



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
GRACEVILLE ELEMENTARY SCHOOL
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

September 22, 2021

SCHOOL MEMORANDUM
No. 69, s.2021

Homeroom Class Organization Election

To: Master Teachers
Grade Leaders
Teachers

1. Pursuant to the OUA Memorandum 00-0821-0140, entitled *Interim Guidelines on Student Government Elections for School Year 2021-2022 Under the New Normal*, this Office announces the conduct of Homeroom Class Organization Election on September 27, 2021.

DATE	ACTIVITY
September 27, 2021	Homeroom Class Organization Election
October 8, 2021	School-Based Student Government (SPG) Election

2. The participants of this Homeroom Class Organization Election are Grades 4, 5, and 6 learners.
3. The Homeroom Class Organization Election may be manual or digital (online/virtual), depending on the modality the class may opt to choose.
4. The Homeroom Class Organization shall compose of the following:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Auditor
 - f. Public Information Officer
 - g. Protocol Officer
5. Attached is the OUA Memorandum 00-0821-0140, for information, reference, and guidance.


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OUA MEMO 00-0821-0140
MEMORANDUM
17 August 2021

For: **Undersecretaries**
Assistant Secretaries
Regional Directors and Minister BARMM Education
Minister
Bureau and Service Directors
Regional Directors
Regional and Division Youth Formation Coordinators
Schools Division Superintendents
Public and Private School Heads
All others Concerned

Subject: **INTERIM GUIDELINES ON STUDENT GOVERNMENT**
ELECTIONS FOR SCHOOL YEAR 2021-2022 UNDER
THE NEW NORMAL

The Department of Education ensures the effective student leadership for every learner to acquire lifelong learning skills for the 21st century amid the COVID-19 pandemic. Thus, the Department issued DepEd Order No. 29, s. of 2021 otherwise known as School Calendar and Activities for School Year 2021-2022 indicating that school level elections will be conducted from 04 – 17 October 2021.

In its pursuit to continue bringing out the learners' leadership potential and in inculcating in their hearts the passion for service with the appropriate guidance of their teachers and other school personnel, the Department issues the **Interim Guidelines on Student Government and other School Organizations' Elections for School Year 2021-2022 under the New Normal.**

As DepEd promotes student leadership, it is imperative for schools to facilitate student government elections and other relevant practices that will meaningfully support learner development and respond to varied contexts at this time of pandemic.

The interim guidelines are grounded on the principles of participatory democracy, responsible servant leadership, collaboration, unity, accountability, and efficiency in serving the student body. The SPG and SSG are committed to put these values, principles and ideals into action through academic, socio-civic, leadership programs and activities while carefully abiding with the safety protocols and health measures set by the authority.



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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In observance of the SG elections, it will follow these indicative schedules:

Suggested Dates	Activity
13-30 September 2021	Homeroom Class Organization Elections
04-17 October 2021	School-Based SG Elections
22-27 October 2021	Division/District SG Elections
29 October-09 November 2021	Regional Federation Elections
13 November 2021	National Federation Elections

This policy shall be implemented in all public elementary and secondary schools nationwide for School Year 2021-2022.

Private schools, technical and vocational institutions, and higher education institutions, including state and local universities and colleges offering K to 12 Basic Education Program are encouraged to implement these interim policy guidelines. Private schools and institutions are permitted to modify these policy guidelines according to their philosophy, vision, and mission, with the approval of their respective DepEd Regional Offices.

Student-led organizations such as *Barkada Kontra Droga* (BKD), Youth for Environment in Schools' Organization (YES-O), and other clubs in schools may adapt the policy guidelines on school-based SG elections as reference in conducting their organizational elections. Educational schools and institutions are allowed to contextualize the guidelines according to their mandates and own structure.

The Department of Education- Youth Formation Division (YFD), as the office-in-charge of the Student Government Program, is authorized to monitor the conduct of the elections, and formulate and implement other programs and activities to strengthen the pupil/student governments in schools. All Regional and Division Youth Formation Coordinators are authorized to coordinate and monitor activities with regards to the conduct of SPG/SSG elections and the organization of the Division and Regional Federations of Supreme Student Governments.


All Regional Directors and School Division Superintendents are enjoined to support and monitor the implementation of the 2021-2022 Student Government Elections.

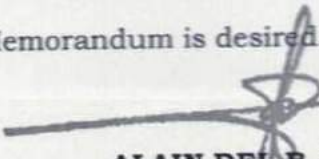
Expenses incurred in the conduct of the SY 2021-2022 Student Government Elections shall be charged to School Maintenance and Other Operating Expenses (MOOE) or other available funds subject to the usual accounting and auditing rules and regulations.

The interim guidelines are attached to this memorandum as **Annex A**.

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

Immediate and wide dissemination of this Memorandum is desired.


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations,
Palarong Pambansa Secretariat,
and DEACO


ALAIN DEL B. PASCUA
Undersecretary
for Administration



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Annex A

INTERIM GUIDELINES ON STUDENT GOVERNMENT ELECTIONS FOR SCHOOL YEAR 2021-2022 UNDER THE NEW NORMAL

I. Rationale

The COVID-19 pandemic has brought drastic changes in different sectors of the country. In the education sector, it has shifted the traditional conduct of classes to a new normal set-up. It has introduced different learning modalities and strategies to learners and teachers to achieve essential curricular goals. In the field of student leadership, the Department of Education (DepEd) has been continuously proposing different measures to have student representation even amid the pandemic. Its efforts will bring concrete and effective leadership skills, knowledge, and attitudes to the youth of this generation.

As stated in DepEd Order No. 47, s. 2014, the Department recognizes the significant role and contributions of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in public elementary and secondary schools. It is founded on the principles of participatory democracy, responsible servant – leadership, collaboration, unity, accountability, and efficiency in serving the student body. However, due to the threats posed by the COVID-19 pandemic, the role of student leaders has been very limited.

Together with the opening of classes this school year 2021-2022, the Department issues the Interim Guidelines on the Conduct of Student Government Elections for School Year 2021 – 2022 under the New Normal.

II. Scope

This **Interim Guidelines on the Conduct of SPG/SSG Elections for School Year 2021 – 2022 Under the Normal** will be implemented nationwide by public elementary and secondary schools for the said school year.

The following are the enclosures attached herewith for reference:

Enclosure 1:	Homeroom Class Organization Elections (Manual)
Enclosure 2:	Homeroom Class Organization Elections (Virtual)
Enclosure 3:	Grade Level Elections
Enclosure 4:	Appointment Guidelines
Enclosure 5:	COMELEC Standard Election Code
Enclosure 6-8:	Election Application Packet (EAP) and Election Procedures
Enclosure 9:	Appointment Application Packet (AAP)
Enclosure 10-12:	Appointment Application Evaluation Tool, Certificate of Appointment, and Oath of Appointment Form
Enclosure 13:	Election Flow Chart

Other school-based organizations in both public elementary and secondary schools, private schools, technical and vocational institutions, and higher education institutions including state and local universities and colleges offering the K to 12 Basic Education Program are also encouraged to implement these interim election guidelines. Private schools and institutions are permitted to modify these policy



guidelines according to their Philosophy, Vision, and Mission, with the approval of their respective DepEd Division and Regional Offices.

III. Definition of Terms

For purposes of this policy, the following terms are defined as follows:

- a. **Appointment Application Packet** contains various forms which will be completed and accomplished by the possible qualified SPG/SSG officers in case that there are no interested students to run for an elective position.
- b. **Candidate** is the pupil/student whose application for candidacy to an elective position was eligible and qualified to have his/her name on a ballot and duly approved by the SPG/SSG COMELEC.
- c. **Digital Elections** is also known as online elections where voting procedures and canvassing of votes are done virtually or through the use of an online platform.
- d. **Election** is the annual simultaneous election of SPG/SSG officers.
- e. **Election Application Packet** contains various forms which will be completed and accomplished by the candidates (learners who signify interest to run). It also includes the SPG/SSG Election Procedures which aims to guide learners on the actual casting of votes.
- f. **Election Calendar** is the period from the dissemination of information to the induction of newly elected officers.
- g. **Manual Elections** is a type of election where manual voting procedures and canvassing of votes are practiced.
- h. **SPG/SSG COMELEC** refers to Student Pupil Government/Supreme Student Government Commission on Elections that governs all regular and special elections including the campaign of Student Government in schools.
- i. **Teacher-Adviser** refers to the SPG/SSG mentor in governance and leadership. He/she shall competent, able, and willing to work with the student leaders from planning to implementation of programs, projects, and activities (PPAs).

IV. Policy Statement

- The Department is committed to ensure that students are fully represented even during this time of COVID-19 pandemic while looking after the health and safety of all learners, teachers, and personnel. The schools must adopt the Interim Guidelines on the Conduct of SPG/SSG Elections for School Year 2021-2022 Under the New Normal to hone the knowledge, skills, and attitudes of the young leaders of this generation.
- These Election Guidelines are grounded on the following principles:
 - a. The SPG/SSG is the highest student implementing body in the school.



- b. The SPG/SSG is the forefront of the learners' rights and welfare, and is the model of the learners' excellence, and is grounded on good character and a deep sense of moral values.
- c. The SPG/SSG has the power that emanates from the student body. It is an autonomous, unified, and the highest democratic representative of the student body.
- d. The SPG/SSG is founded on the principles of good governance, participatory democracy, responsible servant-leadership, collaboration, unity, accountability, and efficiency in serving the learners.
- e. The SPG/SSG is committed to adhere the core values of *Maka-Diyos, Makatao, Makakalikasan, and Makabansa*, its principles, and ideals into action through academic, socio-civic, and leadership PPAs.

