
LG COMEA Commissioner

\_\_\_\_\_  
LG COMEA Commissioner

Prepared by:

Validated by:

\_\_\_\_\_  
LG COMEA Commissioner

\_\_\_\_\_  
LG COMEA Commissioner

Approved by:

\_\_\_\_\_  
LG COMEA Chief Commissioner/School Head