



Republic of the Philippines  
**Department of Education**

08 MAR 2016

DepEd O R D E R  
 No. **11** , s. 2016

**ADDITIONAL GUIDELINES TO DEPED ORDER NO. 47, s. 2014**  
 (Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools)

To: Regional Directors  
 Schools Division Superintendents  
 Public Elementary and Secondary Schools Heads  
 All Others Concerned

1. Pursuant to DepEd Order (DO) No. 47, s. 2014 entitled *Constitution and By-Laws of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in Elementary and Secondary Schools*, the organization of a student government (SG) aims to establish a representative body that fosters leadership and promote learners welfare and excellence for all. In view of the implementation of Senior High School (SHS) in School Year 2016-2017, the Department of Education (DepEd), issues additional guidelines on the integration of the SHS entrants in the organization of the SSG in all secondary schools.
2. The guidelines on the organization and election of the SHS SSG aims to:
  - a. enable the students belonging to SHS to organize and to participate in the SG;
  - b. provide the guidelines in the conduct of the elections of the SSG in SHS; and
  - c. define the duties and responsibilities of the officers in the SSG of the SHS.
3. For more information, all concerned may contact the **Office of the Undersecretary for Governance and Operations, Department of Education (DepEd) Central Office**, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633-7203; fax no. (02) 631-84-92 or email at [youthformation@deped.gov.ph](mailto:youthformation@deped.gov.ph)
4. Provisions of DO No. 47, s. 2014 inconsistent with this DO are hereby repealed. The provisions of this DO and those of DO No. 47, s. 2014 that are consistent with this Order shall remain in force and in effect until rescinded or amended.
5. Enclosed are the following documents:
  - Enclosure No. 1: Guidelines on the Adoption of the Organization and Election of the Supreme Student Government in the Integrated Schools and Stand-alone Senior High Schools Nationwide for SY 2016-2017

- Enclosure No. 2: DepEd Order No. 47, s. 2014, *Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools*

6. Immediate dissemination of and strict compliance with this Order is directed.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:

As stated

Reference:

DepEd Order (No. 47, s. 2014)

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

CHANGE  
OFFICIALS  
ORGANIZATION  
POLICY  
PUPILS  
RULES AND REGULATIONS  
STRAND: Governance and Operations  
STUDENTS

Lem: DO Supreme Pupil and Supreme Student Government  
0160-February 19, 2016

**(Enclosure No. 1 to DepEd Order No. 11, s. 2016)**

**GUIDELINES ON THE ADOPTION OF THE ORGANIZATION AND ELECTION OF THE SUPREME STUDENT GOVERNMENT IN INTEGRATED SCHOOLS AND STAND-ALONE SENIOR HIGH SCHOOLS NATIONWIDE FOR SY 2016-2017**

**1. Rationale:**

DepEd Order No. 47, s. 2014 entitled "*Constitution and By-Laws of the Supreme Student Government (SSG) and Supreme Pupil Government (SPG) in Elementary and Secondary Schools*" promulgated guidelines in the organization and election of student government bodies for Grades 1 to 6 - the SPG - and Grades 7 to 10 - the SSG. The organization and election of the SPG and SSG aim to establish representation across all year levels that "shall advance, implement, and maintain [the] goals and aspirations, embody the ideals and principles of freedom, equality, justice and democracy, and promote the welfare of all students..."

In view of the full implementation of the K to 12 Program, the introduction of two (2) additional years of Senior High School (SHS) – Grades 11 and 12 – completes the Department's shift into the new K to 12 educational system. In addition, by virtue of DepEd Order No. 51, s. 2015 entitled "*Guidelines on the Implementation of the SHS Program in Existing Public JHSs and ISs, Establishment of Stand-Alone Public SHSs, and Conversion of Existing Public Elementary and JHSs Into Stand-Alone SHSs*", Secondary Schools are categorized into Integrated Schools and Stand-alone Senior High Schools.

To ensure representation across all year levels in light of the K to 12 Program, the Department has formulated additional guidelines to DepEd Order No. 47, s. 2014 to include Grades 11 and 12 in the organization and elections of the SSG. Through this policy, it is envisioned that Grade 11 and 12 SHS entrants in Integrated Schools and Stand-alone SHS will be able to benefit from partaking in the organization of the SSG.

**2. Definition of Terms**

- a. **Integrated Schools** – pursuant to DepEd Order No. 40, s. 2014, an Integrated School is a school that offers complete basic education from Kindergarten to Grade 10 or Kindergarten to Grade 12, which upon the full implementation of K to 12 Law, is located in one school site and has unified instructional programs.
- b. **Stand-alone Senior High Schools** – pursuant to DepEd Order No. 51, s. 2015, a Stand-alone SHS is a school situated in a new site separate from a JHS or Integrated School and has its own School Head. It can be established on a buildable space inside an elementary school or on a separate school site.
- c. **Supreme Student Government (SSG)** – for the purposes of this policy, the SSG shall refer to the highest governing body of students composed of students from Grades 7 to 12 for Integrated Schools or Grades 11 to 12 for Stand-alone Senior High Schools.

### 3. Scope

- a. These guidelines shall apply to public Integrated Schools and Stand-alone Senior High Schools. It shall cover the following:
  - Organization and elections of SSG of the aforementioned schools
  - SSG Adviser qualifications and nominations
  - SSG COMELEC Adviser qualifications and nomination
  - SSG COMELEC composition and qualifications for SY 2016-2017
- b. The organization and elections of SSG for Junior High Schools which are not part of Integrated Schools shall continue to be guided by DepEd Order No. 47, s. 2014.

