



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

12 March 2025

SCHOOLS DIVISION MEMORANDUM

No. 117, s. 2025

**CORRIGENDUM TO SCHOOLS DIVISION MEMORANDUM NO. 56, S. 2025, RE:
“DISSEMINATION OF REGIONAL MEMORANDUM NO. 052, S. 2025 RE:
CONDUCT OF THE SUPREME ELEMENTARY GOVERNMENT (SELG) AND
SUPREME SECONDARY LEARNER GOVERNMENT (SSLG) ELECTIONS FOR
SCHOOL YEAR 2025-2026**

- To: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
All Public Elementary and Secondary Schoolheads
All Others Concerned
1. Relative to Schools Division Memorandum No. 56, s. 2025, titled “Dissemination of Regional Memorandum No. 052, s. 2025 Re: Conduct of The Supreme Elementary Government (SELG) and Supreme Secondary Learner Government (SSLG) Elections for School Year 2025-2026, this Office announces the change of schedule of the election for the Division Federation of Supreme Elementary Learner Government (DFSELG) and Division Federation of Supreme Secondary Learner Government (DFSSLG) from March 7, 2025 to March 14, 2025, from 8:00 a.m. to 12:00 p.m. at the Teacher’s Hall of the Schools Division Office.
 2. Participants are the duly elected SELG and SSLG Presidents, and Teacher-Advisers for the S.Y. 2025-2026.
 3. To ensure no disruption of classes, schoolheads are instructed to arrange for relieving teachers for the affected classes of the teacher-advisers.
 4. In addition, Schoolheads are requested to arrange provisions for their own delegates which shall be charged against School MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
 5. For the information and guidance of all concerned, enclosed are the following:
 - a. Enclosure No. 1: Guidelines and Procedures in the Election of Division Federation of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers
 - b. Enclosure No. 2: Program Matrix
 - c. Enclosure No. 3: Division Election Core Group
 - d. Enclosure No. 4: Parental Consent
 6. This issuance shall serve as the official **Authority to Travel** of the participants.

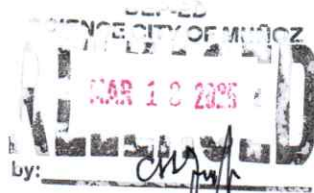


Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192;
Email Address: munozscience.city@deped.gov.ph



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

7. For questions and clarifications, please communicate with Mr. Allen Jhay C. Luquias, PDO I, through his email address allen.luquias@deped.gov.ph or cellphone number 0917-159-4590.
8. Immediate and widest dissemination of this Memorandum is desired.



JOHANNA N. GERVAICIO PhD, CESO V
Schools Division Superintendent

Encl: as stated
Reference: SDM No. 56, s. 2025
To be indicated in the Perpetua Index
Under the following subjects:

ELECTION DFSELG DFSSLG

PDO I/LFD/Election DFSELG & DFSSLG
011/March 12, 2025



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192;
Email Address: munozscience.city@deped.gov.ph



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

Enclosure No. 1 to Schools Division Memorandum No. 117, s. 2025

Guidelines and Procedures in the Election of Division and Regional Federation of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers

1. The election in the division and regional federations of the SELG and SSLG is only exclusive for the following set of student-leaders:

Activity	Participants
DFSELG/DFSSLG elections	School-based elected SELG/SSLG Presidents
RFSELG/RFSSLG elections	DFSELG/DFSSLG elected Presidents

2. The setup (virtual and/or face-to-face) and date of the elections shall be determined by the Division Youth Formation Coordinator (DYFC) for the DFSELG/DFSSLG and Regional Youth Formation Coordinator (RYFC) for the RFSELG/RFSSLG following the timeline given by the Central Office.
3. The division and regional federations shall elect the following positions:
 - 3.1. President;
 - 3.2. Vice-President;
 - 3.3. Secretary;
 - 3.4. Treasurer;
 - 3.5. Auditor;
 - 3.6. Public Information Officer (PIO); and
 - 3.7. Protocol Officer (former Peace Officer)
4. All candidates must possess the following qualifications:
 - 4.1. currently enrolled in School Year 2022-2023;
 - 4.2. with good academic standing and no falling grades in all subjects;
 - 4.3. with good moral character and have not been subjected to any disciplinary action; and
 - 4.4. must be elected as SPG/SSG President in the school level to be eligible for the division level elections; DFSELG/DFSSLG President to be eligible for the regional level elections.
 - 4.5. any other qualifications determined by the DYFC and RYFCs, if applicable.
5. The rest of the body that will not be elected in any position will be designated as Board Members.
6. First-past-the-post or single-member plurality voting must be applied in the electoral process, wherein voters cast their vote for a candidate of their choice, and the candidate who receives the most votes wins.
7. Candidates for elective positions shall be determined through nomination procedures.
8. No candidate can refuse to be nominated for any position.
9. When the election starts and during the election proceedings, Presidents are not allowed to take calls and send private messages.
10. Any violation of the above-mentioned rules will be subjected to disqualification in any of the elective positions. The disqualification procedures shall be set by the Election Core Group prior to the start of the elections.



