



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



January 30, 2019

DIVISION MEMORANDUM
No.035,s. 2019

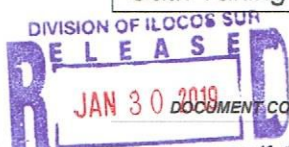
SDO ILOCOS SUR ELECTION CALENDAR FOR SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2019 - 2020

**To: Public Schools District Supervisors
Public Secondary & Elementary School Heads
Project Development Officers I
SPG & SSG Advisers
SPG & SSG Officers, Interested Student Candidates
All Others Concerned**

1. In line with the Synchronized Elections of the Supreme Pupil Government and Supreme Student Government, the SGOD through the Youth Formation Division is informing all SDO Ilocos Sur Public Elementary and Secondary Schools of the Division Election Calendar for Supreme Pupil Government (SPG) And Supreme Student Government (SSG) for SY 2019 – 2020.

This is in pursuant to the DepEd Order No. 47, s. 2014 entitled Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools, DepEd Order No. 11, s. 2016 entitled Additional Guidelines on the Constitution and By-Laws of the Supreme on the Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools, Memorandum from the Office of the Undersecretary for Administration, Usec. Alain Del B. Pascua, entitled Election Calendar for Supreme Pupil Government and Supreme Student Government for SY 2018 – 2019, dated February 12, 2018 and DepEd Order No. 25, s. 2018 entitled School Calendar for School Year 2018 – 2019.

SPG AND SSG ACTIVITIES (To be facilitated by SPG/SSG COMELEC)	DATE
Filing of Candidacy	February 4, 2019
Evaluation of Certificate of Candidacy (COC) vis – a- vis Qualifications and Disqualifications	February 6, 2019
Announcement of the Official List of Candidates	February 7, 2019
Campaign Period	February 8 & 11, 2019
Elections	February 12, 2019
Proclamation of Winners	February 13, 2019
Nomination of SPG/SSG Adviser	February 13 (PM) – 14, 2019
Oath Taking Ceremony of (SPG/SSG Officers)	February 15, 2019



DOCUMENT CODE: SDO-ILS-SGOD-YFD-QF-006

REVISION: 00

EFFECTIVITY DATE: 09-10-2018

BY: *arr* TIME: 3:35 PM



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2. The SGOD – Youth Formation Division is authorized to monitor the activities of the synchronized SPG/SSG elections.
3. After the conduct of the SPG/SSG Elections, the School Head or the nominated SPG/SSG Adviser shall accomplish and submit the **School Consolidated Election Report (SCER)** on February 18 to March 8, 2019, to the SGOD - Youth Formation Division thru their email addresses (aphroditemartinez@gmail.com & marillac.quinsa@deped.gov.ph). The district shall consolidate the SER of all their schools and submit as one file. The secondary schools shall submit one file per school.
4. Enclosures adapted from the Memorandum from the Office of the Undersecretary for Administration, Usec. Alain Del B. Pascua, entitled Election Calendar for Supreme Pupil Government and Supreme Student Government for SY 2018 – 2019, dated February 12, 2018, are attached for your reference and appropriate action.

Enclosure No. 1: School Consolidated Election Report (SCER)

Enclosure No. 2: Filing of Candidacy Packet

Enclosure No. 3: Parental Consent for SPG/SSG Candidates

Enclosure No. 4: Certificate of Candidacy for the SPG/SSG

5. For more inquiries, all concerned may contact the SGOD - Youth Formation Division thru their email addresses (aphroditemartinez@gmail.com & marillac.quinsa@deped.gov.ph).
6. For information, guidance and compliance.

[Signature]
GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent

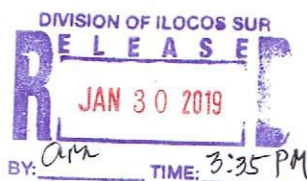
To be indicated in the Perpetual Index
under the following subjects:

Student Government Program

SSG/SPG Advisers

Student Leadership

Youth Formation Program



School Consolidated Election Report (SCER)

DIVISION:	CATEGORY: (Please Indicate one)
SCHOOL:	
	() Supreme Pupil Government () Supreme Student Government

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Enclosure No. 2



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Youth Formation Division

2019 Elections Application Packet

To run for a position in the SSG/PSG office, each candidate should submit a completed signed application with the following attachments:

- Certificate of Candidacy
- Parental Consent
- Two (2) pcs. Of 2x2 photograph
- An official copy of the Report card for the present Academic Year
- General Plan of Actions
- Two (2) recommendation letters from (2) individuals whom the candidate has worked with in a co-curricular and extra-curricular activity.

RECOMMENDATION LETTERS:

Please secure and submit two (2) recommendation letters (in a signed/sealed envelope) from two (2) individuals that the candidate has worked with in a co-curricular and extra-curricular activity. The recommendations shall include the following:

- Description of the activity wherein the candidate and the author of the recommendation letter worked together
- Detailed description of how the candidate the principles of teamwork, collective decision making, and good work ethic in the said activity.

The author of the recommendation letters should not be related by affinity or consanguinity to the candidate.

The two (2) recommendation letters should each come from a fellow student that he/she worked with in an activity and from the teacher that served as an adviser of the same activity

The authors of the recommendation letters should not be related to the candidate by affinity or second degree consanguinity. If needed, the COMELEC has the authority to validate the recommendation letters with its signatories

Enclosure No. 3



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Youth Formation Division

PARENTAL CONSENT

I, _____ as a parent/guardian will support my
(name of parent/guardian)
son/daughter _____ to the best of my ability as
(name of parent/guardian)

He/she commits to the Student Council.

I am allowing him/her to fulfill the duties and responsibilities of a Supreme Pupil Government Officer and to be involved in all of its activities, programs and projects.

Parent's / Guardian 's Signature over Printed Name

Date



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Youth Formation Division

CERTIFICATE OF CANDIDACY FOR SUPREME STUDENT GOVERNMENT

An officer of the Supreme Student Government lives the ideals, principle, and practices of participatory democracy. He / She represents the student body and must be fully committed to lead and serve the student body towards the fulfillment of the goals of the Student Government. He / She must uphold the core values and thrusts of the Department of Education and serve as a role model of school and community in words and in deeds.

Student's Name: _____ Current Grade Level: _____

PERSONAL DETAILS:

Gender: _____ Age: _____ Date of Birth: _____

Email Address: _____ Mobile No: _____ Landline: _____

Home Address: _____

COMPETENCIES OF CANDIDATES IN RELATIONS TO THE DESIRED POSITION

Name of activities participated related to the desired position	Specific role in the activity

ELECTORAL INFORMATION:

Party Name: _____ Position in the Party: _____

I certify that I am a bona fide student of this school.
I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Supreme Student Government COMELEC in the election for school year 2019-2020
I do hereby declare my intention and desire to be nominated for the particular position of _____.

I further state that I am a bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guidelines of the Supreme Student Government

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

Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2019, at _____, affiant exhibit to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

SPG/SSG COMELEC REPRESENTATIVE