### 4. Guidelines

- a. Integrated Schools and Stand-alone Senior High Schools shall organize their SSG. Integrated Schools shall integrate Grade 11 and 12 students in the organization and election of one (1) SSG (*Annex 1*). Stand-alone Senior High Schools, on the other hand, shall organize its own SSG (*Annex 2*).
- b. The SSG in Integrated Schools and Stand-alone Senior High Schools shall be composed of the following: President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, and Grade Level Representatives, whose functions are pursuant to DepEd Order No. 47, s. 2014.
- c. Effective this school year 2016-2017 and every School Year after, all Integrated Schools and Stand-alone Senior High Schools nationwide shall adopt this policy.
- d. All School Division Superintendents and School Heads are tasked to ensure and oversee the implementation of this DepEd Order in their respective Junior and Senior High Schools.

### 5. Procedures

The following procedures are in addition to the guidelines found in DepEd Order No. 47, s. 2014:

For Integrated Senior High Schools	For Stand-alone SHS
<b>Composition, Election, Qualifications and Term of Office of the SSG</b>	
<p>A. Candidates for the SSG President and Vice President shall:</p> <ul style="list-style-type: none"> <li>• be bona fide students from Grades 11 and Grade 12;</li> <li>• be of good academic standing with a general average of 80 and above without any failing grade during the 1st to 4th grading period of the previous school year evident in their Form 137.</li> <li>• No residency shall be required of the candidates for all the SSG elective positions.</li> </ul>	<p>A. Candidates for all the SSG elective positions shall:</p> <ul style="list-style-type: none"> <li>• be bona fide students from Grades 11 and 12;</li> <li>• be of good academic standing with a general average of 80 and above without any failing grade during the 1st to 4th grading period of the previous school year evident in their Form 137.</li> <li>• No residency shall be required of the candidates for all the SSG elective positions.</li> </ul>

<p>B. Candidates for the SSG Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, and Grade Level Representative shall:</p> <ul style="list-style-type: none"> <li>• be bona fide students from Grades 7, 8, 9, and 10;</li> <li>• be of good academic standing with a general average of 80 and above without any failing grade during the 1st to 4th grading period of the previous school year evident in their Form 137.</li> </ul>	
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<b>For Integrated Senior High Schools</b>	<b>For Stand-alone SHS</b>
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SSG Adviser
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*SSG Adviser Qualifications*

1. The SSG Adviser shall have the following qualifications:
  - Currently a teacher in JHS or SHS with permanent status
  - Have had direct and active involvement in at least one the following:
    - Student government, whether SPG, SSG, or tertiary level SG as an adviser, officer, or both but not of the school wherein the teacher-nominee is nominated
    - School based organizations as a member, officer, or both (i.e. Parent-Teacher Association, Union, etc.)
    - Co-curricular or extracurricular club/organization as a member, officer, or both
    - Community or non-governmental organizations as a member, officer, or both
  - Must be non-partisan and not related to any of the candidates within the second degree of consanguinity or affinity
2. No residency shall be required of the teacher-nominees for the SSG Adviser position.

*SSG Adviser Nomination*

1. The newly elected SSG officers will prepare the following documents for the nomination of teachers for the SSG Adviser position:
  - A resolution articulating the two (2) to three (3) chosen teacher nominees for the SSG Adviser position.
  - One recommendation letter written by the newly elected SSG officers for each of the teacher-nominees in the said resolution (a total of three recommendation letters).
    - The recommendation letters shall be folded and enclosed in a sealed small white or brown envelope.
    - The SSG President or Vice President shall sign along the seal of the small envelope.
    - The name of the teacher-nominee shall be written or printed on the front side of the small envelope.
  - Curriculum Vitae or resume of each teacher-nominee that shall be enclosed as well in their corresponding small envelopes.
2. All aforementioned documents shall be compiled and enclosed in a long brown envelope to be endorsed to the School Head for review and further screening. The School Head shall be given one (1) to two (2) working days to review and conduct further screening on the endorsed documents.

3. After the review and screening of the endorsed documents, the School Head shall conduct an SSG Adviser Selection Meeting where the School Head and all the elected SSG officers shall attend. In the meeting, the School Head and the elected members of the SSG shall deliberate and agree on the appointment of one (1) of the three (3) teacher-nominees as the SSG Adviser for the given school year. The decision on the appointment should be a consensus between the School Head and the SSG officers.
4. The chosen teacher-nominee for the SSG Adviser position shall be informed by the School Head of the appointment. The chosen teacher-nominee shall be given one (1) to two (2) working days to accept or reject the appointment. In the event that the teacher-nominee accepts the appointment, the School Head shall release an official letter designating the SSG adviser for the given school year.
5. In the event that the chosen adviser does not accept the appointment, the School Head together with the elected members of the SSG shall conduct a new SSG Adviser Selection Meeting choosing from the remaining pool of endorsed teacher-nominees.

