



DIVISION MEMORANDUM

No. 101 s. 2018

To: Public Schools District Supervisors/ District In-charge
Elementary and Secondary School Heads
Supreme Pupil Government (SPG) Advisers
Supreme Student Government (SSG) Advisers
This Division

From: 
RANDOLPH B. TORTOLA
Schools Division Superintendent

Subject: **Election Calendar for Supreme Pupil Government (SPG) and Supreme Student Government (SSG) for SY 2018-2019.**

Date: February 26, 2018

1. In reference to Regional Memorandum No.128, s. 2018 re: **Election Calendar for Supreme Pupil Government (SPG) and Supreme Student Government (SSG) for SY 2018-2019** , this Office hereby directs all the Elementary and Secondary School Heads to follow the schedule on the conduct of elections for the school year 2018-2019 as enclosed in this Memorandum.
2. Enclosed also to this Memorandum is a Comprehensive Evaluation for SPG and SSG elections for the schools (CESGE), Elections Application Packet, Parental Consent and Certificate of Candidacy of Candidacy.
3. For strict compliance.

RBT/SGOD/cbo



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
Zone 1 Upper Balulang
Cagayan de Oro City

DepED ED-X
Cagayan de Oro City
DEPARTMENT OF EDUCATION

22 FEB 2018
1599

Telephone No. (088) 700-1071, 531-7071, 330-7007 (ext. 108322) 77-26-51

February 13, 2018

RELEASED

REGION MEMORANDUM

No. 128, s. 2018

**ELECTION CALENDAR FOR SUPREME PUPIL GOVERNMENT (SPG)
AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2018-2019**

To: **Schools Division Superintendents**
This Region

1. Enclosed is Memorandum dated February 12, 2018 from **Alain Del B. Pascua**, Undersecretary for Administration, on the Election Calendar for Supreme Pupil Government (SPG) and Supreme Student Government (SSG) for SY 2018-2019, content of which is self-explanatory for the information and guidance of all concerned.
2. Pending the issuance of a Regional Youth Formation Framework, all concerned shall be guided by the following:
 - A. **Parallel School-based Training on Basic Skills on Leadership.** Pursuant to Section 6 of the enclosed Guidelines in the Conduct of the Student Government Elections for SY 2018-2019, leadership training for all SPG and SSG shall include, among others, the discussion of the following:
 1. **Fundamental rights of a child, i.e., right to protection, survival, development and participation.** As signatory to the UN Convention on the Rights of a Child, the State, through Department of Education, encourages the establishment of organization in order for the child to exercise the right to participation. For this purpose, it must be emphasized that the SSG and SPG program is not the only avenue for learners to enjoy their right to participation. Instead, the SSG and SPG Program shall facilitate the establishment and development of various school clubs which focus on specific advocacies including but not limited to language, scouting, the Red Cross, choir, theater, arts, debate, disaster risk reduction, peer facilitation on career advocacy, and sports.
 2. **Project Management.** Consistent with the Constitution and by-laws of SPG and SSG, all SSG and SPG officers are encouraged to have basic knowledge on the project management cycle in order to provide foundation for the officers and members to enjoy their right to participate on all matters directly or indirectly affecting them. Thus, capacity in analyzing problems, exploring solutions or interventions, implementing the interventions, including monitoring and evaluation of the chosen intervention shall be progressively built upon SSG and SPG Officers.

These acquired capacity or tools shall be shared with other school clubs and shall likewise be used in providing support to the projects initiated by the said school clubs.

Schoolheads may invite external stakeholders to facilitate in the discussion of the above-described items.

- B. **Focus of Projects.** Guided by the preceding section, SSG and SPG officers, in collaboration with other school clubs and organizations, shall endeavor to initiate projects which express in tangible forms the core values of the Department of Education, i.e., *Maka-Diyos, Maka-tao, Makakalikasan and Makabansa.*
- C. **Capacity Building for Youth Formation Coordinators.** In order to effectively provide effective technical assistance to SPG/SSG advisers on project management, all Divisions are advised to build the capacity of Division Youth Formation Coordinators on project management through the Human Resource Training and Development Funds.
3. **Regional Federation of SSG and SPG.** All Schools Division Offices shall conduct a study on the necessity to establish a regional federation of SSG and SPG and submit the recommendations to this Office for consideration prior to the conduct of a regional-federated SSG and SPG elections.
4. Immediate and wide dissemination of this Memorandum is desired.


