



101321-038

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 OCT 2021

DIVISION MEMORANDUM

No. 4P/ s. 2021

ONLINE MONITORING AND KUMUSTAHAN SESSION
RE: STUDENT GOVERNMENT ELECTIONS

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Relative to OUA Memo 00-0821-0140 re: Interim Guidelines on Student Government Elections for School Year 2021-2022 Under the New Normal, OUA Memo 00-1021-0059 re: Addendum to OUA Memo 00-0821-0140 and Regional Memorandum No. 478, s. 2021 re: Monitoring Tool for the Student Government Elections, this Office through the SGOD Youth Formation Coordinator will conduct online monitoring and kumustahan with Teacher-Advisers and SPG/ SSG COMELEC on **October 19-20, 2021** via google meet (*link will be sent to official group chat a day before*).
2. All schools are advised to accomplish the tool through <https://tinyurl.com/SGElectionMonitoringTool> until October 18, 2021.
3. Attached are Enclosure 1 – Schedule of Monitoring, Enclosure 2 - OUA Memo 00-1021-0059, Enclosure 3 – Regional Memorandum No. 478, s. 2021 and Enclosure 4 – Endorsement form to be accomplished by School Heads.
4. Immediate dissemination of this Memorandum is desired.

GERLIE M. ILAGAN, CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Brgy. Potol, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>

Schedule of Monitoring and Kumustahan Session

October 19, 2021	
9:00am – 11:30am	1:30pm-4:00pm
EFES FELES Domoit ES Gibanga ES Kalumpang ES Malaoa-Calantas ES Ipilan-Alitao ES Potol ES Masin ES	BANHS Dapdap IS LPIHS RQIHS WPNHS TWCS I TECS

October 20, 2021	
9:00am – 11:30am	1:30pm-4:00pm
Wakas ES Lalo ES Mate ES TWCS II TWCS III TWCS IV Lakawan ES Lawigues ES Pandakake ES	Alsam ES Busal ES EPES Ilasan ES Katigan-Alupay ES NPES WPES Valencia ES SPES



OUAD00-1021-0059
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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1021-0059

MEMORANDUM

02 October 2021

**For: Regional Directors and Minister BARMM Education Minister
Regional and Division Youth Formation Coordinators
Schools Division Superintendents
Public and Private School Heads/Principals
All others Concerned**

Subject: ADDENDUM TO OUA MEMO 00-0821-0140: INTERIM GUIDELINES ON STUDENT GOVERNMENT ELECTIONS FOR SCHOOL YEAR 2021-2022 UNDER THE NEW NORMAL

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learner Support Services- Youth Formation Division (BLSS-YFD), extends its full support to the field offices and its school stakeholders by providing necessary responses and clarifications to matters concerning the Student Government Elections.

In this light, this Memorandum is supplementary to the recently disseminated OUA Memo 00-0821-0140 titled **Interim Guidelines on Student Government Elections for School Year 2021-2022 under the New Normal** released on August 17, 2021.

Please see **Annex A** for more details.

For questions and concerns, please contact Adolf P. Aguilar, Chief of BLSS-YFD, through 0919-093-4914 or email at blss.yfd@deped.gov.ph.

ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))

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Annex A

CLARIFICATIONS ON OUA MEMO 00-0821-0140: INTERIM GUIDELINES ON STUDENT GOVERNMENT ELECTIONS FOR SCHOOL YEAR 2021-2022 UNDER THE NEW NORMAL

I. PARTICIPANTS OF SPG/SSG ELECTIONS

1. The participants of this school year's SPG/SSG elections are the elected Homeroom Class Organization Presidents. They will be the primary participants of the said activity as a candidate and as a voter.
2. In cases where certain factors are of concern, the COMELEC shall allow other learners to join the elections aside from each elected President of the class as a candidate and as a voter.
3. The COMELEC shall allow when:
 - There is only one or limited number of students and sections in the grade level or in the school in general.
 - The composition of the SPG/SSG elections would primarily come from the same section and non-elected Presidents of the school (prior survey is needed).
 - Most of the elected Presidents would not want to join the SPG/SSG elections as candidates (they choose not to run, and they will just vote).
 - The COMELEC may also allow to lower the grade level qualifications to accommodate SPG/SSG candidates.
 - The COMELEC shall decide on allowing other learners to join the elections and have it approved by the School Head and endorsed to the Division Youth Formation Coordinator. It shall also decide on the limitations of the composition of the SPG/SSG elections.
 - In case there are other factors/considerations not included in this Addendum related to the participants of the SPG/SSG elections which is deemed necessary by the COMELEC, it shall create a localized or contextualized process, approved by the School Head, and endorsed to the Division Youth Formation Coordinator.
4. The specific participants of SPG elections are the elected Class Presidents and official representatives (as stated above) would come from Grade 4, 5, and 6. They will serve as a candidate and as a voter.
5. For elementary schools with only Grades 1 to 3 or those with limited and incomplete grade levels, they shall also set their SPG officers concerning the grade levels they have following the principle that each school should have and should uplift student representation. A more pronounced guidance should be given by the SPG Adviser and School Head to those who will be elected as officers. Same procedures will be applied for secondary schools with limited or incomplete grade levels.



II. MODALITY OF ELECTIONS

1. The COMELEC can only choose one from the two modalities (manual and digital) of the elections this school year. It should not be a mix of manual and digital elections. The modality to be used should be reflective of the preference of the voters involved.