V. Procedures

The pandemic poses challenges for schools in the conduct of student government elections, including limitations on organizing face-to-face student engagement and participation, and the need to account for different contexts in planning, implementing, and evaluating student led PPAs.

To address these challenges, individuals in line with SPG/SSG elections each have important roles and responsibilities:

a. COMELEC Chairperson

- shall uphold the mandate of the organization
- he or she shall put into practice the duties and responsibilities attached to the position as included in the Constitution and By-Laws of SPG and SSG in elementary and secondary schools
- he or she shall oversee the created additional activities of the COMELEC this school year related to the conduct of the elections, if these are approved by the School Head and by the Division Youth Formation Coordinator.

b. Elected SPG/SSG Officers

- shall undergo a parallel school – based training on the basic skills of leadership, roles, functions, and responsibilities of a leader.

c. Teacher-Advisers

- supervise the implementation of the said training, in cooperation with the previous SPG/SSG officers and adviser.

d. School Head

- upon the proposal of the members of the SPG/SSG Commission on Elections (COMELEC) with the recommendation of the SPG/SSG COMELEC Chairperson, the School Head may also issue additional guidelines on the SPG/SSG Standard Election Code consistent with the revised Constitution and By – Laws of the SPG and SSG in elementary and secondary schools, to ensure the fair and successful conduct of the elections.



e. SGOD Chief and Division Youth Formation Coordinators

- shall conduct the Division Federation of SPG and SSG Officers and shall submit to the Youth Formation Division (YFD) the result of the Division Federation Elections on the given date upon further notice

f. Regional ESSD Chief and Regional Youth Formation Coordinators

- shall conduct the election of the Regional Federation of SPG and SSG Officers and shall submit to YFD the result of the Regional Federation elections.

SPG/SSG ELECTION GUIDELINES FOR SCHOOL YEAR 2021 - 2022

SPG/SSG ELECTIONS SCHEDULE OF ACTIVITIES	
Activities	Date
Facilitated by the SPG/SSG COMELEC	
HOMEROOM CLASS ORGANIZATION ELECTIONS	September 13-30, 2021
SCHOOL – WIDE SPG/SSG ELECTIONS (October 4-17, 2021)	
Announcement of SPG/SSG Elections and Schedule of Activities	
Filing and Evaluation of Election Application Packets	
Consolidation and Printing of Election Paraphernalia	
Announcement of the Final List of Candidates and Distribution of Election Paraphernalia	
Election Proper	
Proclamation of Winners	
Selection and Approval of SPG/SSG Adviser	
Oath Taking Ceremony	
Consolidation of Election Documents	
ELECTION OF DISTRICT FEDERATION OFFICERS	October 22-27, 2021
ELECTION OF DIVISION FEDERATION OFFICERS	
ELECTION OF REGIONAL FEDERATION OFFICERS	October 29-November 9, 2021
ELECTION OF NATIONAL FEDERATION OFFICERS	November 13, 2021

SPG/SSG ELECTIONS (MANUAL)

I. Announcement of Elections

a. Coordination of SPG/SSG Comelec with Class Advisers

The SPG/SSG COMELEC shall announce the conduct of elections and schedule of activities amongst Class Advisers, informing that each elected president of the class will be the representatives and participants of this school year's SPG/SSG elections.

b. Announcement of SPG/SSG Elections amongst Class Presidents

The Class Adviser shall announce the conduct of SPG/SSG elections and schedule of activities through distribution of election notice to each Class President.



c. Distribution of Election Application Packet (EAP)

Together with the election notice, the Class Adviser shall distribute the EAP containing various forms which will be completed and accomplished by the candidates (learners who signify interest to run). It also includes the SPG/SSG Election Procedures which aims to guide learners on the actual casting of votes.

The Election Application Packet (Enclosure No. 6) is comprised of the following:

- **Certificate of Candidacy (Enclosure No. 6.1)**
This signifies that the SPG/SSG candidate is announcing his or her candidacy for a specific position and puts his or her purest intention and understanding on the procedures of the elections.
- **Plan of Action (for SSG) (Enclosure No. 6.2)**
This is a detailed plan of projects, programs, and activities (PPAs) with specific actions and timelines that the candidate plans to implement related to his or her desired position.
- **Candidate's Agenda (for SSG) (Enclosure No. 6.3)**
This component of EAP is a tool to test the candidates' worth for the position and know his or her capacity to lead and be part of the organization. This is composed of guide questions that the candidate needs to answer and serves as a basis of student voters for their voting decision.
- **Introductory Profile (for SPG) (Enclosure No. 6.4)**
This component serves as a guide for our student-voters on who to select from the candidates. The profile of the candidates will be given, highlighting their vision and plans for the organization.
- **Certificate of Good Academic Standing (Enclosure No. 6.5)**
This is a tool to know the academic performance of the candidates and assure that they have no failing grades from the previous semester/academic year. Candidates must possess or present a certificate of Good Academic Standing.
- **Certificate of Good Moral Character (Enclosure No. 6.6)**
This signifies that the candidates have not been subjected to any disciplinary action and are fit to serve the organization.
- **Parental Consent (Enclosure No. 6.7)**
This is a proof that the parents/guardians give their consent for the candidates to participate in the elections.
- **SPG/SSG Election Procedures (Enclosure No. 6.8)**
This is a guide for both official candidates and student-voters on the step-by-step procedures of the elections this school year.

II. Filing and Evaluation of EAP

a. Submission of EAP

The candidate (represented by the parent or guardian) shall submit the accomplished and completed EAP to the Class Adviser.

b. Endorsement of Submitted EAP

Upon submission of EAP, the Class Adviser shall endorse it to the COMELEC.



c. Evaluation of EAPs

The COMELEC shall evaluate the accomplished EAP of each candidate and shall decide on the approval or disapproval of his or her application using the Election Application Evaluation Tool for SPG and SSG (Enclosures No. 7.1 and 7.2).

III. Consolidation and Printing of Election Paraphernalia

The Election Paraphernalia is comprised of the following:

- Official List of Candidates
- Plan of Action (for SSG)
- Candidate's Agenda (for SSG)
- Introductory Profile (for SPG)
- Official Ballot
- Envelope

The COMELEC shall collect and collate candidates' information and answers from the components of the Election Paraphernalia listed above. Accordingly, they shall finalize and come up with the election's Official List of Candidates. They shall also reproduce the consolidated components of the Election Paraphernalia based on the number of voters. This will be a tool and basis of voter's selection decision. Finally, the elections' official ballot will be included in the Election Paraphernalia for distribution.

IV. Announcement of the Final List of Official Candidates and Distribution of Election Paraphernalia

The COMELEC shall announce and distribute the Official List of Candidates of school's SPG/SSG for this school year's elections to all Class Advisers together with all the components of the Election Paraphernalia. The Class Adviser will then distribute the list and paraphernalia to each President of the class.

V. Election Proper

a. Start of Elections

The acceptance of the Final List of Candidates and Election Paraphernalia marks the start of the elections. The student - voters shall carefully follow the instructions in the official ballot and cast their votes. They should also refer to the SPG/SSG Election Procedures (Enclosure No. 6.8) for specific guidelines.

b. Retrieval of Official Ballot

The student - voters (represented by the parent or guardian) shall submit the accomplished official ballot to the Class Adviser following the schedule set by the COMELEC. It must be sealed in the envelope provided in the Election Paraphernalia.

c. Canvassing of Votes

The COMELEC shall collect all the Election Paraphernalia from all the Class Advisers, ensuring that no envelope has been opened, replaced, and tampered.



d. Consolidation of Canvassed Votes

The COMELEC shall consolidate all canvassed votes from all classes involved in the conduct of the elections.

VI. Proclamation of Winners

a. Validation of Official Results

The COMELEC shall validate the official results and come up with official list of school's newly - elected SPG/SSG officers of the school year, signed and proclaimed by the COMELEC Adviser and approved by the School Head.

b. Announcement of Newly Elected Officers

The results of the elections shall be disseminated and forwarded to the Class Presidents and to all learners by the Class Adviser through print distribution.

VII. Selection and Approval of SPG/SSG Advisership

a. Selection of Possible SPG/SSG Adviser

The School Head shall select possible adviser amongst his or her teachers following the qualifications and guidelines set by the SPG/SSG's Constitution and By Laws.

b. Endorsement of SPG/SSG Adviser to the SDS

A letter endorsing the SPG/SSG Adviser of the school will be sent by the School Head to the office of the Schools Division Superintendent.

c. Approval and Issuance of SPG/SSG Advisership Designation

The SDS, upon the endorsement of the School Head shall approve and issue the teacher's Advisership's Designation, making it official.

VIII. Oath Taking

a. Distribution of Oath Taking Form (Enclosure No. 8)

To make the newly elected officers' undertaking official, they shall obtain and accomplish the Oath Taking Form provided by the COMELEC. This also signifies their pledge for the organization.

b. Retrieval of accomplished Oath Taking Form

The newly elected officers shall submit their accomplished Oath Taking Form to their respective Class Advisers and shall be forwarded to the COMELEC.