ALLAN G. FARNAZO
Director IV

Reference and Enclosure : As stated

*To be indicated in the Perpetual Index under the following subjects:
Youth Formation*

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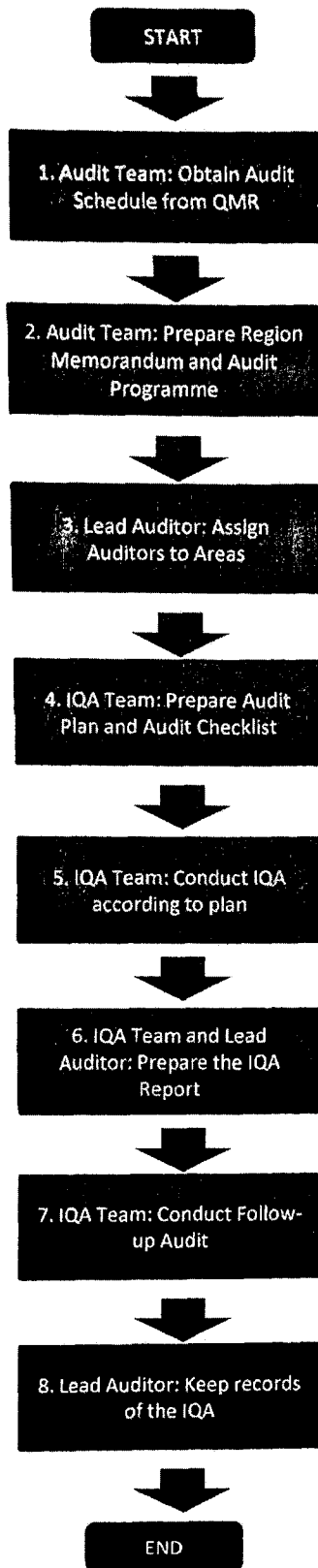
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Youth Formation*

Flowchart: Internal Quality Audit (IQA)



Final QMS Procedures Manual

IQA Team A/B

IQA records:

1. Region Memorandum
2. ISO Standard
3. Relevant Documents
4. Audit Programme
5. Audit Plan
6. Audit Checklist
7. Internal Audit Report

Internal Quality Audit Master Plan

	<u>PARTICULARS</u>	<u>TIMELINE</u>
I.	Internal Audit Team	<i>Done</i>
	Lead Ian A. Cabahug	
	Team A Rogelio C. Evangelista	
	Team B Myron Gil D. Talosig	
II.	Internal Quality Audit Program	
	<i>IQA schedules/Timelines for Functional Division and frequency</i>	
III.	Capability building/Review/Simulate	?????
	<i>IQA Team will undergo refresher of the IQA training. (An actual formulation of the Audit Plan, Audit Checklist and simulation on the conduct and reporting)</i>	
IV.	Audit Plan and Checklist	<i>Feb 12-16, 2018</i>
	<i>IQA Teams to formulate their Audit Plan and Audit Checklist</i>	
V.	Conduct of the Internal Quality Audit	<i>Feb 19-28, 2018</i>
	<i>IQA Teams will conduct the audit.</i>	
VI.	Internal Quality Audit Reporting	<i>Mar 1-2, 2018</i>

**Internal Audit Program
FY 2018**

<u>Functional Division</u>	<u>Process</u>	<u>Audit Team</u>	<u>Jan-Feb</u>	<u>Mar-Apr</u>	<u>May-Jun</u>	<u>Jul-Aug</u>	<u>Sep-Oct</u>	<u>Nov-Dec</u>
1 CLMD		Team A	Plan & Audit	Follow-up		Plan	Audit	Follow-up
2 ESSD		Team A	Plan & Audit	Follow-up		Plan	Audit	Follow-up
3 HRDD		Team A	Plan & Audit	Follow-up		Plan	Audit	Follow-up
4 ASD		Team A	Plan & Audit	Follow-up		Plan	Audit	Follow-up
5 QAD		Team B	Plan & Audit	Follow-up		Plan	Audit	Follow-up
6 FD		Team B	Plan & Audit	Follow-up		Plan	Audit	Follow-up
7 PPRD		Team B	Plan & Audit	Follow-up		Plan	Audit	Follow-up
8 ORD		Team B	Plan & Audit	Follow-up		Plan	Audit	Follow-up

QMS Audit Checklist

Area:			
Process:			
Audit Criteria:			
Audit Objective/s	Checklist	ISO 9001:2015 Clause	Notes/Comments
To check effectiveness of the process			
To identify areas for improvement			
To assess conformance of the process to established standards			

AUDIT PLAN

COMPANY: DEPARTMENT OF EDUCATION, REGIONAL OFFICE NO. 10

AUDIT TYPE: PRE-CERTIFICATION AUDIT

AUDIT DATE:

AUDITORS: FIRST NAME M.I. LAST NAME (ACRONYM), LEAD AUDITOR

FIRST NAME M.I. LAST NAME (ACRONYM), AUDITOR

AUDIT DETAILS:

TIME	ACRONYM OF LEAD AUDITOR		ACRONYM OF AUDITOR	
	PROCISS/FUNCTION	ISO 9001 CLAUSES TO BE COVERED	PROCISS/FUNCTION	ISO 9001 CLAUSES TO BE COVERED
09:00 - 10:30				
10:30 - 12:00				
12:00 - 13:00	LUNCH BREAK			
13:00 - 14:00				
14:01 - 15:00				
15:01 - 16:00				
16:01 up	CLOSING MEETING			

Prepared by:

Fname M.I. Last Name

Conforme:



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

12 February 2018

For: **All Regional Directors**
All School Divisions Superintendents

Attention: **All Education Support Services Division Chiefs**
All School Governance and Operations Division Chiefs

Subject: **ELECTION CALENDAR FOR SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) FOR SY 2018-2019**

Pursuant to DepEd Order No. 47 s. 2014 entitled *Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elementary and Secondary Schools*, and DepEd Order No 11 s. 2016 *Additional Guidelines on the Constitution and By-Laws of the Supreme Student Government and Supreme Pupils Government in Elementary and Secondary Schools*, the following dates shall be observed during the conduct of elections for the 2018-2019 Supreme Pupil Government (SPG) and Supreme Student Government (SSG).

SPG and SSG Activities (To be facilitated by SPG/SSG COMELEC)	Date
Filing of Candidacy	February 19, 2018
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications	February 21, 2018
Announcement of the Official List of Candidates	February 23, 2018
Campaign Period <ul style="list-style-type: none">• Presidential Election Forum• Campus-Wide Presidential and Vice-Presidential Debates	February 26-27, 2018
Elections	February 28, 2018
Proclamation of Winners	March 05, 2018
Nomination of SPG/SSG Adviser	March 20-21, 2018
Oath Taking Ceremony (SPG/SSG Officers)	March 23, 2018

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: uas-admin@deped.gov.ph; Facebook /Twitter @ledredtavn

Enclosure No. 1

**Guidelines on the conduct of the Student Government Elections for SY
2018-2019**

1. The School Head (SH) upon the proposal of the members of the SPG/SSG Commission on Elections (COMELEC) with the recommendation of the SPG/SSG COMELEC Chairperson, may also issue additional guidelines on the SPG or SSG COMELEC Standard Election Code consistent with the DepEd Order No. 47 s. 2014 and DepEd Order No 11 s. 2016 to ensure a fair and successful conduct of the elections.
2. After the conduct of the SPG/SSG Elections, the SH or the person whom he/she appointed shall accomplish the **Comprehensive Evaluation of the Student Government Elections for the School (CESGE) Form** provided in the enclosure. Soft or hard copies of their documents shall be submitted to the **Division School Governance and Operations Division (SGOD)** through their respective division **Youth Formation Coordinator** exactly two (2) weeks after the school's proclamation of winners on **March 14, 2018**.
3. The Division SGOD shall collate the schools' CESGE Forms and accomplish the **Division Consolidated Election Report (DCER)** for the SPG and SSG. After collating all the schools' CESGE forms and accomplishing the Division Election Consolidated Report for the SPG and SSG, the Division SGOD shall forward the soft or hard copies of the said copies to their respective regional **Education Support Services Division** on or before **March 26, 2018**.
4. The ESSD shall collate, organize and forward scanned or soft copies of the documents submitted by the SGOD to the **Youth Formation Division (YFD)** observing the following directions:
 - a) The email shall be forwarded to blss.yfd@deped.gov.ph
 - b) The email shall follow the subject:
For SPG: {SPG1819 -(name of region)-Submission}
For SSG: {SSG1819 -(name of region)-Submission}
 - c) The email shall be forwarded on or before **April 16, 2018**.
5. In preparing for the division and regional report of the **SPG and SSG** election. The ff. formats shall be observed:

Enclosure No. 1

Document	File Format	File Name
Comprehensive Evaluation of the Student Government Elections for the School (CESGE)	Word File (.doc or .docx)	For the SPG: SPG1819-CESGE-(name of school) For the SSG: SSG1819-CESGE-(name of school)
Division Consolidated Election Report (DCER)	Excel File Format (.xls or .xlsx)	For the SPG: SPG1819-DECR-(name of division) For the SSG: SSG1819-DECR-(name of division)

