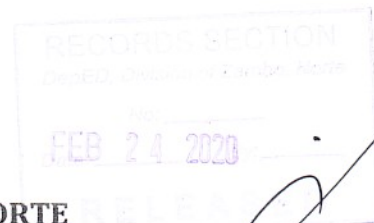




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Capitol Drive, Estaka, Dipolog City, 7100

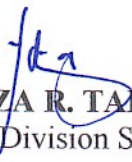


Tel No.: (065) 212-5843

e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Division Memorandum  
No. 088, s. 2020

To: Public School District Supervisors  
Elementary and Secondary School Heads  
District ICT Coordinators  
All Others Concerned

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

Subject: **Division and District SPG/SSG Federation Automated Elections  
SGP Review and Planning**

Date: February 18, 2020

- Pursuant to OUA Memorandum No. 01-0120-0609 dated January 30, 2020, this Division announces the conduct of Automated Election System (AES) for District and Division SPG/SSG Federation Elections on the following schedules:

March 4, 2020	- District Federation Election
March 6, 2020	- Division Federation Election
- Guidelines on the conduct of the District and Division Federation elections are herein attached as Enclosure 1. List of District SPG/SSG Federation officers-Elect shall be submitted online thru the link: [bit.ly/SGElect2020](http://bit.ly/SGElect2020).
- Participants to the Division Federation election shall be the District SPG/SSG Federation President-Elect and their advisers. Concurrent Division SPG/SSG President will serve as COMELEC and do the formal turn-over during the said activity.
- There will be presentation of programs and Best Practices by select SPG/SSG Presidents SY 2019-2020 using the attached template (Enclosure 2).
- Lunch and snacks shall be provided charged to the Division HRTD Funds while travelling and other incidental expenses shall be charged to the School Local Funds subject to the usual government accounting and auditing rules and regulations.
- For guidance and compliance.

mjlo/JLP/JLS/Div.SPG/SSG Federation Elections /SGODYFS/DM007-2020/02182020



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





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**Enclosure 1. 2020 DISTRICT and DIVISION SPG/SSG FEDERATION ELECTIONS  
APPLICATION PACKET**

To run for the position in the District/Division SSG/SPG Federation Council, each candidate should submit signed application with the following attachments:

- ✓ Certificate of Candidacy
- ✓ Parental Consent
- ✓ Two (2) pcs. of 2x2 photograph (*soft copy e-mailed to SGOD-YFS*)
- ✓ Photocopy of the Report card for the present Academic Year authenticated by the class adviser
- ✓ Two (2) recommendation form from (2) individuals whom the candidate has worked with in a co-curricular and extra-curricular activity

***These documentary requirements must be completed in school.***

**GUIDELINES**

1. District SPG/SSG Federation President-elect shall complete the required candidacy documents to be qualified to run for Division SPG/SSG Federation Council;
2. The Division shall be using the modified Automated Election System (AES) in the conduct of federation elections. All participants will be oriented on the election process of the AES. The outgoing Division SPG/SSG Federation Presidents shall serve as COMELEC under the supervision of the Division Youth Formation Officers as COMELEC advisers.
3. District & Division federation elections shall follow the provisions and guidelines in the SPG/SSG Commission on Election Standard Election Code, Enclosure 3 to DepEd Order No. 47, s. 2014;
4. Officers-elect shall remain in position as long as he/she is in active position in school and district SPG/SSG council during his/her term. In time, he/she incapacitated to the position and render the position vacant, the Division SPG/SSG Federation COMELEC shall hold a special election to fill the vacancy.



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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Youth Formation Division

**CERTIFICATE OF CANDIDACY FOR 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 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**

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 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 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

**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**

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 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 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**





Republic of the Philippines  
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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 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 form worked together
- Detailed description of how the candidate 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 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.

**PARENT'S/ GUARDIAN'S CONSENT FORM**

(Per DepEd Order No. 66, series of 2017)

**Name of Learner:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_ **Sex:** \_\_\_\_\_  
**Parent's/ Guardian's Name:** \_\_\_\_\_  
**Relationship to Learner:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_  
**Contact Number/s:** \_\_\_\_\_  
**Title of the Activity:** \_\_\_\_\_  
**Venue:** \_\_\_\_\_ **Date of Activity:** \_\_\_\_\_

---

As the parent/ guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all of the foregoing, I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

\_\_\_\_\_  
Parent/ Guardian's Name and  
Signature

\_\_\_\_\_  
Date

**Notes** (other information you may wish to inform the teacher, such as child's medical condition, etc.):