III. GRADE LEVEL REPRESENTATIVE/S AND GRADE LEVEL CHAIRPERSON

1. Each school shall have a minimum of one (1) grade level representative, and the apportionment calculation divides the remaining population in an increment of one (1) to 150 learners.
 - The Grade Level Representative who shall get the highest number of votes among the elected Grade Level Representatives in their respective grade level shall serve as the Grade Level Chairperson of the grade level concerned.

IV. GRADE LEVEL ELECTIONS

1. This activity is recommended for large and mega schools. However, schools shall opt not to conduct this if they have a justifiable reason (approved by the School Head and endorsed and approved by the Division Youth Formation Coordinator) and if they have a systematic flow of elections.
2. The COMELEC shall also provide specific procedures on the Grade Level Elections (can adopt the procedures discussed in the National Orientation) as each school has a different situation and context. This again should be well laid out and approved by the School Head and endorsed and approved by the Division Youth Formation Coordinator.
3. SPG/SSG for schools with both Elementary and Secondary

For schools with both elementary and secondary,

- There should be separate officers for SPG and SSG. The COMELEC may contextualize and decide on the composition of its members (COMELEC) for coordination and smooth conduct of elections.
- There should be one (1) SPG Adviser and another one (1) SSG Adviser. The School Head shall carefully select SPG Adviser from elementary and SSG Adviser from secondary.
- The scope of SPG should not intervene with SSG (specific grade levels).

V. APPOINTMENT OF SPG/SSG OFFICERS

1. Requirements/factors for the appointment of SPG/SSG officers can be found in the Interim Guidelines. However, in case a school has a special situation or case not stated in the Interim Guidelines, the COMELEC shall proceed to the appointment





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Schools Division of Tarabas City
RECORDS SECTION

RECEIVED



5 October 2021

Regional Memorandum

MONITORING TOOL FOR THE STUDENT GOVERNMENT ELECTIONS

To **Schools Division Superintendents**

1. In relation to DepEd OUA Memorandum 00-0821-0140 entitled **INTERIM GUIDELINES ON STUDENT GOVERNMENT ELECTIONS FOR SY 2021-2022 UNDER THE NEW NORMAL** on October 4-17, 2021, attached is the Monitoring Tool to be used by the Division Offices to monitor the Student Government elections either on-site or virtually prioritizing the health and safety of the personnel involved.
2. For further information, kindly contact Mr. Neil B. Evangelista, Nutritionist-Dietitian II and the Regional Youth Formation Coordinator through email at neil.evangelista@deped.gov.ph or through mobile at +63947-299-8999.
3. Immediate dissemination of this Memorandum is earnestly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

essd/nbe



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Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

Enclosure A. **MONITORING TOOL FOR STUDENT GOVERNMENT ELECTIONS**

STUDENT GOVERNMENT ELECTIONS MONITORING TOOL
School-Based Elections

NAME OF SCHOOL :	
DISTRICT / DIVISION :	
COMELEC CHAIR :	
DATE OF ELECTION :	
MODE OF ELECTION:	<input type="checkbox"/> Digital <input type="checkbox"/> Manual <input type="checkbox"/> Appointment

INDICATORS	OBSERVED	NOT OBSERVED	REMARKS
COMELEC Chairperson and members are knowledgeable and prepared for the conduct of election.			
COMELEC and school admin objectively performed their functions and remained non-partisan during the conduct of election.			
Announcement of SPG/SSG Elections and Schedule of Activities through Youth Formation Facebook Pages			
Proclamation of Winners/ Newly-elected and appointed SPG/SSG Officers through the Youth Formation Facebook Pages			

For Manual Election:			
Conduct of Homeroom and Grade-level Elections			
Distribution of printed Election Application Packets			
Retrieval and evaluation of printed Election Application Packets			
Announcement of Official and Final list Candidates			
Distribution of printed official ballot			
Retrieval of printed official ballot			
Votes were effectively, efficiently, and fairly canvassed and consolidated			
For Digital Election:			
Conduct of Homeroom and Grade-level Elections			

Distribution of the Election Application Packets			
Retrieval and evaluation of printed Election Application Packets			
Announcement of Official and Final list Candidates			
The system/digital platform contains the following: · Comprehensive voting instructions · Complete names of candidates			
Encountered no system/digital platform issue			
Back up of manual election in case of system failure			
Votes were canvassed and consolidated.			
For Appointment:			
Nomination of the appointee was conducted by the class adviser.			
Submission of Appointment Application Packet			
Retrieval of Appointment Application Packet			
Evaluation of the Appointment Application Packet by the Selection Committee			

Generally peaceful and organized election			
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CHALLENGES ENCOUNTERED DURING THE CONDUCT OF ELECTION:

RESPONSES TO CHALLENGES ENCOUNTERED DURING THE CONDUCT OF ELECTION:

MONITORING OFFICIAL:

SIGNATURE:	
NAME:	
POSITION:	

DATE:	
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SCHOOL HEAD:

SIGNATURE:	
NAME:	
POSITION:	
DATE:	



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GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

ENDORSEMENT

Respectfully referred to _____, Schools Division Superintendent
of _____ the Advisership of
_____ of the Supreme Student Government / Supreme
Pupil Government of _____ for School Year

Hoping for your favorable response to this request.

Name
School Head



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