



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City
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FEB 19 2016
By 3/2 pr
DepED Angeles City
Division of City Schools

February 20, 2016

DIVISION MEMORANDUM

No. 43, s. 2016

To: Heads of Public Elementary and Secondary Schools

SYNCHRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) ELECTIONS FOR SCHOOL YEAR 2016-2017

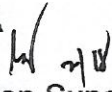
1. Please be informed that the timetable for the following activities shall be observed during the conduct of the **Synchronized Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections for School Year 2016-2017**:

SPG/ SSG Activity	Timetable
Filing of Certificates of Candidacy (COC)	February 23, 2016
Evaluation of COC vis-a vis Qualifications and Disqualifications	February 26, 2016
Announcement of the Official list of Candidates	February 29, 2016
Campaign Period	March 7-11, 2016
Campus-wide Presidential and Vice Presidential Debates	March 11, 2016
Election and Proclamation of Winners	March 11, 2016

2. An Ad-Hoc Commission on Elections (COMELEC) shall be established in each school to fulfill the abovementioned matters. The school head shall appoint the members of the COMELEC, subject to qualifications stated in Article XIV of the Constitution and By-Laws of SPG and SSG in elementary and secondary schools as provided for in DepEd Order No. 47, s.2014. The COMELEC may issue additional guidelines for fair and successful conduct of the elections.

3. All schools are required to submit the complete list of duly elected SSG and SPG Presidents including their addresses and contact numbers, names and addresses of schools, names of School Principals/ Heads and Teacher Advisers. These requirements shall be encoded, strictly following the enclosed format and must be forwarded on or before **March 18, 2016** to the SGOD office through the email address: **SGOD.DEPEDAC@gmail.com**.
4. Enclosed are the following documents for reference:
 - Enclosure No. 1 – SPG Election Consolidated*
 - Enclosure No.2 – SSG Election Consolidated Report*
 - Enclosure No. 3 – 2015 SPG Election Packet (Certificate of Candidacy for SPG. Parental Consent; and*
 - Enclosure No. 5 – Comprehensive Evaluation of Elections*
4. Immediate dissemination of this Memorandum to all concerned is desired.


MA. GELINA L. VEGA

Officer -in- Charge 

Office of the Assistant Schools Division Superintendent

二

2015

Department of Education

Region:

Division: _____

Grade level:

[illegible]

17

2015

Department of Education

Region:

Division:

Grade level:

[illegible]

2015 Elections Application Packet

To run for the Supreme Pupil Government office, each candidate should turn in a completed signed application with the following attachments:

- Certificate of Candidacy
- Parental Consent
- 2 (2x2) Photograph
- An official copy of the Report Card for the present Academic Year
- General Plan of Actions
- Two recommendation letters from two (2) persons that the candidate has worked with in a co-curricular or extra-curricular activity

RECOMMENDATION LETTERS

Please secure and submit two (2) recommendation letters (in a signed/sealed envelope) from two individuals that the candidate has worked with in a co-curricular or extra-curricular activity. The recommendation letters 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 upheld the principles of teamwork, collective decision-making, and good work ethic in the said activity. The sender 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 the adviser of the same activity.

The authors of the recommendation letters should not be related to the candidate by affinity or consanguinity up to the second degree. If needed, the COMELEC has the authority to verify the validity of the recommendation letter from its signatory.

REMINDERS:

Deadline of Submission of the Requirements: March 13, 2016

Affix Latest
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(2x2)

CERTIFICATE OF CANDIDACY FOR SUPREME PUPIL GOVERNMENT

An officer in the Supreme Pupil Government lives the ideals, principles and practice of participatory democracy. They are the representative of the student body, and must always be prepared to lead the student body towards the fulfilment of those goals and to protect their rights and welfare. As a mature and enthusiastic leader, they serve as a role model for their fellow students at all times.

