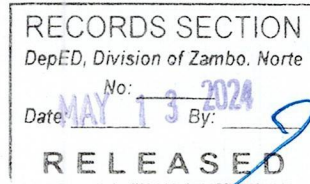




Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 13, 2024

Division Memorandum
 No. 262, s. 2024

**DIVISION FEDERATION OF SUPREME ELEMENTARY LEARNER GOVERNMENT
 AND SUPREME SECONDARY LEARNER GOVERNMENT
 ELECTIONS FOR S.Y. 2024-2025**

TO: Assistant Schools Division Superintendents
 Chiefs, CID and SGOD
 Public Schools District Supervisors/ Principals In-Charge of District
 Elementary and Secondary School Heads
 All Others Concerned

- Pursuant to DepEd OUOPS Memorandum titled **Schedule of the Supreme Elementary Learner (SELG) and Supreme Secondary Learner Government (SSLG) Elections for School Year 2024-2025**, this division through the Learner Formation Section will conduct the Division Federation Elections on the following schedules:

Date & Time	Level	Participants	MS Teams Link
May 21, 2023 9:00 A.M. – 2:00 P.M.	SELG	35 District SELG Presidents	depedzn.net/link/dfsulg24
May 22, 2023 9:00 A.M. – 2:00 P.M.	SSLG	35 District SSLG Presidents	depedzn.net/link/dfssl24

- The election will be conducted on a virtual platform. Other details on the guidelines and procedures of election are presented in the enclosure. Participants are requested to register their attendance in the activity **on or before May 19, 2024** through this link: **depedzn.net/link/DFLGelect24**.
- For questions and clarifications, you may directly contact the Learner Formation Coordinators through 09171422344/ 09190915435 or e-mail at yfs.zdn@deped.gov.ph.

ROY C. TUBALLA EMD, JD, CESO V
 Schools Division Superintendent

Encl: As stated
 Reference/s: DepEd OUPS Memorandum No. 2024-11-02847

SGOD-LFS/jlp/LG Division Federation Elections SY 2024-2025
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Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
 Email: zn.division@deped.gov.ph Website: www.depedzn.net
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte

**Guidelines and Procedures in the Conduct of Learner Government
Division Federation Elections for S.Y. 2024-2025**

Preparation before the Election

1. Microsoft Teams will be utilized as the official online set-up in the conduct of Learner Government Division Federation Elections for S.Y. 2024-2025.
2. Participants (elected Presidents) with their teacher advisers shall have 365 account, with stable internet connectivity to be able to access the Microsoft Teams.
3. Participants have registered their attendance and submitted pertinent election forms on or before May 19, 2024.
4. Participants are expected to prepare an introductory speech of no longer than 2 minutes as part of the Getting-to-know-You activity. After the brief introduction, each of the participants will be asked for an interview question relating to the learner government.
5. All participants (elected Presidents) shall submit their recent half-body photo in school uniform.

On the day of the Election

1. Each elected School President should first elect their District officers who will lead the entire district. Each elected District President shall participate in the Division election, entitled to be elected in any electoral position and is eligible to vote.
2. In case the elected President is not able to represent his/her respective school and district, he/she shall not be elected in any position and is not eligible to any voting power. He/She cannot be represented by any officer next to his/her line.
3. All other non-elected Presidents shall be Board Members of the Federation.
4. Offices of the Federation
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Auditor
 - Public Information Officer
 - Protocol Officer
5. First-past-the-post or single-member plurality voting will be applied in the electoral process, wherein voters cast their vote for a candidate of their choice, the candidate who receives the most votes wins.
6. Candidates for elective positions shall be determined through nomination procedures. Self-nomination is not allowed. No nominated candidate can refuse to be nominated for any position. Each President can nominate any candidate to any position up to 2 nominations only.
7. When the election starts and during the election proceedings, Presidents are not allowed to take calls and send private messages. Any violation of these rules will be tantamount to disqualification in any of the elective positions.
8. The election proceedings shall be administered by the following:
 - 1 Division Commission on Election and Appointment (DCOMEA)
Chairperson

The DCOMEA Chairperson shall serve as in-charge and moderator of the entire election proceedings, in which he/she is tasked to explain the election guidelines and procedures to the participants, announce the result of the polling

right after every voting process and entertain questions, concerns, and clarification raised by the participants that need to be addressed.