<b>For Integrated Senior High Schools</b>	<b>For Stand-alone SHS</b>
<b>Composition of the SSG Commission of Elections</b>	
<ol style="list-style-type: none"> <li>1. The composition of the members in the SSG COMELEC shall be three (3) from each Grade level. The SSG COMELEC will be comprised of a total of eighteen (18) members – twelve (12) students from JHS and six (6) students from SHS</li> <li>2. For schools that do not have students from Grade 12, the SSG COMELEC will be comprised of a total of five (5) members – five (5) students from Grade 11.</li> </ol>	<ol style="list-style-type: none"> <li>1. The composition of the members in the SSG COMELEC shall be four (4) from each Grade level. The SSG COMELEC will be comprised of a total of eight (8) members – four (4) students from Grade 11 and Grade 12</li> <li>2. For schools that do not have students from Grade 12, the SSG COMELEC will be comprised of a total of five (5) members – five (5) students from Grade 11.</li> </ol>
<b>For Integrated Senior High Schools</b>	<b>For Stand-alone SHS</b>
<b>SSG COMELEC Adviser</b>	
<i>SSG COMELEC Adviser Qualifications</i>	
<ol style="list-style-type: none"> <li>1. The SSG COMELEC Adviser shall have the following qualifications: <ul style="list-style-type: none"> <li>• Currently a teacher in JHS or SHS with permanent status</li> <li>• Have had direct and active involvement in at least one the following: <ul style="list-style-type: none"> <li>- Student government: in SSG as a officer only and/or in a tertiary level student government as a officer or adviser</li> <li>- School based organizations as a member, officer, or both (i.e. Parent-Teacher Association, Union, etc.)</li> <li>- Co-curricular or extracurricular club/organization as a member, officer, or both</li> <li>- Community or non-governmental organizations as a member, officer, or both</li> <li>- Elections in the aforementioned organizations or clubs, groups, and/or assemblies</li> </ul> </li> <li>• Must be non-partisan and not related to any of the candidates within the fourth degree of consanguinity or affinity</li> <li>• Shall not hold nor have held any position as an adviser of SSG and/or Student Pupil Government (SPG)</li> </ul> </li> <li>2. No residency shall be required of the teacher-nominees for the SSG Adviser position.</li> </ol>	

### *SSG COMELEC Adviser Nomination*

1. The selected SSG COMELEC Chairperson pursuant to Article XIV, Section 6 of the Constitution and By-Laws of the SPG and SSG shall prepare the following documents for the nomination of teachers for the SSG COMELEC Adviser position:
  - A resolution articulating the chosen teacher-nominees for the SSG COMELEC Adviser position. The SSG COMELEC Chairperson may nominate two (2) to three (3) teachers.
  - One recommendation letter written by the SSG COMELEC Chair for each of the teacher-nominee in the said resolution (a total of three recommendation letters).
    - The recommendation letters shall be folded and enclosed in a sealed small white or brown envelope.
    - The SSG COMELEC Chair (or Vice-Chair, if applicable) shall sign along the seal of the small envelope.
    - The name of the teacher-nominee shall be written or printed on the front of the small envelope.
  - Curriculum Vitae or resume of each teacher-nominee shall be enclosed as well in their corresponding small envelopes.
2. All aforementioned documents shall be compiled and enclosed in a long brown envelope to be endorsed to the School Head for review and further screening. The School Head shall be given one (1) to two (2) working days to review and conduct further screening on the endorsed documents.
3. After the review and screening of the endorsed documents, the School Head shall conduct a SSG COMELEC Adviser Selection Meeting where the School Head and the SSG COMELEC body shall attend. In the meeting, the School Head and the SSG COMELEC body shall deliberate and agree on the appointment of one (1) of the three (3) teacher-nominees as the SSG COMELEC Adviser for the given school year.
4. The chosen teacher-nominee for the SSG COMELEC Adviser position shall be informed by the School Head of the appointment. The chosen teacher-nominee shall be given one (1) to two (2) working days to accept or reject the appointment. In the event that the teacher-nominee accepts the appointment, the School Head shall release an official letter designating the SSG adviser for the given school year.
5. In the event that the chosen teacher-nominee does not accept the appointment, the School Head together with the SSG COMELEC body shall conduct a new SSG COMELEC Adviser Selection Meeting choosing from the remaining pool of endorsed teacher-nominees

## **6. Duties and Responsibilities**

### **A. Supreme Student Government Adviser**

The **Supreme Student Government Adviser** shall act as the SSG's mentor in governance and leadership. Specifically, he or she shall:

- Oversee and examine all the SSG's internal/external processes and leadership practices;
- Promote good governance and transparency;
- Ensure the academic excellence as well as the social and emotional welfare of the SSG officers;
- Conduct individual consultations with every SSG officer to gather feedback on the efficiency and effectiveness of his or her performance as an officer and/or the overall performance of the SSG;

- Propose recommendations for improvement based on the information gathered from the individual consultations;

## **B. Senior High Schools**

The **Senior High School** shall ensure the effective and efficient implementation of the additional provisions stipulated in this policy. Specifically, schools shall:

- Uphold the clean and fair organization and election of the Supreme Student Government;
- Generate systems/mechanisms that ensure the smooth conduct of the SSG elections;
- Express its full support, especially during the conduct of the SSG elections;
- Gather feedback from: its learners, candidates, COMELEC, and other stakeholders on the efficiency and effectiveness of the organization and election of the SSG, as needed;
- Provide documentation of the highlights and/or challenges experienced in relation to the organization and elections of the SSG; and
- Propose recommendations for improvement based on the data gathered from feedback from different stakeholders.