IX. Consolidation of Election Documents

The COMELEC shall collate all the accomplished Oath Taking Forms and other relevant documents related to the recently concluded SPG/SSG elections.



SPG/SSG ELECTIONS (DIGITAL)

I. Announcement of Elections

a. Coordination of SPG/SSG Comelec with Class Advisers

The SPG/SSG COMELEC shall announce the conduct of elections and schedule of activities amongst Class Advisers, informing that each elected president of the class will be the representatives and participants of this school year's SPG/SSG elections.

b. Announcement of SPG/SSG Elections Amongst Class Presidents

The Class Adviser shall send election notice and schedule of activities to the Class President through the online platform/s that will be utilized by the COMELEC in the conduct of SPG/SSG elections this school year.

c. Distribution of Election Application Packet (EAP)

Together with the election notice, the Class Adviser shall also send and include the EAPs containing various forms which will be completed and accomplished by the candidates (learners who signify interest to run). It also includes the SPG/SSG Election Procedures which aims to guide learners on the actual casting of votes.

The Election Application Packet (Enclosure No. 6) is comprised of the following:

- Certificate of Candidacy (Enclosure No. 6.1)

This signifies that the SPG/SSG candidate is announcing his or her candidacy for a specific position and puts his or her purest intention and understanding on the procedures of the elections.

- Plan of Action (for SSG) (Enclosure No. 6.2)

This is a detailed plan of projects, programs, and activities (PPAs) with specific actions and timelines that the candidate plans to implement related to his or her desired position.

- Candidate's Agenda (for SSG) (Enclosure No. 6.3)

This component of EAP is a tool to test the candidates' worth for the position and know his or her capacity to lead and be part of the organization. This is composed of guide questions that the candidate needs to answer and serves as a basis of student voters for their voting decision.

- Introductory Profile (for SPG) (Enclosure No. 6.4)

This component serves as a guide for our student-voters on who to select from the candidates. The profile of the candidates will be given, highlighting their vision and plans for the organization.

- Certificate of Good Academic Standing (Enclosure No. 6.5)

To know the academic performance of the candidates and assure that they have no failing grades from the previous semester/academic year, they must possess or present a certificate of Good Academic Standing.

- Certificate of Good Moral Character (Enclosure No. 6.6)

This signifies that the candidates have not been subjected to any disciplinary action and are fit to serve the organization.



- Parental Consent (Enclosure No. 6.7)
This is a proof that the parents/guardians give their consent for the candidates to participate in the elections.
- SPG/SSG Election Procedures (Enclosure No. 6.8)
This is a guide for both official candidates and student-voters on the step-by-step procedures of the elections this school year.

II. Filing and Evaluation of EAP

a. Submission of EAP

The candidate (learner who signifies interest to run) shall submit the accomplished and completed EAP to the Class Adviser using an official email address (the only email that the candidate will use for the entire process of the elections, email not the same from the previously used email will not be valid).

b. Endorsement of Submitted EAP

Upon submission of EAP, the Class Adviser shall endorse it to the COMELEC

c. Evaluation of EAPs

The COMELEC shall evaluate the accomplished EAP of each candidate and shall decide on the approval or disapproval of his or her application using the Election Application Evaluation Tool for SPG and SSG (Enclosures No. 7.1 and 7.2).

III. Consolidation of Election Paraphernalia

The Election Paraphernalia is comprised of the following:

- Official List of Candidates
- Plan of Action (for SSG)
- Candidate's Agenda (for SSG)
- Introductory Profile (for SPG)
- Online Official Ballot

The COMELEC shall collect and collate candidates' information and answers from the components of the Election Paraphernalia listed above. They shall send the consolidated components of the Election Paraphernalia to all voters. Accordingly, they shall finalize and come up with the election's Official List of Candidates. This will be a tool and basis of voter's selection decision. Finally, the election's official ballot via online form will be included in the Election Paraphernalia.

IV. Announcement of the Final List of Official Candidates and Distribution of Election Paraphernalia

The COMELEC shall announce and send the Official List of Candidates of school's SPG/SSG for this school year's elections to all Class Advisers together with all the components of the Election Paraphernalia. The Class Adviser will then send the list and paraphernalia to each President of the class.



V. Election Proper

a. Start of Elections

The created online form of the COMELEC will serve as the election's official ballot per class. The student - voters shall carefully follow the instructions in the online official ballot and cast their votes. They may also refer to the SPG/SSG Election Procedures (Enclosure No. 6.8) for specific guidelines.

VI. Proclamation of Winners

a. Validation of Official Results

The COMELEC shall validate the official results and come up with official list of school's newly - elected SPG/SSG officers of the school year, signed and proclaimed by the COMELEC Adviser and approved by the School Head.

b. Announcement of Newly Elected Officers

The results of the elections shall be disseminated and forwarded to the Class Presidents and to all learners by the Class Adviser through virtually.

VII. Selection and Approval of SPG/SSG Advisership

a. Selection of Possible SPG/SSG Adviser

The School Head shall select possible adviser amongst his or her teachers following the qualifications and guidelines set by the SPG/SSG's Constitution and By Laws.

b. Endorsement of SPG/SSG Adviser to the SDS

A letter endorsing the SPG/SSG Adviser of the school will be sent by the School Head to the office of the Schools Division Superintendent.

c. Approval and Issuance of SPG/SSG Advisership Designation

The SDS, upon the endorsement of the School Head shall approve and issue the teacher's Advisership's Designation, making it official.

VIII. Oath Taking

a. Distribution of Oath Taking Form (Enclosure No. 8)

To make the newly elected officers' undertaking official, they shall obtain and accomplish the Oath Taking Form which will be sent by the Class Adviser of the elected candidate, provided by the COMELEC. This also signifies their pledge for the organization.

b. Submission of Accomplished Oath Taking Form

The newly elected officers shall send their accomplished Oath Taking Form to their respective Class Advisers and shall be forwarded to the COMELEC.

IX. Consolidation of Election Documents

The COMELEC shall collate all the accomplished Oath Taking Forms and other relevant documents related to the recently concluded SPG/SSG elections.



Enclosure No. 1: Homeroom Class Organization Election Guidelines (Manual)

CLASSROOM LEVEL ELECTIONS (Manual)

I. Announcement of Elections

a. Coordination of SPG/SSG COMELEC with Class Advisers

The SPG/SSG COMELEC shall announce the conduct of Homeroom Class Organization Elections and schedule of activities amongst Class Advisers.

b. Announcement of Homeroom Class Organization Elections amongst Learners

The Class Adviser shall announce the conduct of the elections and schedule of activities through distribution of election notice to all learners of each class.

c. Distribution of Election Application Packets (EAP)

Together with the election notice, the Class Adviser shall also include and distribute the EAP to the learners which they will complete and accomplish (learners who signify interest to run).

EAP is comprised of the following:

- Certificate of Candidacy (Enclosure No. 6.1)
- Intent to Run

II. Filing and Evaluation of EAP

a. Submission of EAP

The candidate (represented by the parent or guardian) shall submit the accomplished and completed EAP to the Class Adviser.

b. Endorsement of Submitted EAPs

Upon submission of EAP, the Class Adviser shall endorse it to the COMELEC.

c. Evaluation of EAPs

The COMELEC shall evaluate the accomplished EAP of each candidate and shall decide on the approval or disapproval of his or her application.

III. Consolidation and Printing of Election Paraphernalia Per Section

The Election Paraphernalia is comprised of the following:

- Official List of Candidates
- Introductory Profile (from Intent to Run)
- Official Ballot
- Envelope

The COMELEC shall collect and collate candidates' information and answers from Intent to Run. Accordingly, they shall finalize and come up with the election's Official List of Candidates. They shall also reproduce the consolidated components of the Election Paraphernalia based on the number



of voters. This will be a tool and basis of voter's selection decision. Finally, the elections' official ballot will be included in the Election Paraphernalia for distribution.

IV. Announcement of the Final List of Official Candidates and Distribution of Election Paraphernalia

The COMELEC shall announce and distribute the Official List of Candidates in each section to respective Class Adviser together with all the components of the Election Paraphernalia. The Class Adviser will then distribute the list and paraphernalia to all the learners of the section.

V. Election Proper

a. Start of Elections

The acceptance of the Official List of Candidates and Election Paraphernalia marks the start of the elections. The student - voters shall carefully follow the instructions in the official ballot and cast their votes.

b. Retrieval of Official Ballot

The student - voters (represented by the parent or guardian) shall submit the accomplished official ballot to the Class Adviser following the schedule of submission set by the COMELEC. It must be sealed in the envelope provided in the Election Paraphernalia.

c. Canvassing of Votes

The COMELEC shall collect all the Election Paraphernalia from all the Class Advisers, ensuring that no envelope has been opened, replaced, and tampered.

d. Consolidation of Canvassed Votes

The COMELEC shall consolidate all canvassed votes from all classes involved in the conduct of the elections.

VI. Proclamation of Winners

a. Validation of Official Results

The COMELEC shall validate the official results and come up with official list of school's newly - elected Homeroom Class Organization officers of the school year, signed and proclaimed by the COMELEC Adviser and approved by the School Head.

b. Announcement of Newly Elected Officers

The results of the elections shall be disseminated and forwarded to the learners of each section by the Class Adviser through print distribution.



