



Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Capitol Drive, Estaka, Dipolog City, 7100



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Division Memorandum No. 015, s. 2019

To: Public Schools District Supervisors  
 Principals/ School Heads of Elementary & Secondary Schools

From: **MA. LIZA R. TABILON EdD, CESO VI**  
 Schools Division Superintendent

Subject: Conduct of Synchronized School and District Election of Supreme Pupil Government (SPG) and Supreme Student Government (SSG) for S.Y. 2020-2021 in Schools and District

Date: January 8, 2019

1. Pursuant to DepEd Order No. 47, series of 2014 entitled "*Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools*" and DepEd Order No. 007, series of 2019 entitled "*School Calendar for School Year 2019-2020*", this Division announces the conduct of the Synchronized Election of SPG and SSG Officers for S.Y. 2020-2021 in schools and districts on the herein schedule, to wit:

| <b>SPG and SSG Activities</b><br>(To be facilitated by SPG/SSG COMELEC)                                  | <b>Date</b>       |
|--|-------------------|
| Filing of Candidacy  | January 27, 2020  |
| Evaluation of Certificate (COC) vis-à-vis Qualifications and Disqualifications                           | January 27, 2020  |
| Announcement of the Official List of Candidates  | January 29, 2020  |
| Campaign Period<br>Presidential Election Forum<br>Campus-wide Presidential and Vice-Presidential Debates | January 31, 2020  |
| Elections  | February 7, 2020  |
| Proclamation of Winners  | February 10, 2020 |
| Nomination of SPG/SSG Adviser  | February 10, 2020 |
| Oath Taking Ceremony (SPG/SSG Officers)  | February 10, 2020 |
| District SPG/SSG Federated Election  | February 21, 2020 |
| Deadline Submission of List of Officially-Elected SPG/SSG Officers for SY 2020-2021                      | February 24, 2020 |



*"Be and Do Much Better Each Day with a Sense of Urgency"*







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2. Consonant with DepEd vision to instill government trust and confidence to our young generation of leaders, designated SPG/SSG COMELEC shall ensure adherence to the COMELEC Code and guidelines stipulated in DepEd Order No. 47, series of 2014.
3. COMELEC adviser shall accomplish the online 2020 School/District Student Government elections reporting tool through this link [bit.ly/SGElect2020](http://bit.ly/SGElect2020) and submitted to the Division office not later than **February 24, 2020**.
4. Parallel training shall be conducted at school or district level on basic leadership skills and SPG/SSG roles/functions and responsibilities including the planning activity to craft their General Plan of Action (GPOA). GPOA report will be submitted online by the SPG/SSG adviser using the reporting tool provided in this link [bit.ly/SGgpoa2020](http://bit.ly/SGgpoa2020) not later than **March 31, 2020**.
5. For widest dissemination, guidance and compliance.

*Enc: as stated*

JLP/Election SPG & SSG/SGODYFS/DM001-2020



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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
YOUTH FORMATION DIVISION

**2020 ELECTION APPLICATION PACKET**

To run for the 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 2x2 photograph
- ✓ An official copy of the Report card for the present Academic Year
- ✓ General Plan of Action
- ✓ Two (2) recommendation form from (2) individuals whom the candidate has worked with in a co-curricular and extra-curricular activity.

**GUIDELINES**

1. SPG/SSG COMELEC adviser designated by the School Principal shall organize the pupil/student SPG/SSG COMELEC from every grade levels as required in the conduct of regular and special elections of SPG/SSG;
2. SPG/SSG COMELEC adviser shall **NOT** be the Concurrent SPG/SSG Adviser;
3. Pupil/Student SPG/SSG COMELEC shall be oriented on the provisions and guidelines the SPG/SSG Commission on Election Standard Election Code, Enclosure 3 to DepEd Order No. 47, s. 2014;
4. SPG/SSG COMELEC shall ensure that the election should be **FREE** from vote-buying, vote-selling and other form of fraud;
5. Any event in all forms of violations and fraud in the election shall be sanctioned by the School head; *and*
6. All Officers-elect remain in position for his/her term in the school he/she was elected. In time, he/she transfer school, he/she relinquished the position and render the position vacant and the SPG/SSG COMELEC adviser shall hold a special election to fill the vacancy.