Student Name: _____ Current Grade Level: _____

PERSONAL DETAILS:

Gender: _____ Age: _____ Date of Birth: _____ E-Mail Address: _____
Cell phone Number: _____ Landline: _____
Address: _____

COMPETENCIES OF CANDIDATE IN RELATION TO THE DESIRED POSITION

Name of activities participated in that is 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 filed this Certificate of Candidacy for the Supreme Pupil Government Commission on Elections in the election for the school year 2015-2016, and I do hereby declare my intention and desire to be nominated for the particular position of _____

And I further state that:

I am a bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guidelines of 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 ____, 2015, 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

PARENTAL CONSENT

I, _____
as a parent/guardian will support my son/daughter
_____ to the best of my ability as he/she commits to
Student Council.

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

Parent's/Guardian's Signature Over Printed Name

Date

2015 Elections Application Packet

To run for a position in the Supreme Student Government office, each candidate should turn in a completed signed application with the following attachments:

- Certificate of Candidacy
- Parental Consent
- 2 (2x2) Photograph
- An official copy of the Report Card for the present Academic Year
- General Plan of Actions
- Two (2) recommendation letters from two individuals that the candidate has worked with in a co-curricular or extra-curricular activity

RECOMMENDATION LETTERS

Please secure and submit two (2) recommendation letters (in a signed/sealed envelope) from two individuals that the candidate has worked with in a co-curricular or extra-curricular activity. The recommendation letters 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 upheld the principles of teamwork, collective decision-making, and good work ethic in the said activity. The sender 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 the adviser of the same activity.

The authors of the recommendation letters should not be related to the candidate by affinity or consanguinity up to the second degree. If needed, the COMELEC has the authority to verify the validity of the recommendation letter from its signatory.

REMINDERS:

Deadline of Submission of the Requirements: March 2, 2015

Affix Latest
Photo Here
(2x2)

CERTIFICATE OF CANDIDACY FOR SUPREME STUDENT GOVERNMENT

An officer in the Supreme Student Government lives the ideals, principles and practice of participatory democracy. They are the representative of the student body, and must always be prepared to lead the student body towards the fulfilment of those goals and to protect their rights and welfare. As a mature and enthusiastic leader, they serve as a role model for their fellow students at all times.

Student Name: _____ Current Grade Level: _____

PERSONAL DETAILS:

Gender: _____ Age: _____ Date of Birth: _____ E-Mail Address: _____
Cell phone Number: _____ Landline: _____
Address: _____

PERSONAL COMPETENCIES IN RELATION TO THE DESIRED POSITION

Name of activities participated in that is 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 filed this Certificate of Candidacy for the Supreme Student Government Commission on Elections in the election for the school year 2015-2016, and I do hereby declare my intention and desire to be nominated for the particular position of _____

And I further state that:

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

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

Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this ____ day of ____, 2015, at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records and parental consent,

SSG COMELEC Representative

PARENTAL CONSENT

I, _____
as a parent/guardian will support my son/daughter
_____ to the best of my ability as he/she commits to
Student Council.

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

Parent/Guardian's Signature Over Printed Name

Date

Department of Education
COMPREHENSIVE EVALUATION OF ELECTIONS

		Yes	No	Comments
Commission on Election	The students and school admin are well represented in the school Commission on Elections			
	The students and the school admin are actively involved in organizing and running the election procedures			
	The students and the school admin objectively performed their functions and remained non-partisan			
Logistics	The Election materials are prepared in time			
	The schedules and deadlines were strictly followed			
	The application forms were made available to all interested students			
Student Engagement	The students know the voting process			
	The students actively participated in the elections			
	The students know what they are voting for and why they are voting			
	The students were encouraged to participate in the student government			
Selection of Candidates	All the qualified applicants are considered			
	The application process were objective, with decision based on the application guidelines and the election code			
	The applicants came different sections			
Campaign	The campaign is orderly, organized, fair and peaceful.			
	The election code was effectively enforced			
Voting	The ballot papers are clear and available			
Counting of Votes	Are the students and admin involved in counting			
	The count was fair, honest and transparent			
	The announcement is immediate and undisputable			
Name of School:				
COMELEC Chair's Name & Signature:		Level:		