## **C. Schools Division Office**

The **Schools Division Office** shall conduct regular monitoring and ensure uniform interpretation of the additional provisions stipulated in this policy. Specifically, it shall:

- Conduct a division-wide campaign raising awareness and promoting clean and fair conduct of the synchronized SSG (and SPG) elections;
- Document and respond to expected and unexpected complications in the organization and election of SSG in schools;
- Highlight local crisis where the SSG from different schools may contribute in resolving;
- Establish merit systems that appreciate and recognize best practices by various SSGs in the division; and
- Engage in dialogue with School Heads, Youth Formation Coordinators, SSG Advisers, and SSG Officers on matters relating to the overall improvement of the Student Government.

## **D. Regional Office**

The **Regional Office** shall undertake research and policy studies to localize and contextualize this policy in the respective regions, as well as assure the quality of its implementation while providing technical assistance to the SDOs. It shall:

- Assess alternative modes that are grounded on the needs/demands of the region in which the SSG may operate;
- Assess the relevance, efficiency, and effectiveness of different regional and division responses to ensure that all concerned stakeholders (i.e. School Heads, Parents, Youth Formation Coordinator, SSG Advisers, and students) are properly equipped for the organization and election of the SSG;
- Identify, through research, the causes of variability of implementation and performance as well as factors affecting variability; and



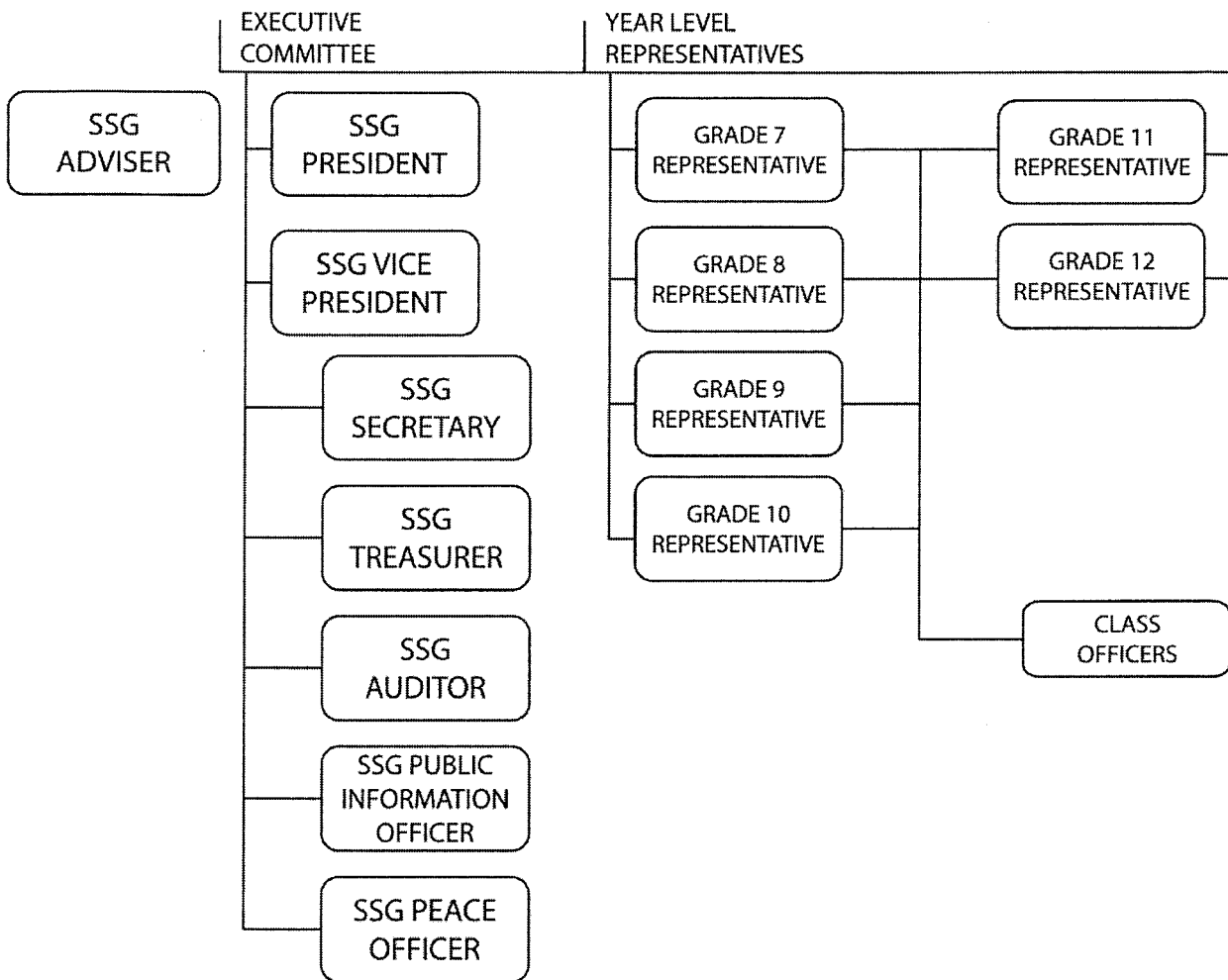
- Monitor the compliance of the schools division offices on the monitoring and evaluation of their schools' organization and election of the SSG; and
- Endorse regional level participation from the SSG on the matters of formation and holistic development of the youth.

