



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

September 24, 2021

**DIVISION MEMORANDUM**

No. 399, s. 2021

**CONDUCT OF YOUTH FORMATION ORGANIZATIONS ELECTIONS FOR SCHOOL YEAR 2021-2022 UNDER THE NEW NORMAL**

To: All Public Elementary and Secondary School Heads  
 All Barkada Kontra Droga (BKD) Advisers  
 All Youth for the Environment in Schools' Organization (YES-O) Advisers  
 All COMELEC Chairs and Members  
 All others concerned

1. In line with the recently concluded Division Orientation on the Implementation of Youth Formation Programs and Activities for School Heads and School Youth Formation Program Coordinators, the Schools Division Office through the Youth Formation Coordinator hereby announces the following calendar of activities for the conduct of elections in public elementary and secondary schools:

Activity	Date
School-based YES-O and BKD Elections	<b>27 September to 14 October 2021</b>
Announcement of Elections and Schedule of Activities	
Filing and evaluation of Election Application Packets	
Consolidation and Printing of Election Paraphernalia	
Announcement of the Final List of Candidates and Distribution of Election Paraphernalia	
Election Proper	
Proclamation of Winners	
Oath Taking Ceremony	<b>15 October 2021</b>
Consolidation of Election Documents	
Election of Division Federation YES-O Officers	<b>29 October 2021</b>

2. All schools shall follow the Interim Guidelines on Student Government Elections for School Year 2021-2022 under the New Normal per OUA Memo 00-0821-0140 dated August 17, 2021 for the conduct of elections.

3. In relation to this, all schools are hereby advised to submit the following documents after the conduct of elections through a google drive link to be sent to all school heads:

- a. Activity Completion Report (Approved proposal, program/matrix, Signed and numbered school memo; Narrative Report; Documentation); and;
- b. Registration Form.

4. All election paraphernalia, prescribed forms and copy of the presentations used during the Division Orientation can be accessed through this link:



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Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

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Certificate No. 50500731 QM15



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[https://drive.google.com/drive/folders/1VwnfJfEKFPN\\_zBUnmXNZ0po3j4Tp6BBC?usp=sharing](https://drive.google.com/drive/folders/1VwnfJfEKFPN_zBUnmXNZ0po3j4Tp6BBC?usp=sharing)

5. Expenses incurred in the conduct of elections shall be charged to School Maintenance and Other Operating Expenses (MOOE) or other available funds subject to the usual accounting and auditing rules and regulations.

6. In addition, all School Heads are also advised to fill-up the directory of School Youth Formation Coordinators for SY 2021-2022 through this link:

<https://docs.google.com/spreadsheets/d/1eP99974LSjKvf1M5RJb10UEGQjuHTFBKL81Nw8J4hPQ/edit?usp=sharing>

7. For clarifications, you may contact the Division Youth Formation Coordinator through cellphone number 0917 580 7468.

8. Widest dissemination and compliance are highly desired.

**DANTE G. PARUNGAO, CESO VI**

Officer-in-Charge

Office of the Schools Division Superintendent

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