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
YOUTH FORMATION DIVISION

**CERTIFICATE OF CANDIDACY FOR SUPREME PUPIL 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 fulfilment of the goals of the Student Government. He/She must uphold the core values and thrusts of the Department of Education and serve as role model of school and community in words and in deeds.*

**Pupil's Name:** \_\_\_\_\_ **Current Grade Level:** \_\_\_\_\_

**PERSONAL DETAILS:**

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Landline: \_\_\_\_\_  
Home Address: \_\_\_\_\_

**COMPETENCIES OF CANDIDATES IN RELATION TO THE DESIRED POSITION**

| <b>Name of activities participated related to the desired position</b> | <b>Specific role in the activity</b> |
|--|--------------------------------------|
|  |                                      |
|  |                                      |
|  |                                      |
|  |                                      |
|  |                                      |

**ELECTORAL INFORMATION:**

Party Name: \_\_\_\_\_ Position in the Party: \_\_\_\_\_

I certify that I am 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 2020-2021.

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

I further state that I am 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 \_\_\_\_\_ 2020, at \_\_\_\_\_, affiant to his/her nomination kit which contains his/her C.O.C., photograph, academic records, and parental consent.

\_\_\_\_\_  
**SPG COMELEC REPRESENTATIVE**



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 son/daughter)*

he/she commits to the Student Council.

I am allowing him/her to fulfil the duties and responsibilities of a Supreme Pupil 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

**RECOMMENDATION FORM**

**Pupil's Name:** \_\_\_\_\_ **Current Grade Level:** \_\_\_\_\_

**Position sought in Student Council:** \_\_\_\_\_

**School:** \_\_\_\_\_

1. Description of the activity wherein the candidate and the author of the recommendation form worked together
2. Detailed description of how the candidate the principles of teamwork, collective decision-making, and good work ethic in the said activity.

I recommend his/her candidacy to the position in the Supreme Pupil Government.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
YOUTH FORMATION DIVISION

**CERTIFICATE OF CANDIDACY FOR 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 fulfilment of the goals of the Student Government. He/She must uphold the core values and thrusts of the Department of Education and serve as role model of school and community in words and in deeds.*

**Student's Name:** \_\_\_\_\_ **Current Grade Level:** \_\_\_\_\_

**PERSONAL DETAILS:**

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Landline: \_\_\_\_\_  
Home Address: \_\_\_\_\_

**COMPETENCIES OF CANDIDATES IN RELATION TO THE DESIRED POSITION**

| Name of activities participated related to the desired position | Specific role in the activity |
|---|-------------------------------|
|   |                               |
|   |                               |
|   |                               |
|   |                               |
|   |                               |

**ELECTORAL INFORMATION:**

Party Name: \_\_\_\_\_ Position in the Party: \_\_\_\_\_

I certify that I am 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 2020-2021.

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

I further state that I am 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 \_\_\_\_\_ 2020, at \_\_\_\_\_, affiant to his/her nomination kit which contains his/her C.O.C., photograph, academic records, and parental consent.

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



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**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 son/daughter)*

he/she commits to the Student Council.

I am allowing him/her to fulfil 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

**RECOMMENDATION FORM**

**Pupil's Name:** \_\_\_\_\_ **Current Grade Level:** \_\_\_\_\_

**Position sought in Student Council:** \_\_\_\_\_

**School:** \_\_\_\_\_

1. Description of the activity wherein the candidate and the author of the recommendation form worked together
2. Detailed description of how the candidate the principles of teamwork, collective decision-making, and good work ethic in the said activity.

I recommend his/her candidacy to the position in the Supreme Student Government.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date





Republic of The Philippines  
 DEPARTMENT OF EDUCATION  
 Region IX, Zamboanga del Norte  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
 7100 Dipolog City

**COMPREHENSIVE EVALUATION OF SPG/SSG ELECTIONS FOR SCHOOLS (CESGE)**

*(to be accomplished in the school level by a representative designated by the School Head)*

Instruction: indicate to what extent you agree or disagree with the following statements by inserting a check (✓) in the appropriate box.