Enclosure No. 2: Homeroom Class Organization Election Guidelines (Digital)

CLASSROOM LEVEL ELECTIONS (VIRTUAL)

I. Announcement of Elections

a. Coordination of SPG/SSG COMELEC with Class Advisers

The SPG/SSG COMELEC shall announce the conduct of Homeroom Class Organization Elections and schedule of activities amongst Class Advisers.

b. Announcement of Homeroom Class Organization Elections amongst Learners

The Class Adviser shall send election notice and schedule of activities to the learners through the online platform/s being utilized by the class.

c. Distribution of Election Application Packets (EAP)

Together with the election notice, the Classroom Adviser shall also send and include the EAP to the learners which they will complete and accomplish (learners who signify interest to run).

EAP is comprised of the following:

- Certificate of Candidacy (Enclosure No. 6.1)
- Intent to Run

II. Filing and Evaluation of EAP

a. Submission of EAP

The candidate shall submit the accomplished and completed EAP to the Class Adviser using an official email address (the only email address that the candidate will use for the entire process of the elections, email not the same from the previously used email will not be valid).

b. Endorsement of Submitted EAPs

Upon submission of EAP, the Class Adviser shall endorse it to the COMELEC.

c. Evaluation of EAPs

The COMELEC shall evaluate the accomplished EAP of each candidate and shall decide on the approval or disapproval of his or her application.

III. Consolidation of Election Paraphernalia Per Section

The Election Paraphernalia is comprised of the following:

- Official List of Candidates
- Introductory Profile (from Intent to Run)
- Official Ballot via online form



The COMELEC shall collect and collate candidates' information from the submitted Intent to Run and create an Introductory Profile of each candidate of a section. Accordingly, they shall finalize and come up with the election's Official List of Candidates per section. This will be a tool and basis of voter's selection decision. Finally, the elections' official ballot via online form will be included in the Election Paraphernalia.

IV. Announcement of the Final List of Official Candidates and Online Distribution of Election Paraphernalia

The COMELEC shall announce and send the Official List of Candidates in each section to respective Class Adviser together with all the components of the Election Paraphernalia. The Class Adviser will then send the list and paraphernalia to all the learners of the section.

V. Election Proper

e. Start of Elections

The created online form of the COMELEC will serve as the election's official ballot per class. The link will be sent to the learners 15 minutes before the start of the elections. The student - voters shall carefully follow the instructions in the online official ballot and cast their votes.

VI. Proclamation of Winners

a. Validation of Official Results

The COMELEC shall validate the official results and come up with official list of school's newly - elected Homeroom Class Organization officers of the school year, signed and proclaimed by the COMELEC Adviser and approved by the School Principal.

b. Announcement of Newly Elected Officers

The results of the elections shall be disseminated and forwarded to the learners of each section by the Class Adviser virtually.



Enclosure No. 3: Grade Level Election Guidelines

GRADE LEVEL ELECTIONS (MANUAL)

I. Announcement of Elections

a. Coordination of SPG/SSG Comelec with Class Advisers

The SPG/SSG COMELEC shall announce the conduct of Grade Level Elections and schedule of activities amongst Class Advisers, informing that each elected president of the class will be the representatives and participants of this school year's Grade Level Elections.

b. Announcement of SPG/SSG Elections amongst Class Presidents

The Class Adviser shall announce the conduct of Grade Level elections and schedule of activities through distribution of election notice to the Class President.

c. Distribution of Election Application Packet (EAP)

Together with the election notice, the Class Adviser shall also include and distribute the EAP to the Class President which they will complete and accomplish by the candidates (learners who signify interest to run).

EAP is comprised of the following:

- Certificate of Candidacy (Enclosure No. 6.1)
- Intent to Run
- Certificate of Good Academic Standing (Enclosure No. 6.5)
- Certificate of Good Moral Character (Enclosure No. 6.6)
- Parental Consent (Enclosure No. 6.7)

II. Filing and Evaluation of EAP

a. Submission of EAP

The candidate (represented by the parent or guardian) shall submit the accomplished and completed EAP to the Class Adviser.

b. Endorsement of Submitted EAP

Upon submission of EAP, the Class Adviser shall endorse it to the COMELEC.

c. Evaluation of EAP

The COMELEC shall evaluate the accomplished EAP of each candidate and shall decide on the approval or disapproval of his or her application using the Election Application Evaluation Tool (Enclosure No. 7.3).

III. Consolidation and Printing of Election Paraphernalia

The Election Paraphernalia is comprised of the following:

- Official List of Candidates
- Introductory Profile (from Intent to Run)
- Official Ballot



- Envelope

The COMELEC shall collect and collate candidates' information and answers from Intent to Run. Accordingly, they shall finalize and come up with the election's Official List of Candidates. They shall also reproduce the consolidated components of the Election Paraphernalia based on the number of voters. This will be a tool and basis of voter's selection decision. Finally, the elections' official ballot will be included in the Election Paraphernalia for distribution.

IV. Announcement of the Final List of Official Candidates and Distribution of Election Paraphernalia

The COMELEC shall announce and distribute the Official List of Candidates in each grade level to respective Class Adviser together with all the components of the Election Paraphernalia. The Class Adviser shall then distribute the list and paraphernalia to each Class President per grade level.

V. Election Proper

a. Start of Elections

The acceptance of the Official List of Candidates and Election Paraphernalia marks the start of the elections. The student - voters shall carefully follow the instructions in the official ballot and cast their votes.

b. Retrieval of Official Ballot

The student - voters (represented by the parent or guardian) shall submit the accomplished official ballot to the Class Adviser following the schedule of submission set by the COMELEC. It must be sealed in the envelope provided in the Election Paraphernalia.

c. Canvassing of Votes

The COMELEC shall collect all the Election Paraphernalia from all the Class Advisers, ensuring that no envelope has been opened, replaced, and tampered.

d. Consolidation of Canvassed Votes

The COMELEC shall consolidate all canvassed votes from all classes involved in the conduct of the elections.

VI. Proclamation of Winners

a. Validation of Official Results

The COMELEC shall validate the official results and come up with official list of each grade level's newly - officers (7 officers) of the school year, signed and proclaimed by the COMELEC Adviser and approved by the School Head.

b. Announcement of Newly Elected Officers

The results of the elections shall be disseminated and forwarded to the learners of each section by the Class Adviser through print distribution.



SPG/SSG Appointment Guidelines

I. Nomination of Possible Appointees

The Class Adviser shall nominate possible appointee/s from his or her class. He or she shall also accomplish and complete all the components and forms of the Appointment Application Packet (Enclosure No. 9) of the possible appointees.

The Appointment Application Packet (AAP) is comprised of the following:

- **Certificate of Good Academic Standing (Enclosure No. 9.1)**
This is a tool to know the academic performance of the possible appointee and assure that he or she has no failing grades from the previous semester/academic year. He/she must possess or present a certificate of Good Academic Standing.
- **Certificate Good Moral Character (Enclosure No. 9.2)**
This signifies that the possible appointee has not been subjected to any disciplinary action and is fit to serve the organization.
- **Parental Consent (Enclosure No. 9.3)**
This is a proof that the parents/guardians give their consent for the possible appointee on the undertaking.

II. Distribution and Retrieval of Parental Consent

a. Distribution

The Class Adviser shall distribute the Parental Consent to possible appointees for signature.

b. Retrieval

The learner (represented by the parent or guardian) shall submit the accomplished Parental Consent to the Class Adviser.

III. Submission of List of Appointees

The Class Adviser shall submit the accomplished AAPs to the COMELEC together with a letter of endorsement containing the list of appointees.

IV. Evaluation of AAP by the Selection Committee

The accomplished and submitted AAP will be evaluated by the Commission on Appointments' Selection Committee (using Appointment Application Evaluation Tool, Enclosure No. 10), composed of the following:



- COMELEC Chairperson
- Current SPG/SSG Adviser
- School Head

V. Announcement of Newly Appointed SPG/SSG Officers

The Selection Committee shall validate the official results, and come up with official list of school's newly – appointed SPG/SSG officers this school year, signed and proclaimed by the said committee, and endorsed to the Division's Youth Formation Coordinator.

VI. Issuance of Certificate of Appointment (Enclosure No. 11)

The COMELEC shall issue a Certificate of Appointment to all appointed SPG/SSG officers.

VII. Distribution of Oath of Appointment Form (Enclosure No. 12)

a. Distribution of Oath of Appointment Form

To make the newly appointed officers' undertaking official, they shall obtain and accomplish the Oath Taking Form. This also signifies their pledge for the organization.

b. Retrieval of accomplished Oath of Appointment Form

The newly appointed officers shall submit their accomplished Oath Taking Form to the COMELEC.



Enclosure No. 5: SPG/SSG COMELEC Standard Election Code

**Additional Guidelines to The Revised
Supreme Pupil Government and Supreme Student Government
Commission On Elections Standard Election Code and Commission on
Appointments
(For School Year 2021 – 2022)**

**PART I
STANDARD ELECTION CODE**

- The SPG/SSG COMELEC shall be the only agency that will manage the electoral process, including the campaign and accreditation of student political parties.
- The SPG/SSG COMELEC, shall be established within 21 days before the day of the election. This is to ensure the fair and honest elections prior to the exercising of rights of every learner in each school.
- The SPG/SSG COMELEC members shall have the following qualifications, provided it is supported with a Declaration of Absence of Conflict of Interest (see Enclosure_):
 1. must be non-partisan;
 2. do not have a vested interested in the election; and
 3. not in any way related to any of the candidates by 3rd of consanguinity and affinity.
- The SPG/SSG COMELEC this school year shall consist of teachers who are not handling any class advisory.