#### **E. Central Office**

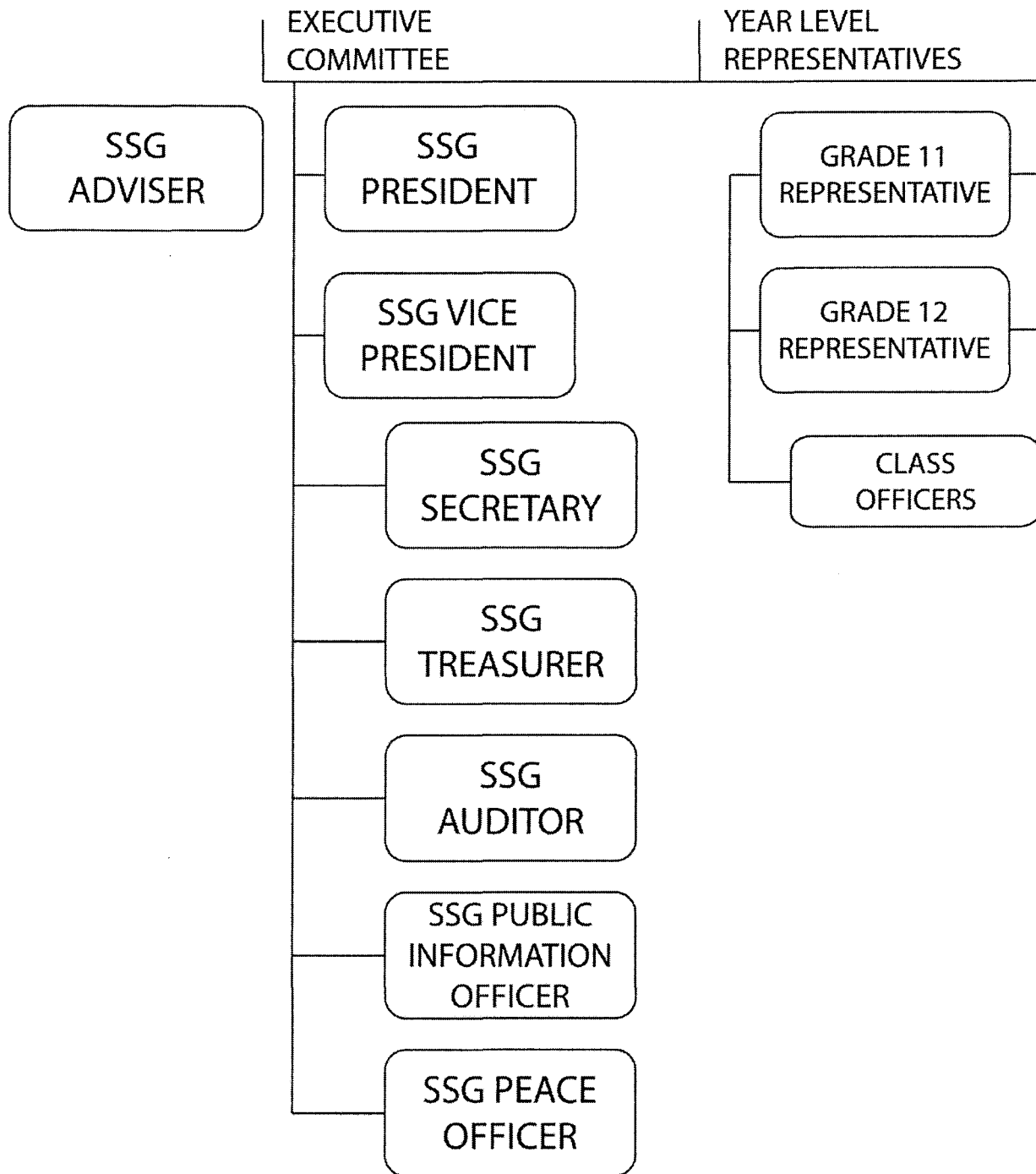
The **Youth Formation Division** under the **Bureau of Learner Support Services** at the **Central Office** shall lay down the foundations for the effective implementation of the organization and elections of the SSG through the issuance of policies and guidelines, as well as the formulation of standards. It shall also:

- Assess the role of the SSG in the goals and thrusts of the YFD;
- Identify regions or divisions where the organization and election of the SSG encountered complications;
- Provide timely policy and programmatic response to issues and challenges identified;
- Evaluate the impact of the SSG in the overall development of the Filipino youth; and
- Review the organization and election of the SSG grounded on data gathered from the regional and division offices

**Department of Education**  
*Integrated Senior High School*  
*SSG Organizational Structure*



**Department of Education**  
*Stand-alone Senior High School*  
*SSG Organizational Structure*





Republic of the Philippines  
**Department of Education**

01 DEC 2014

DepEd ORDER  
No. **47**, s. 2014

**CONSTITUTION AND BY-LAWS OF THE SUPREME PUPIL GOVERNMENT  
AND SUPREME STUDENT GOVERNMENT IN ELEMENTARY  
AND SECONDARY SCHOOLS**

To: Regional Directors  
Schools Division Superintendents  
Heads, Public and Private Elementary and Secondary Schools

1. Recognizing the significant role and contributions of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in the schools and under the Student Governments Program (SGP), the Department of Education (DepEd) issues the enclosed **Constitution and By-Laws of the Supreme Pupil Government in Elementary Schools and the Supreme Student Government in Secondary Schools**, together with other documents, for implementation in all schools nationwide starting School Year (SY) 2014-2015 and onwards.