| Component                                       | Indicators   | Agree  | Disagree | Recommendations |
|---|--|--------|----------|-----------------|
| <b>Student Commission on Election (COMELEC)</b> | The Student and school admin were well-represented in the school Commission on Elections (COMELEC)                                     |        |          |                 |
|   | The student and School admin were knowledgeable and prepared for the conduct of the elections.   |        |          |                 |
|   | The students and the school admin were actively involved in organizing and running the election procedures.                            |        |          |                 |
|   | The students and the school admin objectively performed their functions and remained non-partisan during the conduct of the elections. |        |          |                 |
| <b>Logistic</b>                                 | The elections materials are prepared on time.  |        |          |                 |
|   | The Schedules and deadlines were strictly followed   |        |          |                 |
|   | The Application were made available to all interested students.  |        |          |                 |
| <b>Student Engagement</b>                       | The Students were well-informed about the purpose of the Student Government elections.   |        |          |                 |
|   | The Students were aware of the voting process  |        |          |                 |
|   | The Students actively Participated in the elections.   |        |          |                 |
|   | The Students were encouraged to participate in the student government.   |        |          |                 |
| <b>Selection of Candidates</b>                  | The interested students were given the opportunity to participate in the elections.  |        |          |                 |
|   | All the qualified candidates were considered.  |        |          |                 |
|   | The application process was objective and in accordance with DepEd Student Government Election Code.                                   |        |          |                 |
| <b>Campaign</b>                                 | The Campaign was orderly, organized, fair and peaceful.  |        |          |                 |
|   | The Campaign was held in accordance with the DepEd Student Government Election Code.   |        |          |                 |
|   | The Election code was effectively enforced.  |        |          |                 |
| <b>Voting</b>                                   | The ballots were clear and available.  |        |          |                 |
|   | The Voting was organized and fair.   |        |          |                 |
| <b>Counting of Votes</b>                        | The COMELEC effectively, Efficiently and fairly conducted the counting of votes.   |        |          |                 |
|   | The Count was fair, honest and transparent.  |        |          |                 |
|   | The Announcement was immediate and undisputable  |        |          |                 |
| <b>NAME OF SCHOOLS</b>                          |  |        |          |                 |
| <b>COMELEC Chair's Name and Signatures</b>      |  | LEVEL: | SCHOOL   |                 |



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 YOUTH FORMATION OFFICE

**School Election Report (SER)**  
*(to be accomplished in the School SSG, SPG COMELEC Level)*

|                  |   |   |
|------------------|---|---|
| <b>REGION:</b>   | Region IX, Zamboanga del Norte          | <b>Category:</b> Please check one   |
| <b>DIVISION:</b> | Schools Division of Zamboanga del Norte | ( <input checked="" type="checkbox"/> ) Supreme Pupil Government      (    ) Supreme Student Government |
| <b>DISTRICT:</b> |   |   |

| NAME OF SCHOOL | SCHOOL ADDRESS | SCHOOL CONTACT # | NAME OF SCHOOL HEAD | NAME OF ADVISER | CONTACT NUMBER | NAME OF PRESIDENT | CONTACT NUMBER | DATE OF ELECTION |
|----------------|----------------|------------------|---------------------|-----------------|----------------|-------------------|----------------|------------------|
|                |                |                  |                     |                 |                |                   |                |                  |

Prepared by: \_\_\_\_\_

Noted: \_\_\_\_\_

\_\_\_\_\_  
SPG/SSG COMELEC Adviser

\_\_\_\_\_  
School Principal





Republic of the Philippines  
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District

