



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

September 16, 2022

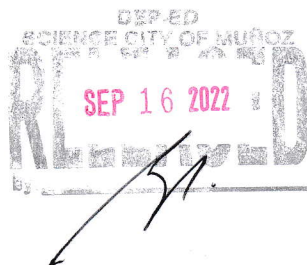
**DIVISION MEMORANDUM**

No. 480, s. 2022

**CONDUCT OF ELECTIONS FOR DIVISION FEDERATION OF SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT FOR THE 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 the Memorandum issued by the Office of the Assistant Secretary for Youth Affairs and Special Concerns, 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 2022-2023 on **23 September 2022 (Friday)** at the Schools Division Office Gymnasium. The election will have two parts, SPG will be in the morning session and SSG shall be in the afternoon.
2. In relation to this, **all** elected SPG and SSG presidents together with their parents are **expected** to attend and participate in the conduct of elections.
3. School Heads and teacher-advisers are advised to convene days before the activity their respective SPG and SSG School Presidents and their parents to discuss the general guidelines on the conduct of the election.
4. School Heads are also requested to arrange provisions for their own delegates.
5. Enclosed to this memorandum are No. 1, General Guidelines on the conduct of Election, and No. 2, Program Matrix.
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.



  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent

JSP/SGOD/2022





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Enclosure No. 1 to Division Memorandum No. 460 s. 2022

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. SPG and SSG Presidents shall be accompanied by their respective parent/guardians on the day of the election.
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 and share their platforms or plans for the organization.
7. Candidates for the elective positions shall be determined through nomination procedures.
8. No nominated candidate can refuse to be nominated in any position.





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Enclosure No. 2 to Division Memorandum No. 480, s. 2022

ELECTION OF DIVISION FEDERATION OF SUPREME PUPIL GOVERNMENT AND  
 SUPREME STUDENT GOVERNMENT OFFICERS AND ADVISERS FOR SCHOOL  
 YEAR 2022-2023

**PROGRAM MATRIX**

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

Time	Activity	In-charge
8:45-9:00 AM	Registration of participants	Election Core Group
9:00-9:15 AM	Preliminaries Makabayan Song Prayer	AVP
9:15-9:30 AM	Attendance Check	<b>Princess Mea P. Madayag</b> Administrative Assistant II
9:30-9:45 AM	Messages	<b>Bernardo A. Gargabite, EdD</b> Chief-SGOD  <b>Dante G. Parungao, CESO V</b> Schools Division Superintendent
9:45-10:00 AM	Presentation of Election Guideline and Procedure	<b>Jonnadel S. Patonona</b> Project Development Officer I
10:00-11:00 AM	Getting to Know You (Participants to introduce themselves)	<b>Jonnadel S. Patonona</b> Project Development Officer I
11:00-11:45 AM	Election Proper	Election Core Group
11:45-11:50 AM	Declaration of Newly Elected Officers	<b>Jonnadel S. Patonona</b> Project Development Officer I  <b>Rosan Ariston</b> DRRM Coordinator
11:50-12:00 PM	Inspirational Message/Closing Remarks	<b>Zurex T. Bacay, PhD</b> Assistant Schools Division Superintendent
	Photo Opportunity	<b>All participants</b>

**Princess Mea P. Madayag**  
 Master of Ceremony





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

Time	Activity	In-charge
1:00-1:15 PM	Onboarding of participants	Election Core Group
1:15-1:30 PM	Preliminaries Makabayan Song Prayer	AVP
1:30-2:45 PM	Attendance Check	<b>Princess Mea P. Madayag</b> Administrative Assistant II
2:45-3:00 PM	Messages	<b>Bernardo A. Gargabite, EdD</b> Chief-SGOD  <b>Dante G. Parungao, CESO V</b> Schools Division Superintendent
3:00-3:15 PM	Presentation of Election Guideline and Procedure	<b>Jonnadel S. Patonona</b> Project Development Officer I
3:15-3:45 PM	Getting to Know You (Participants to introduce themselves)	<b>Jonnadel S. Patonona</b> Project Development Officer I
3:45-4:30 PM	Election Proper	Election Core Group
4:30-4:45 PM	Declaration of Newly Elected Officers	<b>Jonnadel S. Patonona</b> Project Development Officer I  <b>Rosan Ariston</b> DRRM Coordinator
4:45-5:00 PM	Inspirational Message/Closing Remarks	<b>Zurex T. Bacay, PhD</b> Assistant Schools Division Superintendent
	Photo Opportunity	<b>All participants</b>

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**Composition of the Division Election Core Group**

- Chief Election Officer/Chairman** – Jonnadel S. Patonona  
Youth Formation Coordinator
- Poll Facilitator** – Rosan E. Ariston  
Project Development Officer II
- Technical Working Group** – Princess Mea P. Madayag  
Administrative Assistant II