For SPG, it shall consist of three (3) members per grade level (Grades 4,5 and 6)

For SSG, it shall consist of four (4) members per grade level

- ✓ For Stand-alone Junior High School (Grades 7,8,9 and 10).
 - ✓ For Integrated High School (Grades 7,8,9,10,11 and 12).
 - ✓ For Stand-alone Senior High School (Grades 11 and 12)
- The SPG/SSG COMELEC members shall be recommended by the current SPG/SSG Adviser and approved by the School Head.
 - The members of the SPG/SSG COMELEC shall select a Chairperson among its members.
 - The SPG/SSG COMELEC shall have the following duties and responsibilities:
 - ✓ conduct fair, honest, and systematic elections;
 - ✓ adhere to the Standard SPG/SSG Election code;
 - ✓ validate the electoral proceedings and results;



- ✓ accept or revoke candidacy;
 - ✓ proclaim the new set of officers;
 - ✓ keep all pertinent election papers/documents;
 - ✓ decide on protests relative to the conduct and results of elections;
 - ✓ prepare and distribute the necessary election paraphernalia, certificate of candidacy forms, and other election related materials before, during, and after the election; and,
 - ✓ disqualify candidates who have violated any of the guidelines, which have been promulgated.
- The SPG/SSG COMELEC Chair shall determine the conduct of manual or virtual elections in classroom and school level elections.
 - The conduct of whether virtual or manual elections for both classroom and school level elections depend on the preference of all the learners involved. To determine the modality to be used, the Classroom Adviser shall conduct a survey prior to the Announcement of Elections to his or her learners. All learners (100 %) shall agree to which modality they prefer. If there is one or more learners who happen to be of different preference, manual elections will be automatically implemented. This shall also be approved by the COMELEC, School Head, and endorsed to the Division's Youth Formation Coordinator.
 - For small schools with one or limited number of sections per grade level:
 - ✓ In case there is only one or limited number of sections in a specific grade level (for grade level qualifications), the COMELEC may allow multiple learners from the same section to run for specific positions.
 - ✓ In case there are limited number of sections in a specific grade level (for grade level qualifications), the COMELEC may allow to lower the grade level qualifications to accommodate SPG/SSG candidates.
 - For large and mega schools with numerous numbers of section per grade level:
 - ✓ In case there are numerous numbers of section per grade level, the COMELEC shall conduct grade level elections first and select the grade level's representatives for the SPG/SSG elections. See attached Enclosure No. 3 for the conduct of Grade Level Elections.
 - ✓ There shall only be 7 elected representatives per each grade level, and they will be the sole representatives of each grade level to the SPG/SSG elections.
 - ✓ In case there is a small number of students who show interest to run in a large or mega school in all grade levels, the COMELEC Adviser shall opt not to conduct Grade Level Elections and shall directly proceed to SPG/SSG Elections or Appointment of SPG/SSG Officers.
 - ✓ The COMELEC shall determine the conduct of Grade Level Elections this school year.



- The SPG/SSG COMELEC shall opt to utilize social media platforms to reach and engage more learners regardless of the modality of school elections to be utilized on the election activities. (Example: Virtual Orientation, campaign, etc.). It can also create additional activities related to the conduct of the elections, if these are approved by the School Head.
 - ✓ The COMELEC Chairperson shall create a Private Facebook Group, following the group name pattern below.

School ID_School Name_2021 SPG/SPG Elections
Example: 105689_Sto. Cristo Elementary School_2021 SPG Elections
 - ✓ The created private Facebook Group shall serve as the official group of SPG/SSG elections. No personal campaigning will be done per each candidate as the COMELEC will be the only one to post on the said Facebook Group using this year's election paraphernalia.
 - ✓ The private Facebook group shall consist of the following people:
Admin: COMELEC Chairperson
Moderator: Current SPG/SSG Adviser
MEMBERS: Guidance Counselor/Guidance Coordinator and all Class Presidents and those who are involved in this year's elections.
 - ✓ The COMELEC Chairperson with the help of his or her members through the endorsement of Class Advisers shall add to the private Facebook Group the official candidates and all learners involved in the elections.
 - ✓ The COMELEC shall make standardized posters/campaign materials per each candidate using the consolidated components of the election paraphernalia.
 - ✓ All posted campaign materials will be automatically deleted before the SPG/SSG elections.
- The SPG / SSG COMELEC Chair shall be responsible for the announcement of the school's virtual dissemination of newly elected SPG/SSG officers this year.
- The SPG/SSG COMELEC shall secure that the 50 % plus 1 rule applies on the number of casted votes per position. In case the count is not achieved, the COMELEC shall proclaim that the candidate with the highest number of votes wins the position.



PART II
COMMISSION ON APPOINTMENTS

- Appointment of SPG/SSG officers will only be applicable when the conduct of SPG/SSG elections seem to be difficult due to the following reasons:
 - ✓ Modular distance learning is implemented with long interval of school's distribution and retrieval of modules
 - ✓ Schools are last mile schools, and it will take a long time for them to conduct elections.
 - ✓ Modality of learning being implemented in the schools is only limited to Radio Based-Instruction and other modalities aside from Modular learning and Online Learning.
 - ✓ Not feasible conduct of elections (manual) because of existing IATF rules and regulations.
 - ✓ There is no one or there are limited number of students who show interest to run in the SPG/SSG elections.
- Appointment of SPG/SSG officers is in accordance with the number of vacant positions.
- The existing SPG/SSG officers shall be prioritized in the appointment of officers, considering that they have prior knowledge, skills, and attitude as student leaders.
- The specific interim guidelines from SPG/SSG Election Procedures (Composition, Election, Qualifications. And Term of Office of SPG/SSG) will be of use on the appointment. Downsizing of the said requirements to accommodate learners for appointment shall be done by the COMELEC, approved by the School Head, and endorsed to the Division Youth Formation Coordinator.
- The Commission of Appointments is composed of the following members who will act as members of the Selection Committee.
 - ✓ COMELEC Chairperson
 - ✓ Current SPG/SSG Adviser
 - ✓ School Head
- The Selection Committee of the Commission on Appointments shall evaluate the appointment of possible SPG/SSG officers based on the components of the Appointment Application Packet using the enclosed Appointment Application Evaluation Tool (Enclosure No. 10). They shall decide on the approval or disapproval of possible SPG/SSG officers.
- The specific procedures of SPG/SSG Appointment Guidelines can be found in Enclosure No.4
- Appointment of officers can also be done in Homeroom Class Organizations.



Enclosure No. 6: Election Application Packet

ELECTION APPLICATION PACKET

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

- Certificate of Candidacy – Enclosure 6.1
- Plan of Action for SSG – Enclosure 6.2
- Candidate’s Agenda for SSG – Enclosure 6.3
- Introductory Profile for SPG – Enclosure 6.4
- Certificate of Good Academic Standing – Enclosure 6.5
- Certificate of Good Moral Character – Enclosure 6.6
- Parental Consent - Enclosure 6.7
- SPG/SSG Election Procedures – Enclosure 6.8



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**CERTIFICATE OF CANDIDACY FOR
SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT**

The Student Government Organization lives in the ideals, principles, and practices of participatory democracy. It represents the organization and is ready to steer the student body towards the fulfilment of its goal by promoting its rights and welfare. As a student leader, this Certificate of Candidacy is a statement of your purest intention and understanding of the position you are applying for.



Student's Name: _____
Current Grade Level: _____
Desired Position: _____

PERSONAL DETAILS

Gender: _____ **Age:** _____ **Date of Birth:** _____
Email Address: _____ **Mobile No.:** _____ **Landline No.:** _____
Home Address: _____

I certify that I am a bona fide student in this school. I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Student Government Organization in the election for school year _____.

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

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

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 _____ year _____ at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C. photograph, academic records, and parental consent

SSG COMELEC CHAIRPERSON

Enclosure No. 6.2: Plan of Action

PLAN OF ACTION

Name of Candidate: _____ Grade Level: _____
 Desired Position: _____ Date Accomplished: _____

ACTIVITY/IES (anchored on DepEd's CORE Values)	OBJECTIVES	STRATEGIES	TIME FRAME	RESOURCES			EXPECTED OUTPUT
				HUMAN	MATERIAL	PROPOSED BUDGET	
1. MakaDiyos							
2. MakaTao							

3. MakaBansa								
4. MakaKalikasan								

Prepared by:

_____ *Name of Candidate and Signature*

CANDIDATE'S AGENDA

Guide Questions for All Candidates

Personal Leadership

1. What are your qualities that you believe can make a great leader?

Organizational Leadership

2. As a President, which is most important in an organization – mission, core values, or vision?

Public Leadership

3. How do you want to see Student Government in 5 years' time?

Guide Questions for Each Position

For the President:

1. What is your vision as President of the school's Supreme Student Government? How are you going to translate this vision into a reality?
2. What priority programs (top 3) will you introduce as a President in Student Government? How will these programs be beneficial to your fellow learners?
3. Given the new normal set-up, how will you encourage your fellow learners to participate in the school's activities?

For the Vice President:

1. How do you plan to work harmoniously with the President?
2. As the Chairperson of the Internal Affairs Committee, what are the top 3 Programs, Projects, and Activities (PPAs) that you plan to implement?