School

**ACTION PLAN FOR SY 2020-2021**  
**SUPREME STUDENT/ PUPIL GOVERNMENT OF [Name of School]**

| Core Values Exemplified | ACTIVITY<br>(Suggested activities)  | OBJECTIVE  | DATE OF IMPLEMENTATION   | DESIRED RESULT   | PERSON/<br>PARTNERS INVOLVED | BUDGET | SOURCE OF FUND |
|-------------------------|---|--|--|--|------------------------------|--------|----------------|
| Maka-Diyos              | <ol style="list-style-type: none"> <li>1. Values formation seminar</li> <li>2. Daily reflection session</li> <li>3. Music program</li> <li>4. Reflection diaries project</li> </ol>   | <p>To promote the culture of peace, respect, and love despite the multi-cultural population of the school community.</p> <p>To deepen understanding of the relationship with the Creator and Source and to develop healthy spirit and beliefs.</p> | <p>School-year round<br/>Before flag raising ceremony<br/>Wednesday and Friday, Weekends</p> | <p>Student develop and lived with excellent values</p> <p>Student develop connection with the Creator and Source and grow in spirit and faith</p> <p>Create atmosphere of peace among diverse learners</p> |                              |        |                |
| Maka-Bansa              | <ol style="list-style-type: none"> <li>1. Kasaysayan ng Bayan Ko, Ikwento Mo (Filipino Theater Arts program)</li> <li>2. Rondalla musical program</li> <li>3. Laro ng Lahi</li> <li>4. Spoken Poetry</li> <li>5. Subanen community immersion program</li> </ol> | <p>To promote the Filipino culture, values, and nationalism, patriotism and volunteerism.</p> <p>To demonstrate pride of being a Filipino and exercise the rights and responsibilities of being a Filipino.</p>                                    | <p>School-year round<br/>Before flag raising ceremony<br/>Wednesday and Friday, Weekends</p> | <p>Student passionately love their country, its culture, traditions, heritage and artistry.</p> <p>Develop strong belief of Filipino ingenuity and talents</p>   |                              |        |                |



|                |   |  |  |  |  |  |  |
|----------------|---|--|--|--|--|--|--|
|                | 6. Creative storyteller program and writeshops  |  |  | Student manifest the Filipino pride and their world-class talents  |  |  |  |
| Maka-Tao       | <ol style="list-style-type: none"> <li>1. Anti-bullying campaign</li> <li>2. Clean and safe water in school (CSWS project)</li> <li>3. Sporty School program/ One school, One sport program</li> <li>4. Clean and Safe School for Excellent Students</li> <li>5. Good Reader and Math Buddies Program</li> <li>6. <i>Hawak kamay</i> student assistance program</li> <li>7. Student Technology Entrepreneurship Program</li> <li>8. Drug education and abuse prevention program thru Barkada Konta Droga (BKD)</li> </ol> | To address human development, health and well-being of the school community  | School-year round Before flag raising ceremony<br>Wednesday and Friday, Weekends | Students are safe in school<br>Students are motivated to participate in all school activities<br>Student develop self-confidence and healthy outlook in life<br>Develop skills necessary to succeed in their career and life outside the classroom |  |  |  |
| Maka-Kalikasan | <ol style="list-style-type: none"> <li>1. Eco-lighting and charging station project</li> <li>2. Every Drop Counts water conservation project</li> <li>3. Naturescaping: SIGA program</li> <li>4. Adopt-a-river/ Adopt-a-beach/ Adopt-a-community forest program</li> <li>5. Environment education and school camps</li> <li>6. Safe and Clean Environment community outreach program</li> </ol>   | <ol style="list-style-type: none"> <li>1. To promote biodiversity and ecological awareness, environmental protection, conservation and preservation programs.</li> <li>2. To develop strong disaster risk reduction management and climate change adaptation; disaster prevention, rescue operation and rehabilitation or sustaining cultural population of the school community.</li> </ol> | School-year round Before flag raising ceremony<br>Wednesday and Friday, Weekends | Student develop strong awareness towards protection and preservation of environment<br>Student are motivated to go to safe and beautiful schools<br>The school can provide quality services in an energy-efficient resource economical ways.       |  |  |  |



|  |  |   |  |  |  |  |
|--|--|---|--|--|--|--|
| <p>7. Environment-friendly income generating project</p> <p>8. Ayaw ko ng Plastik Campaign in school: Bring your reusable wares in schools</p> |  |   |  |  |  |  |
| <p>Prepared by: _____</p> <p>Proponent: _____</p> <p>Signature over printed name _____</p> <p>Date _____</p>                                   |  | <p>Noted by: _____</p> <p>Adviser: _____</p> <p>Signature over printed name _____</p> <p>Date _____</p> |  | <p>Approved by: _____</p> <p>School Head</p> |  |  |

*Note: The organization shall identify projects based on the core values and priority improvement area of student in school. They may choose from the suggested activities per core values or they may modify or develop unique projects that still relevant to the core values.*