2. Enclosed are the following documents for reference:

Enclosure No. 1 - Constitution and By-Laws of SPG and SSG  
in Elementary and Secondary Schools

Enclosure No. 2 - Guidelines on the Adoption of the Constitution  
and By-Laws of SPG and SSG in Elementary  
and Secondary Schools

Enclosure No. 3 - SPG and SSG Commission on Elections  
Standard Elections Code

3. All provisions of DepEd Order No. 79, s. 2009 entitled *Revised Standard Constitution and By-Laws of the Supreme Student Government in Secondary Schools* inconsistent with this Order are repealed. The provisions of this Order shall remain in force and in effect until rescinded or amended.

4. For more information, all concerned may contact the **Office of the Undersecretary for Regional Operations, Department of Education Central Office (DepEd CO)**, DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 633-7203; fax no.: (02) 631-8492; or through website address: [www.deped.gov.ph](http://www.deped.gov.ph) or facebook page: <https://www.facebook.com/DepEd.Philippines>.

5. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUJSTRO FSC**  
Secretary

Encls.:

As stated

Reference:

DepEd Order: (No. 79, s. 2009)

To be indicated in the Perpetual Index  
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STUDENTS

R-MCR/DO-Constitution and By-Laws  
0555/July 31, 2014/8-7-14

**(Enclosure No. 1 to DepEd Order No. 47, s. 2014)**

**THE CONSTITUTION AND BY-LAWS OF SUPREME PUPIL GOVERNMENTS AND  
STUDENT GOVERNMENTS IN ELEMENTARY AND SECONDARY SCHOOLS**

**PREAMBLE**

We, the students of [name of school], believing in the need for a better organized Supreme Pupil Government and Supreme Student Government and in the development of the youth as future leaders of the nation, do hereby promulgate and adopt this Constitution and By-Laws of the Supreme Pupil Governments and Supreme Student Governments in Elementary and Secondary Schools that shall advance, implement, and maintain our goals and aspirations, embody the ideals and principles of freedom, equality, justice and democracy, and promote the welfare of all students and academic standards of our Alma Mater.

**Article I  
General Provisions**

- Section 1            This Constitution and By-Laws shall be known as the Constitution and By-Laws of Supreme Pupil Governments and Supreme Student Governments of [name of school] which shall hereinafter be referred to as the SPG / SSG.
- Section 2            For the purposes of this Constitution and By-Laws, the following words used shall have the meaning as ascribed to them in this section.
- 2.1.        "SPG" refers to the Supreme Pupil Government.
- 2.2.        "SSG" refers to Supreme Student Government.

**Article II  
Name and Domicile**

- Section 1            The name of this Supreme Pupil Government / Supreme Student Government shall be known as the [name of school] Supreme Pupil Government / Supreme Student Government which shall hereinafter be referred to as the SPG / SSG.
- Section 2            The seat of the SPG / SSG shall be located inside the premises of the school.

**Article III  
Declaration of Principles, Objectives and Policies**

**Principles**

- Section 1            The SPG / SSG shall have the power which emanates from the student body. It shall be an autonomous, unified, and the highest democratic representative of the student body.
- Section 2            The SPG / SSG shall uphold and adhere with the Mission Statement of the Department of Education "to protect and to promote the right of every Filipino to quality, equitable, culture-based and complete basic education" where "students learn in a child friendly, gender-sensitive, safe and motivating environment."

2.1. The Mission Statement of the Department of Education shall serve as the guide of the SPG / SSG in working to serve the best interest of the student body.

Section 3 The SPG / SSG is founded on the principles of participatory democracy, responsible servant-leadership, collaboration, unity, accountability, and efficiency in serving the student body.

Section 4 The SPG / SSG shall be committed in putting these values, principles, and ideals into action through academic, socio-civic, leadership programs and activities.

### Objectives

Section 5 The SPG / SSG shall be the forefront of the students' rights and welfare, and shall be the model of the students' excellence, grounded on good character, and deep sense of moral values.

Section 6 The Supreme Pupil Government / Supreme Student Government shall have the following objectives:

- 6.1. To help students develop passionate love of country, values, and competencies that will enable them to realize their full potential and to contribute meaningfully in building the nation;
- 6.2. To represent the students in the policy-making body of the school concerning the students' rights and welfare;
- 6.3. To help develop a student-friendly, safe, and motivating learning environment;
- 6.4. To nurture an inclusive, service-oriented, gender-sensitive, and environment conscious community;
- 6.5. To help develop self-confidence, critical thinking, problem-solving, decision-making, and learning among the student body and to utilize these skills in contributing towards nation building;
- 6.6. To empower the students to strive for excellence in the academics, leadership, and social responsibility; to encourage the students to be proactive members of the society;
- 6.7. To uphold the values, principles, and ideals of the Department of Education;
- 6.8. To serve, to protect, and to promote the rights and welfare of every student.

### Policies

Section 7 The SPG / SSG shall be the highest governing body of the students.

Section 8 The SPG / SSG shall pursue at all times, the values of honesty and integrity in service, renouncing all forms of corruption and acts which are contrary to the rules and regulations of the school and the Department of Education.

Section 9 The SPG / SSG shall encourage an open communication and dialogue with other student organizations, movements, and other sectors of society not inconsistent with its principles and purposes.

Section 10 The SPG / SSG shall remain at all times, accountable and transparent with all of its transactions involving the interest of its constituents who they must serve with outmost responsibility, integrity, loyalty, efficiency, and professionalism.

Section 11 The SPG / SSG shall strive to pursue an independent stand, not dictated by any other sector, other than the students, as long as these are not contrary to the Mission - Vision Statement and Core Values of the Department of Education.

**Article IV**  
**Membership**

Section 1 All bona fide students of [name of school] are members of the student body to whom the SPG / SSG shall be committed to serve and to be accountable at all times.