For the Secretary:

1. As the Chairperson of the Secretariat Committee, how do you plan to document proceedings of meetings in the new normal set-up?
2. What are your plans on making the organization's documents accessible to all learners?

For the Treasurer:

1. As the Chairperson of the Finance Committee, how do you uphold transparency and accountability in your term of office?

2. How do you plan to utilize the budget of the organization considering the new normal set-up?

For the Auditor:

1. As the Co-chairperson of the Finance Committee, how do you plan to work collaboratively with the Treasurer?
2. What policy recommendation can you introduce to lessen the occurrences of dishonesty among learners?

For the Public Information Officer (PIO):

1. What are your plans and strategies to build and maintain a credible image of the organization?
2. As the Chairperson of the Publicity Committee, how do you plan to disseminate information within the organization and within the school in the new normal set-up?

For the Protocol Officer:

1. As the Chairperson of the Students' Welfare Committee, how do you plan to process student grievances and complaints?
2. How do you plan to enforce proper decorum during the organization's meetings?

For the Grade Level Representative:

1. What are your plans on representing your respective grade level considering diversity of learners?
2. What can you bring to this position that will help promote growth in the learners under your grade level?

INTRODUCTORY PROFILE

The following statements serve as your profile on showing your interest and uniqueness that allow you to share your clear understanding about what you can do as part of the Supreme Pupil Government.

I _____ from _____ running for _____
(Surname, Given Name, M.I.) (Grade Level and Section) (Position)

My hobby/hobbies is/are

My ambition/s is/are

As a student-leader, I aspire for my co-learners/school/community to be

I will also empower my co-learners to strive for excellence by

And as a student-leader, I can help develop a student-friendly and motivating environment by

Enclosure No. 6.5: Certificate of Good Academic Standing

CERTIFICATION OF GOOD ACADEMIC STANDING

This is to certify that Mr./Ms. _____ of Grade _____ for School Year 2020 – 2021 has good academic standing and has no failing grades in any learning areas.

This certification is issued upon the request of Mr./Ms. _____ as a supporting document on his/her candidacy in the Supreme Pupil Government/Supreme Student Government organization of the school and is running for the position of _____.

Given this _____ day of _____ 2021 at _____, Philippines.

Signature Over Printed Name of Class Adviser

Enclosure No. 6.6: Certificate of Good Moral Character

CERTIFICATION OF GOOD MORAL CHARACTER

This is to certify that _____,
is currently enrolled in _____ as a Grade _____ student for the
School Year 2021 – 2022.

He/she is in good character and has never been subjected to any disciplinary
actions during his/her stay in this school.

This certification is being issued as a supporting document for his/her
candidacy in the Supreme Pupil Government/Supreme Student Government.

Issued this __day of _____ 20____ at

Signature Over Printed Name of Guidance Counselor

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 Student)	
he/she commits to the Student Organization.	
I am allowing him/her to fulfill the duties and responsibilities of a Supreme Pupil Government and Supreme Student Government Officer and to be involved in all its activities, programs, and projects.	
_____	_____
Parent's/Guardian's Signature Over Printed Name	Date

SPG/SSG ELECTION PROCEDURES

As the newly elected President of your class, you will be its representative on the conduct of SPG/SSG elections for this school year. Below are the specific procedures that would serve as your guide for the entire duration of the elections.

For manual elections, election activities will be done during the school's schedule of distribution and retrieval of modules (activities that need to be done on a separate schedule will be set by the COMELEC). Physical distribution, submission and information dissemination regarding the election processes will be utilized. You will be represented by your parents or guardians in the said election activities.

For virtual elections, online platforms will be utilized on the dissemination, submission and retrieval of election documents, and actual election processes.

Moreover, the SPG/SSG COMELEC may create additional rules and guidelines that you should follow as a candidate and as a voter.

PART I COMPOSITION, ELECTION, QUALIFICATIONS, AND TERM OF OFFICE OF SPG/SSG

Article IX (*Composition, Election, Qualifications, and Term of Office of SPG/SSG*) of the Revised Constitution and By Laws of the SPG/SSG will be applied in the conduct of SPG/SSG elections this school year.

- Section 1 The Officers of the SPG/SSG are the duly elected President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer, and Grade Level Representatives.
- Section 2 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.
- Section 3 Each school shall have a minimum of one (1) grade level representative, and the apportionment calculation divides the remaining population in an increment of 1 to 150 learners.
- Section 6 Candidates for all the SPG/SSG elective positions shall:
- 6.1 Must be bona fide learners;
 - 6.2 Must have no failing grade on the previous semester/grading;
 - 6.3 Must be of good moral character;
 - 6.4 Must have not been subjected to any disciplinary sanction; and
 - 6.5 Must have submitted the SPG/SSG Election Application Packet to be approved by a representative of the SPG/SSG Commission on Elections.

SPG/SSG GRADE LEVEL QUALIFICATIONS	
POSITION	GRADE LEVEL QUALIFICATIONS
a. President	
For Elementary	Grade 4, 5, and 6
For Stand-alone Junior High School	Grade 9 and 10
For Integrated High School	Grade 10, 11 and 12
For Stand-alone Senior High School	Grade 11 and 12
b. Vice President	
For Elementary	Grade 4, 5 and 6
For Stand-alone Junior High School	Grade 9 and 10
For Integrated High School	Grade 10, 11 and 12
For Stand-alone Senior High School	Grade 11 and 12
c. Secretary	
For Elementary	Grade 4, 5 and 6
For Stand-alone Junior High School	Grade 7, 8, 9 and 10
For Integrated High School	Grade 7, 8, 9, 10, 11 and 12
For Stand-alone Senior High School	Grade 11 and 12
d. Treasurer	
For Elementary	Grade 4, 5 and 6
For Stand-alone Junior High School	Grade 7, 8, 9 and 10
For Integrated High School	Grade 7, 8, 9, 10, 11 and 12
For Stand-alone Senior High School	Grade 11 and 12
e. Auditor	
For Elementary	Grade 4, 5 and 6
For Stand-alone Junior High School	Grade 7, 8, 9 and 10
For Integrated High School	Grade 7, 8, 9, 10, 11 and 12
For Stand-alone Senior High School	Grade 11 and 12
f. Public Information Officer	
For Elementary	Grade 4, 5 and 6
For Stand-alone Junior High School	Grade 7, 8, 9 and 10
For Integrated High School	Grade 7, 8, 9, 10, 11 and 12
For Stand-alone Senior High School	Grade 11 and 12
g. Protocol Officer	
For Elementary	Grade 4, 5 and 6
For Stand-alone Junior High School	Grade 7, 8, 9 and 10
For Integrated High School	Grade 7, 8, 9, 10, 11 and 12
For Stand-alone Senior High School	Grade 11 and 12
h. Grade Level Chairperson	
For Elementary	One Chairperson for Grade 4, 5 and 6
For Stand-alone Junior High School	One Chairperson for Grade 7, 8, 9 and 10
For Integrated High School	One Chairperson for Grade 7, 8, 9, 10, 11 and 12
For Stand-alone Senior High School	One Chairperson for Grade 11 and 12
i. Grade Level Representative/s	
For Elementary	Grade 4, 5, and 6
For Stand-alone Junior High School	Grade 7, 8, 9 and 10
For Integrated High School	Grade 7, 8, 9, 10, 11 and 12
For Stand-alone Senior High School	Grade 11 and 12

- Section 7 Once elected, all SPG/SSG Officers, except the Grade Level Chairpersons, and Representatives, shall be considered resigned and ineligible from all major elective or appointive positions in other clubs and organizations. Major elective or appointive positions shall refer to the positions of President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer or equivalent positions, including Editor-in-Chief, Managing Editor and Associate Editor of the School Paper or Publication.
- Section 8 Every learner regardless of circumstance of birth, religion, gender, social and economic status, ethnicity, and tenure in school is eligible for candidacy to any SPG/SSG elective positions.
- Section 9 The officers of the SPG/SSG shall hold office for a period of one (1) year.
- 9.1 The term of office shall start from the date of oath taking, until successor have officially taken oath of office.
- 9.2 Oath Taking Ceremonies of elected SPG/SSG Officers must be conducted on the next regular Friday after the SPG/SSG Elections.
- 9.3 A period of thirty (30) days after the oath taking shall be given for transition / turn-over.

For the specific duties and functions of each SPG/SSG officer, refer to the Article X of the Revised Constitution and By Laws of the SPG/SSG, otherwise known as *Duties and Functions of Student Government Officers*.

PART II ELECTION PROCEDURES

I. Announcement of Elections

- a. Your Class Adviser will give you an election notice, signifying the conduct and schedule of this year's SPG/SSG elections. This will be your guide on the submission of documents and actual voting procedures relative to the conduct of the elections if you wish to run for a specific position in the organization.
- b. Together with the election notice, your Class Adviser will give you the Election Application Packet containing various forms which you will complete and accomplish if you will participate in the SPG/SSG elections.

The Election Application Packet (Enclosure No. 6) is comprised of the following:

- **Certificate of Candidacy** (Enclosure No. 6.1)

This signifies that you are announcing your candidacy for a specific position and showing your intention and understanding on the procedures of the elections.