6. The newly-elected SPG/SSG officers upon their oath taking ceremony shall undergo a parallel school-based training on basic skills on leadership, roles, functions, and responsibilities of each officer. The newly designated SPG/SSG Adviser shall supervise the implementation of the said training. The newly elected SPG/SSG officers shall come up with a General Plan of Action (SPOA) for their entire term. The project management and planning of GPOA must be facilitated by the SPG/SSG adviser and the outgoing SPG/SSG officers during weekends immediately after elections.
7. The division office through the SGOD shall conduct a division-wide leadership training for the newly-elected SPG and SSG officers, the new officers from school club organizations may also join the division-initiated leadership training. Pursuant to DepEd Order 19 s. 2016 *"Guidelines on the Organizational Structure and Staffing Patterns of Stand-Alone and Integrated Public Senior High School"*, the division **Youth Formation Coordinator** shall spearhead the division-wide leadership training within April-August 2018 in coordination with other offices relevant to the conduct of the activity.
8. For the regional and division-federated SSG and SPG elections, **ALL PRESIDENTS** regardless of grade level, whether the candidate is from Grade 11 or Grade 12, can vie for the President and Vice President position for as long as they are the elected President of the SSG and SPG in their respective school and are qualified to be nominated.
9. For the stand-alone Junior High School (JHS), candidates for President and Vice President must be Grade 10 and Grade 9 students. Grade 8 and 7 students can run for the other positions except President and Vice President.

Enclosure No. 1

10. For elementary and secondary schools which have more than 1,000 students per grade level., the COMELEC can add additional three (3) members per grade level who will help facilitate the elections. The said additional members must meet the required qualifications and undergo the same process.
11. The YFD as the lead office for the Student Government Program (SGP) in the Central Office is authorized to monitor the conduct of the elections and the formulation, and implementation of the programs and projects to strengthen the SPG/SSG in schools.
12. The SGOD and ESSD are authorized to coordinate and to monitor the activities of the synchronized SPG/SSG elections.
13. All regional directors (RDs) and school division superintendents (SDSs) are enjoined to support and monitor the implementation of the school elections.
14. All elections conducted before the dissemination of this Memorandum shall retain the candidates who were proclaimed winners of their school's SPG and SSG in their elective positions.

Enclosure No. 2: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)



DEPARTMENT OF EDUCATION
Bureau of Learner Support Services
Youth Formation Division

Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)
(to be accomplished in the school level by a representative designated by the School Head)

Component	Indicators	Agree	Disagree	Recommendations
Student Commission on Election (COMELEC)	The students and school admin were well-represented in the school Commission on Elections (COMELEC)			
	The students and school admin were knowledgeable and prepared for the conduct of the elections.			
	The students and the school admin were actively involved in organizing and running the election procedures.			
	The students and the school admin objectively performed their functions and remained non-partisan during the conduct of elections.			
Logistics	The Election materials were prepared on time.			
	The schedules and deadlines were strictly followed.			
	The application forms were made available to all interested students.			
Student Engagement	The students were well-informed about the purpose of the Student Government elections.			
	The students were aware of the voting process.			
	The students actively participated in the elections.			
	The students were encouraged to participate in the student government.			
Selection of Candidates	The interested students were given the opportunity to participate in the elections.			
	All the qualified candidates were considered.			
	The application process was objective and in accordance with the DepEd Student Government Election Code.			
Campaign	The campaign was orderly, organized, fair, and peaceful.			
	The campaign was held in accordance with the DepEd Student Government Election Code.			
	The election code was effectively enforced.			
Voting	The ballots were clear and available.			
	The voting was organized and fair.			
Counting of Votes	The COMELEC effectively, efficiently, and fairly conducted the counting of votes.			
	The count was fair, honest, and transparent.			
	The announcement was immediate and undisputable.			
NAME OF SCHOOL:				
COMELEC Chair's Name and Signature:		Level:		



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

2017 Elections Application Packet

To run for a position in the SSG/SPG 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 two (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.



Republic of the Philippines
DEPARTMENT OF EDUCATION
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



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

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Parent's/ Guardian's Signature over Printed Name

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Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

CERTIFICATE OF CANDIDACY FOR SUPREME PUPIL GOVERNMENT

An officer of the Supreme Pupil Government lives the ideals, principles, 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: _____

E-mail Address: _____ Mobile No: _____ Landline: _____

Home Address: _____

COMPETENCIES OF CANDIDATES IN RELATION 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 Pupil Government COMELEC in the election for school year 2017-2018.

I do hereby declare my intention and desire to be nominated for the particular position of _____.

I further state that I am 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 Pupil 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 _____ 2018, at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

SPG COMELEC REPRESENTATIVE