



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

October 14, 2021

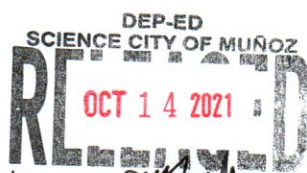
DIVISION MEMORANDUM

No. 46, s. 2021

CONDUCT OF ELECTIONS FOR DIVISION FEDERATION OF SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT FOR SCHOOL YEAR 2021-2022

To: All Public Elementary and Secondary School Heads
All Supreme Pupil Government (SPG) Teacher-Advisers
All Supreme Student Government (SSG) Teacher-Advisers
All Elected SPG and SSG Presidents
All others concerned

1. Pursuant to OUA Memo 00-1021-0102 dated October 13, 2021 entitled *Virtual Election Guidelines and Procedures for Division and Regional Federation of Supreme Pupil Government and Supreme Student Government*, the Schools Division Office through the Youth Formation Coordinator hereby announces the conduct of Election of Division Federation of Supreme Pupil Government (SPG) and Supreme Student Government (SSG) for School Year 2021-2022 on **27 October 2021 (Friday)** from 9am onwards.
2. In relation to this, **all** elected SPG and SSG presidents and teacher-advisers are **required** to attend and participate in the conduct of elections.
3. Moreover, a virtual coordination meeting with all SPG and SSG Teacher-Advisers and the Division Election Core Group will be conducted on **20 October 2021, 9 am onwards** to discuss the election guidelines.
4. Enclosed to this memorandum are No. 1, General Guidelines on the conduct of Election; No. 2, Division Election Core Group and their duties and responsibilities and No. 3, Program Matrix.
5. The links for the election proper will be sent to the School Heads and Teacher-advisers through the FB/messenger group chats.
6. For clarifications, you may contact the Division Youth Formation Coordinator through cellphone number 0917 580 7468.
7. Immediate and wide dissemination and compliance are highly desired.



by:

DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

JSP/SGOD/2021





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Enclosure No. 1 to Division Memorandum No. 446, s. 2021

General Guidelines:

1. The election of the Division Federation of Supreme Pupil Government (SPG) and the Supreme Student Government (SSG) is only exclusive for the elected SPG/SSG Presidents with one (1) voting power each.
2. Microsoft Teams will be utilized as the official online set-up in conducting the election. In case the elected officer who will participate in the election has no DepEd email account, the teacher-adviser shall assist the officer in creating an account which will serve as his/her official mailing address.
3. In cases where the elected President is not able to represent his/her respective school in the Division Federation Election, 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 in his/her line. Non-attendance of any elected President shall be justified by the School Head.
4. The Division Federation shall elect the following positions:
 - 4.1 President
 - 4.2 Vice President
 - 4.3 Secretary
 - 4.4 Treasurer
 - 4.5 Auditor
 - 4.6 Public Information Officer (PIO) and
 - 4.6 Protocol Officer

The duties and responsibilities attached to each position are the same and can be found in the Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools.

5. The rest of the body who will not be elected to any position will be designated as Board Members.
6. During the initial forum, all presidents are given two (2) minutes to introduce themselves by answering the following questions:
 - a. What are your qualities that you believe can make you a great leader?
Ano-anong katangian ang mayroon ka na pinaniniwalaan mong dapat taglayin ng isang magaling na pinuno?
 - b. As a President, which is most important in an organization-mission, vision or core-values?
Bilang isang Pangulo, ano ang pinakamahalaga sa isang samahan – Bisyon, Misyon o mga Gabay na Pagpapahalaga?



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7. Candidates for the elective positions shall be determined through nomination procedures.
8. No nominated candidate can refuse to be nominated in any position.
9. Anyone can nominate any candidate to any position up to two (2) nominations only.
10. The nominees will be given two (2) minutes to answer a given question. He/she may use Filipino or English dialect in answering the question.
11. Voters are given 30 seconds to cast their votes by choosing or clicking the name of their preferred candidate for the position.