- **Plan of Action (for SSG)** (Enclosure No. 6.2)
This is a detailed plan of projects, programs, and activities (PPAs) with specific actions and timelines that you plan to implement.
- **Candidate's Agenda (for SSG)** (Enclosure No. 6.3)
This component of EAP is a tool to test your worth for the position and to know your capacity to lead and be part of the organization. This is composed of guide questions that you will answer and will serve as your basis (and all student voters) on who to vote.
- **Introductory Profile (for SPG)** (Enclosure No. 6.4)
This component serves as a guide for you and all student-voters on who to select from the candidates. The profile of the candidates will be given, highlighting their vision and plans for the organization.
- **Certificate of Good Academic Standing** (Enclosure No. 6.5)
This is a tool to assess your academic performance and assure that you have no failing grades from the previous semester/academic year.
- **Good Moral Character** (Enclosure No. 6.6)
This signifies that you have not been subjected to any disciplinary action and is fit to serve the organization. (
- **Parental Consent** (Enclosure No. 6.7)
This is a proof that your parents/guardians give their consent relative to your participation in the elections.

Completion and submission of the forms above will only be applicable to Class Presidents or Class Representatives who are interested to run and be part of the SPG/SSG.

II. Filing and Evaluation of EAP

After completing and accomplishing your EAP, you will then submit it to your Class Adviser, and will be endorsed and forwarded to the COMELEC. Your EAP will be evaluated based on the completion of its components (Enclosure No. 7.1 and 7.2).

Filing of EAP will only be applicable to Class Presidents or Class Representatives who are interested to run and be part of the SPG/SSG.

III. Announcement of the Final List of Official Candidates and Distribution of Election Paraphernalia

After the evaluation and consolidation of each Election Paraphernalia by the COMELEC, you will be notified on your candidacy and will receive the Final List of Official Candidates for this school year's SPG/SSG elections. You will also be provided of Election Paraphernalia consisting of the following:

- Official List of Candidates
- Plan of Action (for SSG)
- Candidate's Agenda (for SSG)
- Introductory Profile (for SPG)
- Official Ballot (online official ballot for virtual elections)
- Envelope (for manual elections)

The consolidated components of the election paraphernalia will be used as your basis of voting for this year's SPG/SSG elections.

All Class Presidents or Class Representatives (official candidates and not) will receive the Election Paraphernalia.

IV. Election Proper and Retrieval of Official Ballot

- a. The acceptance of the Election Paraphernalia marks the start of the elections. You shall carefully follow the procedures of the actual elections and cast your votes.

FOR MANUAL	FOR DIGITAL
1. Fill out the necessary information in the official ballot.	1. Follow the schedule and time set by the COMELEC on casting your votes. A link will be sent 15 minutes before the start of the elections.
2. You are not allowed to reproduce, replicate nor tamper the ballot that you have received.	2. Use only the official email you have given to your Class Adviser (forwarded to the COMELEC) for the purpose of the elections. Failure to do so will invalidate your votes.
3. Once you have received the Election Paraphernalia, you are given enough time to carefully review the candidates' plan of action, agenda and profile.	3. Provide the necessary information in the online official ballot.
4. Follow the instructions in shading the circle corresponding to your choice of vote.	4. Read the instructions carefully and choose your desired candidate/s per position.
5. Carefully examine the ballot if you have completely casted your votes to ensure that no part of the ballot is missed.	5. Make a copy of your response (which will be sent to your email) as an evidence that you have casted your votes. For the same purpose, make also a screenshot once you have submitted your response.
6. After doing the necessary instructions, place your ballot in the brown envelope provided, seal it and submit on the schedule of submission. The serial number in	6. Wait for the results.

the ballot received should match the serial number of the ballot to be submitted. Discrepancy with the serial number will invalidate your votes. Wait for the results.	
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V. Proclamation of Winners

Upon validation of the COMELEC, you will now receive the results of the elections - the Official List of the School's Newly Elected SPG/SSG Officers of the school year.

All Class Presidents or Class Representatives (official candidates and not) will receive the List of Newly Elected SPG/SSG Officers of the school year.

VI. Oath Taking

To make your undertaking official, you shall obtain and accomplish the Oath Taking Form provided by your Class Adviser. This also signifies your pledge for the organization. After accomplishing the form, you shall submit it to your respective Class Adviser and to be forwarded to the COMELEC.

This step is only applicable to all newly elected SPG/SSG officers of the school year.

Enclosure No. 7.1: Election Application Evaluation Tool for SPG

ELECTION APPLICATION EVALUATION TOOL FOR SPG

Name of Candidate: _____ **Grade Level:** _____
Desired Position: _____

Directions: This Evaluation Tool should be accomplished by the COMELEC Chairperson.

Objective: To determine the qualifications of aspiring learners for Supreme Pupil Government (SPG).

Description	MOVs		REMARKS
	Yes	No	
1. Certificate of Candidacy			
2. Introductory Profile			
3. Certificate of Good Academic Standing			
4. Certificate of Good Moral Character			
5. Parental Consent			

QUALIFIED	
DISQUALIFIED	

* Absence of any of the forms leads to automatic disqualification from the post.

Verified by:

SSG COMELEC CHAIRPERSON

Enclosure No. 7.2: Election Application Evaluation Tool for SSG

ELECTION APPLICATION EVALUATION TOOL FOR SSG

Name of Candidate: _____ **Grade Level:** _____

Desired Position: _____

Directions: This Evaluation Tool should be accomplished by the COMELEC Chairperson.

Objective: To determine the qualifications of aspiring learners for Supreme Student Government (SSG).

Description	MOVs		REMARKS
	Yes	No	
1. Certificate of Candidacy			
2. Plan of Action			
3. Candidate's Agenda			
4. Certificate of Good Academic Standing			
5. Certificate of Good Moral Character			
6. Parental Consent			

QUALIFIED	
DISQUALIFIED	

* Absence of any of the forms leads to automatic disqualification from the post.

Verified by:

SSG COMELEC CHAIRPERSON

Enclosure No. 7.3: Election Application Evaluation Tool for Grade Level Elections

ELECTION APPLICATION EVALUATION TOOL FOR GRADE LEVEL ELECTIONS

Name of Candidate: _____ **Grade Level:** _____
Desired Position: _____

Directions: This Evaluation Tool should be accomplished by the COMELEC Chairperson.

Objective: To determine the qualifications of aspiring learners for Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Grade Level Elections.

Description	MOVs		REMARKS
	Yes	No	
1. Certificate of Candidacy			
2. Intent to Run			
3. Certificate of Good Academic Standing			
4. Certificate of Good Moral Character			
5. Parental Consent			

QUALIFIED	
DISQUALIFIED	

* Any absence of this form leads to automatic disqualification from the post.

Verified by:

SSG COMELEC CHAIRPERSON

OATH OF OFFICE

I, _____ of
_____ having been elected to the position of
_____ hereby solemnly swear, that I will faithfully discharge to
the best of my ability, the duties of my present position and of all others that I may
hereafter hold under the Supreme Pupil Government/Supreme Student Government;
that I will bear true faith and allegiance to the same; that I will obey the laws, legal
orders, and decrees promulgated by the duly constituted authorities of the
Department of Education, Republic of the Philippines; and that I impose this
obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

*Signature Over Printed Name of the
SPG/SSG Officer*

Subscribed and sworn to before me this ____ day of _____, 2021 in
_____, Philippines.

*Signature Over Printed Name of
COMELEC Chairperson*

Enclosure No. 9: Appointment Application Packet

APPOINTMENT APPLICATION PACKET

To be appointed for a specific position in the SPG/SSG office, each nominated student shall accomplish and submit the following:

- Certificate of Good Academic Standing – Enclosure No. 9.1
- Certificate of Good Moral Character – Enclosure No. 9.2
- Parental Consent – Enclosure No. 9.3

Enclosure No. 9.1: Certificate of Good Academic Standing

CERTIFICATION OF GOOD ACADEMIC STANDING

This is to certify that Mr./Ms. _____ of Grade _____ for School Year 2020 – 2021 has good academic standing and has no failing grades in any learning areas.

This certification is issued upon the request of Mr./Ms. _____ as a supporting document on his/her appointment in the Supreme Pupil Government/Supreme Student Government organization of the school and is running for the position of _____.

Given this _____ day of _____ 2021 at _____, Philippines.

Signature Over Printed Name of Class Adviser

Enclosure No. 9.2: Certificate of Good Moral Character

CERTIFICATION OF GOOD MORAL CHARACTER

This is to certify that _____,
is currently enrolled in _____ as a Grade _____ student for the
School Year 2021 - 2022.

He/she is in good character and has never been subjected to any disciplinary
actions during his/her stay in this school.

This certification is being issued as a supporting document for his/her
appointment in the Supreme Pupil Government/Supreme Student Government.

Issued this _____ day of _____ 20____ at
_____.

Signature Over Printed Name of Guidance Counselor

Enclosure No. 9.3: Parental Consent

I, _____ <i>(Name of Parent/ Guardian)</i>	as a parent/ guardian will support my
Son/Daughter _____ <i>(Name of Student)</i>	to the best of my ability as
he/she commits to the Student Organization.	
I am allowing him/her to fulfill the duties and responsibilities of a Supreme Pupil Government and Supreme Student Government Officer and to be involved in all its activities, programs, and projects.	
_____ Parent's/Guardian's Signature Over Printed Name	_____ Date

Enclosure No. 10: Appointment Application Evaluation Tool

APPOINTMENT APPLICATION EVALUATION TOOL FOR SPG/SSG

Name of Appointee: _____ **Grade Level:** _____
Position: _____

Directions: This Evaluation Tool should be accomplished by the COMELEC Chairperson.