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

Telephone No.: (044) 806 -2192;

Email Address: munozone.science.city@deped.gov.ph



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

Enclosure No. 2 to Schools Division Memorandum No. 117, s. 2025

**ELECTION OF DIVISION FEDERATION OF SUPREME ELEMENTARY LEARNER
GOVERNMENT AND DIVISION FEDERATION OF SUPREME SECONDARY
LEARNER GOVERNMENT**

March 14, 2025
8:00 a.m. to 12:00 p.m.
SDO Teachers Hall

TIME	SESSION	RESPONSIBLE PERSON
08:00 – 08:30	Registration	Election Core Group
08:30 – 08:45	National Song Prayer DepEd Munoz Hymn	AVP
08:45 – 08:55	Checking of Attendance	RONNEL ALVIN ISIP Project Development Officer I
08:55 – 09:00	Welcome Remarks	BERNARDO A. GARGABITE, EDD Chief Education Supervisor, SGOD
09:00 – 09:15	Message	RONILO E. HILARIO, CESO VI Assist. Division Superintendent JOHANNA N. GERVACIO PHD, CESO V Schools Division Superintendent
09:15 – 09:20	Election Guidelines	PRINCESS MEA P. MADAYAG Project Development Officer I
09:20 – 11:30	Election Proper	Election Core Group
11:30 – 12:00	Closing Remarks/ Ways Forward	ALLEN JHAY C. LUQUIAS Project Development Officer I



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192;
Email Address: munozscience.city@deped.gov.ph



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

Enclosure No. 3 to Schools Division Memorandum No. 117, s. 2025

DIVISION ELECTION CORE GROUP

Chair: **BERNARDO A. GARGABITE, EdD**
Chief Education Supervisor, SGOD

Co-Chair: **WINNIE W. POLI**
Education Program Supervisor

Members: **ALLEN JHAY C. LUQUIAS**
Project Development Officer I

PRINCESS MEA P. MADAYAG
Project Development Officer I

RONNEL ALVIN ISIP
Project Development Officer I



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192;
Email Address: munozscience.city@deped.gov.ph



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

Enclosure No. 4 to Schools Division Memorandum No. 117, s. 2025

PARENTAL CONSENT AND WAIVER FORM

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details of the **Election of the Division Federation of Supreme Elementary Learner Government (DFSELG) and Division Federation of Supreme Secondary Learner Government (DFSSLG)** and hereby state/declare that:

1. I give Full Consent for our child/ward _____ to participate in the **Election of the Division Federation of Supreme Elementary Learner Government (DFSELG) and Division Federation of Supreme Secondary Learner Government (DFSSLG)** to be conducted by the Youth Formation Unit, Schools Division Office of Science City of Muñoz of the Department of Education (DepEd) on **March 13, 2025**, at **SDO Teachers Hall**;
2. I acknowledge that I have been informed of the details of the conduct of the **Election of the Division Federation of Supreme Elementary Learner Government (DFSELG) and Division Federation of Supreme Secondary Learner Government (DFSSLG)**;
3. I understand that my child/ward's in-person attendance at the event will include associating with teachers, fellow learners and school personnel, and other persons inside and outside of the school that may put my child of transmission of any communicable disease, notwithstanding the precautions undertaken by the implementing team to avoid such transmission;
4. I acknowledge that our child's participation in this activity is voluntary, and he/she may decline to participate at any time for any reason. While there remains the risk of possible transmission of any communicable diseases to my child/ward, and to the members of my household, I freely assume the said risk and I permit my child/ward to attend this activity;
5. To the best of my knowledge, my child/ward is in good physical condition, and I confirm that he/she does not have any symptoms for communicable disease;
6. I will not allow our child/ward to participate in **Election of the Division Federation of Supreme Elementary Learner Government (DFSELG) and Division Federation of Supreme Secondary Learner Government (DFSSLG)** if he/she or any member of my household develops any of the said symptoms or any other symptoms of illness that may or may not be related to any communicable disease. I will also inform the school/division and not allow my child/ward to attend the **Election of the Division Federation of Supreme Elementary Learner Government (DFSELG) and Division Federation of Supreme Secondary Learner Government (DFSSLG)**, if he/she or any members of my household test positive for any communicable disease;



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

Telephone No.: (044) 806 -2192;

Email Address: munozscience.city@deped.gov.ph



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

7. I give full permission in any recording or picture taken of my child/ward during the conduct of the **Election of the Division Federation of Supreme Elementary Learner Government (DFSELG) and Division Federation of Supreme Secondary Learner Government (DFSSLG)** and to use for purposes of documentation my child's/ward's images, contribution, or performance in any publication created by or for the DepEd Tayo Youth Formation and to release this material to DepEd official platforms in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;
8. I conform/agree to the collection and/or processing of any personal information and data from myself and my child/ward, that are necessary to successfully host the **Election of the Division Federation of Supreme Elementary Learner Government (DFSELG) and Division Federation of Supreme Secondary Learner Government (DFSSLG)** event, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;
9. I agree and understand the commitment of my child/ward as a participant and will support his/her endeavor to meet the expectations, guidelines, and responsibilities with his/her fellow participants and to DepEd;
10. To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages and rights against DepEd relative to the conduct of the activity;
11. With full understanding, I hereby freely and voluntarily give my consent to my child/ward's participation in the activity. I also attest that I had sought the views of my child, and he/she has expressed a willingness to participate in the activity; and
12. By signing below, I acknowledge and represent that I have read this document, took time to understand it, and eventually signed it voluntarily as my own free act and deed.

Signed this _____ day of _____, 2025 at _____, Philippines.

 Signature over Printed Name of
 Parent/Guardian

 Contact Details (Mobile Number)

 Name of Child/Ward

 Birth Date

 Address

 Home/Mobile Number



Address: Brgy. Rizal, Science City of Muñoz, 3119
 Telephone No.: (044) 806 -2192;
 Email Address: munozscience.city@deped.gov.ph