**Article V**  
**Bill of Rights**

Section 1 Every student has the right to learn in an inclusive, child-friendly, gender-sensitive, safe, and motivating environment.

Section 2 Every student has the right to enjoy responsible freedom of speech and expression.

Section 3 Every student has the right to avail of all the services offered by the SPG / SSG which includes but not limited to organizing, joining, and actively participating in clubs, organizations, groups, and other associations for purposes not contrary to existing policies.

Section 4 Every student has the right to conduct and to actively participate in all school activities and programs.

Section 5 Every student has the right to information of the programs, rules, policies, regulations, and other matters concerning them.

Section 6 Every student has the right to suffrage, to apply for a position, to nominate, and to be elected into office, and to exercise other electoral practices.

Section 7 Every student has the right to responsible and independent operation of the student elections and student publications.

Section 8 Every student has the right to proper representation and participation in different meetings and assemblies of the school on issues affecting the welfare of the student body.

Section 9 Every student has the right to recall their SPG / SSG representatives.

Section 10 Every student has the right to due process.



- Section 11 Every student has the right to professional competence from the teachers and school administration.
- Section 12 Every student has the right to be academically evaluated based on equal and objective criteria.
- Section 13 Every student has the right to an open and regular student-teacher and student-school administration dialogue.
- Section 14 Every student has the right to freely and responsibly express their concerns, views, and grievances.
- Section 15 Every student has the right to equal, legitimate, and responsible use of adequate, safe, clean, and efficient school facilities.
- Section 16 All other rights as specified in DepEd Order No. 40, s. 2012 entitled DepEd Child Protection Policy but are not specified herein are included as rights of the students.

**Article VI**  
**Duties and Obligations of Students**

- Section 1 Every student has the responsibility to observe and to uphold the laws of the Republic of the Philippines, the rules and regulations of the School, and this Constitution at all times.
- Section 2 Every student shall exercise his/her rights responsibly and in good faith.
- Section 3 Every student shall support and promote the ideals, principles, thrusts, and objectives of the SPG / SSG, the School, and the Department of Education.
- Section 4 Every student shall uphold the values of honesty and integrity.
- Section 5 Every student shall endeavor to achieve academic excellence and shall abide by the rules and regulations governing his/her academic responsibilities.
- Section 6 Every student shall pursue to nurture an inclusive, service-oriented, gender-sensitive, and environment conscious community.
- Section 7 Every student shall abide by the Supreme Pupil Government and Supreme Student Government Constitution and By-Laws.
- Section 8 Every student shall support the activities and programs of the SPG / SSG and the Department of Education as approved by the appropriate DepEd issuances.
- Section 9 Every student shall strive to become a proactive member of the society and to contribute in the development of his/her community.

**Article VII**  
**Powers, Duties and Responsibilities of the SPG / SSG**

Section 1                   The SPG / SSG shall be the highest governing body of the students.

Section 2                   The SPG / SSG shall have the following functions and responsibilities:

- 2.1. To uphold and enforce the provisions of the Supreme Pupil Government / Supreme Student Government By-Laws and Constitution;
- 2.2. To support and to promote the ideals, principles, thrusts, and objectives of the SPG / SSG, the School, and the Department of Education;
- 2.3. To ensure fair, efficient, and effective delivery of services to student body;
- 2.4. To formulate and to recommend programs that will address relevant issues and concerns of the students;
- 2.5. To plan, to implement, and to enforce policies designed to protect and promote the students' rights and welfare;
- 2.6. To monitor and to evaluate the students' activities in the school and in the community;
- 2.7. To create committees as may be necessary to address the needs of the students;
- 2.8. To make recommendations to school authorities regarding student matters, affairs, and activities;
- 2.9. To serve as a representative of the students in voicing their opinions, suggestions and grievances;
- 2.10. To participate in the crafting and formulation of School Improvement Plans (SIPs);
- 2.11. To act as a Coordinating Council of all co-curricular organizations in the School;
- 2.12. To have such powers and duties as the school authorities and the student body may, from time to time, grant or delegate, consistent with stated principles, objectives, and school policies;
- 2.13. To spearhead all DepEd driven thrusts, projects, programs, and activities of the SPG / SSG;
- 2.14. To monitor and to coordinate with the Supreme Pupil Government / Supreme Student Government Commission on Elections every election period;
- 2.15. To monitor and to coordinate elections of other recognized campus co-curricular organizations;
- 2.16. To recommend to the School Head the granting, renewal or revocation of accreditation of campus student organizations;
- 2.17. To turn over financial assets, papers, documents, properties, and other responsibilities to the incoming SPG / SSG Officers; and,
- 2.18. To submit financial and accomplishment reports to the school authorities on a monthly basis. A terminal report must be submitted to the school authorities and the incoming SPG / SSG Officers during the turn-over of responsibilities.