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Enclosure No. 2 to Division Memorandum No. 446, s. 2021

Composition of the Division Election Core Group and their specific functions

Role	Person in-charge	Roles and responsibilities
Division Youth Formation Coordinator	Jonnadel S. Patonona	<ul style="list-style-type: none"> Responsible for the assignment of the roles and responsibilities to preferred core group. Shall make sure that all the members of the group are not biased and not connected to any of the School Presidents to uphold the conduct of elections.
Moderator	Jonnadel S. Patonona	<ul style="list-style-type: none"> Serve as the Chief Election Officer in-charge of the entire election procedure. Explain the election guidelines and procedures to the participants. Announce the result of the polling right after every voting process. Entertain questions, concerns and clarifications raised by the participants that needs to be addressed.
Poll Facilitator	Rosan M. Ariston	<ul style="list-style-type: none"> Regulate the entire polling system. Create a poll for every electoral position. Endorse the result of the poll to the moderator for announcement.
Breakout Room Facilitator	Alvin B. Ramirez	<ul style="list-style-type: none"> Create a holding or a breakout room for the candidates nominated for a particular position. Admit/assign candidates in the break out room. Make an announcement in the room informing the candidates when it's their turn to return to the main room to state their answer to the set of questions provided by the moderator.
Timer	Princess Mea P. Madayag	<ul style="list-style-type: none"> Update the poll facilitator on the time remaining for the voting. Manage the time during the question-and-answer session with the moderator and the candidates for a particular position. Heads-up the break-out facilitator about the remaining time of the candidate answering the question in





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		the main room.
Technical Support	Joel G. Dizon	<ul style="list-style-type: none">• Manage all the technical execution during the virtual proceeding including but not limited to, spotlighting the candidate/moderator, presenting/sharing of the presentation decks/documentation.• List down the number of times a student officer nominates a candidate for a position. (2 nominations per officer per position)
Documentation	Selected SFG/SSG Teacher-adviser	<ul style="list-style-type: none">• Screenshot the election proceedings such as group shots, polling/actual voting, self-introduction, presentation of guidelines and procedures, etc.





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Enclosure No. 3 to Division Memorandum No. 446, s. 2021

ELECTION OF DIVISION FEDERATION OF SUPREME PUPIL GOVERNMENT AND
 SUPREME STUDENT GOVERNMENT OFFICERS AND ADVISERS FOR SCHOOL
 YEAR 2021-2022

PROGRAM MATRIX

AM – Election of Division Federation of Supreme Pupil Government Officers and
 Advisers

Time	Activity	In-charge
8:45-9:00 AM	Onboarding of participants	Election Core Group
9:00-9:15 AM	Preliminaries Makabayan Song Prayer	AVP
9:15-9:30 AM	Attendance Check	Leoval DG. Dela Cruz, PhD Teacher III
9:30-9:45 AM	Messages	Bernardo A. Gargabite, EdD Chief-SGOD Dante G. Parungao, CESO VI OIC-Schools Division Superintendent
9:45-10:45 AM	Getting to Know You (Participants to share their thoughts on the given question)	Jonnadel S. Patonona Project Development Officer I
10:45-11:00 AM	Presentation of Election Guideline and Procedure	Jonnadel S. Patonona Project Development Officer I
11:00-11:45 AM	Election Proper	Election Core Group
11:45-11:50 AM	Declaration of Newly Elected Officers	Jonnadel S. Patonona Project Development Officer I Rosan Ariston DRRM Coordinator
11:50-12:00 PM	Inspirational Message/Closing Remarks	Zurex T. Bacay, PhD Assistant Schools Division Superintendent
	Photo Opportunity	All participants

Leoval dG. Dela Cruz, PhD
 Master of Ceremony



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PM – Election of Division Federation of Supreme Student Government Officers and Advisers

Time	Activity	In-charge
1:30-2:00 PM	Onboarding of participants	Election Core Group
2:00-2:15 PM	Preliminaries Makabayan Song Prayer	AVP
2:15-2:30 PM	Attendance Check	Leoval DG. Dela Cruz, PhD Teacher III
2:30-2:45 PM	Messages	Bernardo A. Gargabite, EdD Chief-SGOD Dante G. Parungao, CESO VI OIC-Schools Division Superintendent
2:45-3:30 PM	Getting to Know You (Participants to share their thoughts on the given question)	Jonnadel S. Patonona Project Development Officer I
3:30-3:45 PM	Presentation of Election Guideline and Procedure	Jonnadel S. Patonona Project Development Officer I
3:45-4:30 PM	Election Proper	Election Core Group
4:30-4:45 PM	Declaration of Newly Elected Officers	Jonnadel S. Patonona Project Development Officer I Rosan Ariston DRRM Coordinator
4:45-5:00 PM	Inspirational Message/Closing Remarks	Zurex T. Bacay, PhD Assistant Schools Division Superintendent
	Photo Opportunity	All participants

Leoval dG. Dela Cruz, PhD
Master of Ceremony



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