Objective: To determine the qualifications of possible appointee of Supreme Pupil Government (SPG) and Supreme Student Government (SSG).

Description	MOVs		REMARKS
	Yes	No	
1. Certificate of Acceptance			
2. Certificate of Good Academic Standing			
3. Certificate of Good Moral Character			
4. Parental Consent			

QUALIFIED	
DISQUALIFIED	

*Absence of any of the forms above leads to automatic disqualification from the appointment.

Verified by:

SSG COMELEC CHAIRPERSON

Enclosure No. 11: Certificate of Appointment

CERTIFICATE OF APPOINTMENT

On behalf of the members of the COMELEC'S Selection Committee under the Commission on Appointments, Mr./Ms. _____ is appointed _____ and is part of the school's Supreme Pupil Government/Supreme Student Government.

This certification is only valid for School Year 2021 - 2022. The appointee is also subjected to impeachment or removal from office due to the violation of the organization's Constitution and By Lawa.

Given this _____ day of _____ 2021 at _____, Philippines.

COMELEC Chairperson

SPG/SSH Adviser

School Head

OATH OF APPOINTMENT

I, _____ of _____ having been appointed to the position of _____ hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Supreme Pupils Government/Supreme Student Government; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Department of Education, Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

*Signature Over Printed Name of the
Appointee*

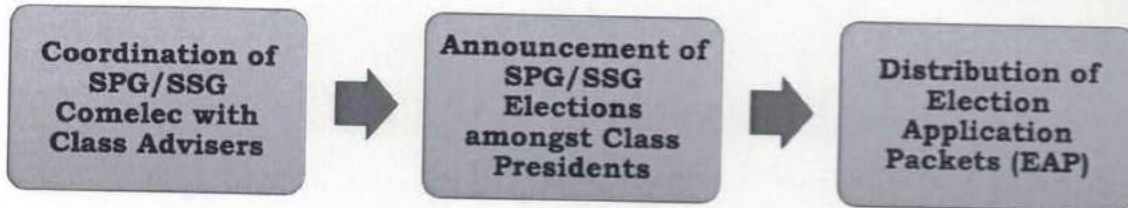
Subscribed and sworn to before me this _____ day of _____, 2021 in _____, Philippines.

*Signature Over Printed Name of the
Appointing Officer*

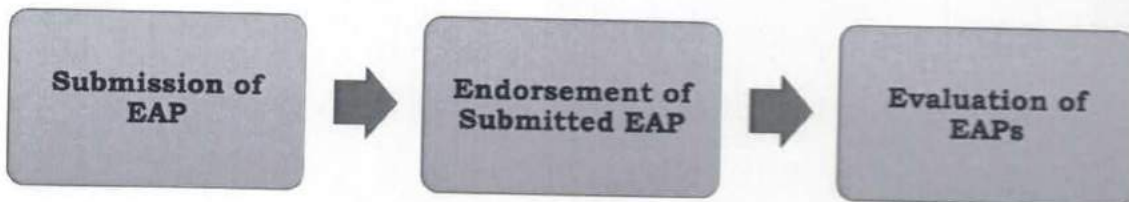
SPG/SSG ELECTION FLOW CHART FOR SCHOOL YEAR 2021 - 2022

SPG/SSG ELECTIONS (MANUAL)

I. ANNOUNCEMENT OF ELECTIONS



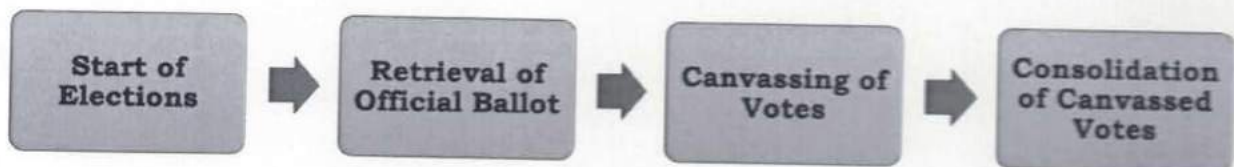
II. FILING AND EVALUATION OF EAP



III. CONSOLIDATION AND PRINTING OF ELECTION PARAPHERNALIA

IV. ANNOUNCEMENT OF THE FINAL LIST OF OFFICIAL CANDIDATES AND DISTRIBUTION OF ELECTION PARAPHERNALIA

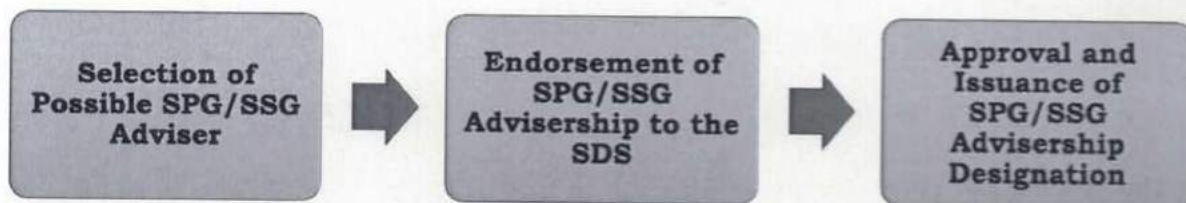
V. ELECTION PROPER



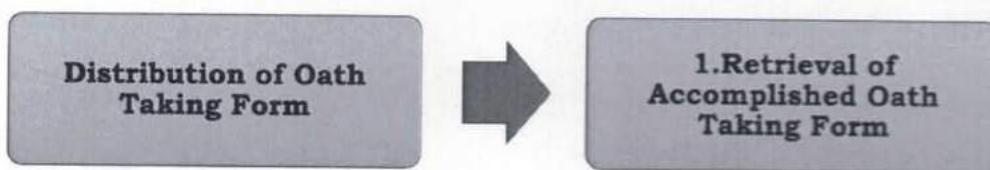
VI. PROCLAMATION OF WINNERS



VII. SELECTION AND APPROVAL OF SPG/SSG ADVISERSHIP



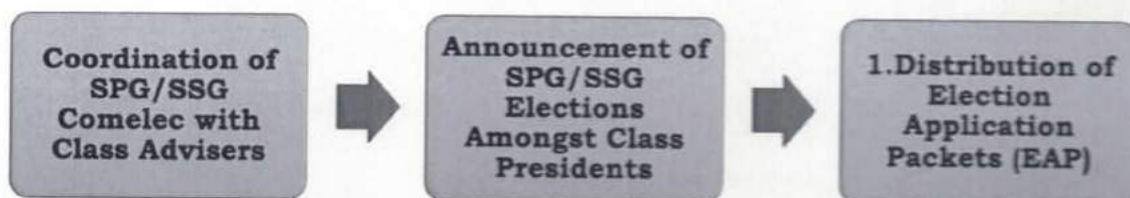
VIII. OATH TAKING



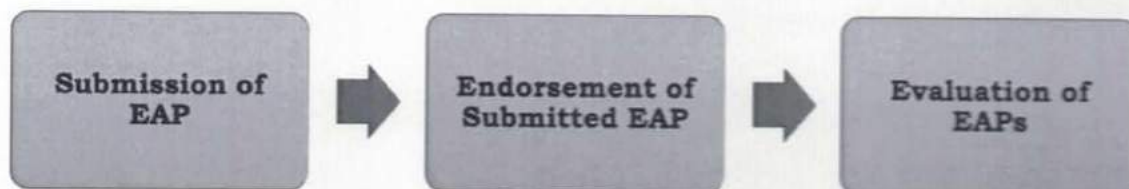
IX. CONSOLIDATION OF ELECTION DOCUMENTS

SPG/SSG ELECTIONS (VIRTUAL)

I. ANNOUNCEMENT OF ELECTIONS



II. FILING AND EVALUATION OF EAP



III. CONSOLIDATION OF ELECTION PARAPHERNALIA

IV. ANNOUNCEMENT OF THE FINAL LIST OF OFFICIAL CANDIDATES AND DISTRIBUTION OF ELECTION PARAPHERNALIA

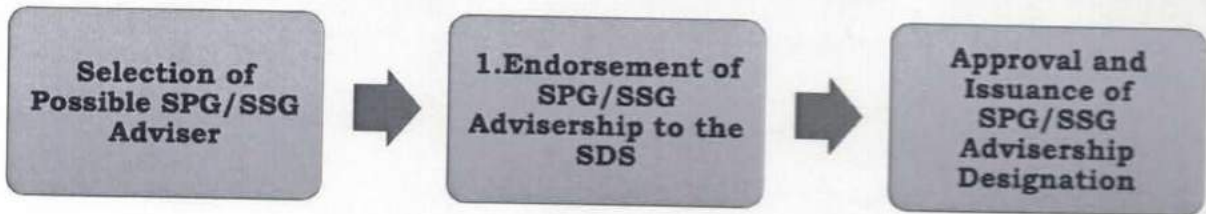
V. ELECTION PROPER



VI. PROCLAMATION OF WINNERS



VII. SELECTION AND APPROVAL OF SPG/SSG ADVISERSHIP



VIII. OATH TAKING



IX. CONSOLIDATION OF ELECTION DOCUMENTS