- 1 Poll facilitator

The poll facilitator shall regulate the entire polling system, create a poll for every electoral position, and endorse the result of the poll to the moderator for the announcement.

- 1 Timer

The timer shall update the poll facilitator on the time remaining for voting, manage the time during the question-and-answer session with the moderator and candidates.

- 1 Technical Support

The technical support manages all the technical execution during the virtual elections including but not limited to spotlighting the candidate/moderator, presenting/sharing the presentation decks, and documentation.

9. Casting of votes shall be done in the Microsoft Polling Form to be further explained during the election orientation.

10. Program Flow

8:00am – 8:30am	Call Time and preparation
8:30am-9:00am	Open House and MS Team admission
9:00am-9:15am	Preliminaries
9:15am-9:25am	Attendance Check
9:25am-10:00am	Getting to Know You Activity & Interview
10:00am-10:15am	Welcome Remarks
10:15am-10:30am	Presentation of Election Guidelines and Procedures
10:30am-11:30am	Election Proper
11:30am-11:40am	Declaration of Newly Elected Officers
11:40am-11:50am	Speech of Winners
11:50am-12:00nn	Inspirational Message
12:nn-12:15pm	Closing and Photo Opportunity



DIVISION FEDERATION ELECTION APPLICATION FORM

The Learner Government Program embodies the ideals, principles, and practices of participatory democracy. It represents and steers the learner towards the fulfillment of LG Program goals promoting learners' rights and welfare. As a learner government leader, this Election Application Form is a statement of your best knowledge and understanding of a position you are applying for.



Instruction: Please supply the information requested in the space provided.

I. PROFILE

Learner's Name: _____

(Surname, Given Name, Middle Name, & Extension Name e.g. Jr. I, II...)

Grade Level: _____

Gender: _____ **Age:** _____ **Date of Birth:** _____

Email Address: _____ **Mobile No:** _____ **Landline:** _____

Home Address: _____

II. PARENTAL CONSENT

I, _____ as a parent/ guardian of _____ will support his/her commitment to the Learner Government to the best of my ability.

I am allowing him/her to participate in the program, projects, and activities of the Supreme Learner Government.

I agree and understand the commitment of my son/daughter and will support his/her endeavor to the Supreme Learner Government.

Name and Signature of the Parent/Guardian

Contact Number

III. CERTIFICATION

I whose name and other personal details are herein stated, do hereby submit this election application with my intention, desire and knowledge that I possess every requirement and qualification necessary to be nominated and elected for any elective office in the Division Federation of Supreme Learner Government.

I am filing this Division Federation Election Application Form of the Supreme Learner Government for the School Year 2024-2025.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate over Printed Name

Verified by:

Approved by:

Screening and Validation Commissioner

LG COMEA Chief Commissioner

Date: _____

Date: _____

PARENT CONSENT AND WAIVER FORM

As the parent/guardian of _____, I hereby allow him/her to participate in the

Activity: Learner Government Division Federation Elections for SY 2024-2025

Location/Online Platform:

Date and Time:

This is to confirm that WE give full permission in any recording that may be done during the conduct of this activity and to use some or all their image/contribution/performance in any publication (including electronic publications such as film or website) created by or for the Learner Formation Division and to release this material to DepEd Official platforms.

As a parent/guardian I understand my roles and responsibility to explain what this consent form is about to the child and ensure that his/her privacy and identity rights are protection and acknowledged accordingly.

I hereby authorize an adult in the person of the assigned teacher adviser to assist and accompany my child in participating in the said activity.

I have considered the benefits that my son/daughter will derive from his/her participation in this activity.

Signature over Printed Name (Parent/Guardian)

Signature over Printed Name (Learner Participant)

Date Signed

Acknowledged by:

Noted:

SELG/SSLG Adviser

School Head