## Article VIII

### Composition, Election, Qualifications and Term of Office of the SPG / SSG

- Section 1           The officers of the SPG are the duly elected President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, and Grade Level Councilors.
- Section 2           The officers of the SSG are the duly elected President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, Grade Level Chairperson if applicable and the Grade Level Representatives.
- Section 3           The Grade Level Councilor / Grade Level Representative who shall get the highest number of votes among the elected Grade Level Councilors / Representatives in their respective grade level shall serve as the Grade Level Chairperson of the grade level concerned.
- Section 4           All SPG / SSG elections shall be conducted school-wide annually.
- Section 5           The campaign procedures and elections shall be in accordance with the SPG / SSG COMELEC Standard Election Code.
- Section 6           Candidates for all the SPG / SSG elective positions shall:
- 6.1.    Be bona fide students;
  - 6.2.    Be of good academic standing with a general average of 85 and above without any failing grade during the 1<sup>st</sup> to 3<sup>rd</sup> grading period of the current school year;
  - 6.3.    Be of good moral character;
  - 6.4.    Have not been subjected to any disciplinary sanction;
  - 6.5.    Have submitted the SPG / SSG Election Application Packet to be approved by a representative of the SPG / SSG Commission on Elections;
- Section 7           Once elected, all SPG / SSG Officers, except the Grade Level Chairpersons, Councilors 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, Peace Officer or equivalent positions, including Editor-in-Chief, Managing Editor and Associate Editor of the School Paper or Publication.
- Section 8           No residency shall be required of the candidates for all the SPG / SSG elective positions.
- Section 9           The officers of the SPG / SSG shall hold office for one (1) school year.

**Article IX**  
**Duties and Functions of Student Government Officers**

- Section 1            The SPG / SSG President shall be the chief executive officer of the SPG / SSG. He/She shall have the following duties:
- 1.1. Officially represent the student body at any function on or off the campus;
  - 1.2. Preside over all meetings and/or may designate another officer to preside for a specific meeting;
  - 1.3. Serve as ex-officio member of all executive committees;
  - 1.4. Enforce this Constitution, By-Laws, and other regulations that may be promulgated;
  - 1.5. Sign all the official minutes, project proposals, resolutions, correspondences, and other official papers of the SPG / SSG;
  - 1.6. Represent the SPG / SSG or designate his/her representative for any external or internal affairs/functions;
  - 1.7. Head the Coordinating Council of School Co-Curricular Organizations;
  - 1.8. Implement SPG / SSG programs and projects;
  - 1.9. Create Ad Hoc Committees, as the need arises. The Chairperson of which shall be appointed by the SPG / SSG President; and,
  - 1.10. Perform other functions inherent and incidental to his/her office.
- Section 2            The Vice-President shall have the following duties:
- 2.1. Assist the President in all matters where his/her assistance is necessary;
  - 2.2. Assume the Office of the President should the position become vacant;
  - 2.3. Supervise members in planning and arranging meetings, or programs of activities;
  - 2.4. Head the Internal Affairs Committee, conceptualize programs, projects, and plan activities with the Grade Level Councilors / Representatives; and,
  - 2.5. Perform other duties assigned by the SPG / SSG.
- Section 3            The Secretary shall have the following duties:
- 3.1. Keep accurate records of the minutes and document proceedings in every meeting;
  - 3.2. Keep a file of all the pertinent documents and papers of the SPG / SSG and make them accessible to the student body;
  - 3.3. Provide immediate documentations and reports for every implemented project;
  - 3.4. Call and prepare all notices of SPG / SSG meetings;
  - 3.5. Head the SPG / SSG Secretariat; and,
  - 3.6. Perform other duties assigned by the SPG / SSG.
- Section 4            The Treasurer shall have the following duties:
- 2.3. Keep all financial records of the SPG / SSG and be the one responsible for any information related to the student activity fund;
  - 2.4. Serve as the disbursing officer of all the SPG / SSG's funds;
  - 2.5. Prepare the annual budget of the SPG / SSG;
  - 2.6. Prepare accurate and transparent financial reports every month, after every activity, and at the end of term;
  - 2.7. Formulate pertinent financial guidelines for the organization;

- 2.8. Serve as an ex-officio member of any and all Finance Committee for the purpose of considering budgetary and/or financial matters of the SPG / SSG;
- 2.9. Conduct an inventory of all SPG / SSG property and submit a report, in writing, of its condition and state; and,
- 2.10. Perform other duties assigned by the SPG / SSG.

Section 5

The Auditor shall have the following duties:

- 5.1. Certify the legitimacy and correctness of the disbursement of funds;
- 5.2. Audit all expenditures of the SPG / SSG funds;
- 5.3. Assist the Treasurer in formulating guidelines and reports;
- 5.4. Keep and update the inventory of all the SPG / SSG's property;
- 5.5. Act as the assistant head of the Financial Committee; and,
- 5.6. Perform other duties assigned by the SPG / SSG.

Section 6

The Public Information Officer shall have the following duties:

- 6.1. Disseminate and promote the thrusts and objectives of the SPG / SSG;
- 6.2. Build and maintain a credible image for the SPG / SSG;
- 6.3. Take charge in the promotion of SPG / SSG projects and activities;
- 6.4. Head the Publicity Committee; and,
- 6.5. Perform other duties assigned by the SPG / SSG.

Section 7

The Peace Officer shall have the following duties:

- 7.1. Help the presiding officer in maintaining peace and order during the meetings;
- 7.2. Act as disciplinary officer, if necessary;
- 7.3. Maintain peace and order within the premises of the school;
- 7.4. Act as chief peace officer and over all Sergeants-at-arms of subordinate organizations and classes;
- 7.5. Chair the Students' Welfare Committee and appoint its members; and,
- 7.6. Perform other duties assigned by the SPG / SSG.

Section 8

The Grade Level Chairperson/s shall have the following duties:

- 8.1. Act as the grade level head coordinator of all SPG / SSG programs and projects to the Grade Level Councilor/s / Representative/s of his/her grade level.
- 8.2. Perform other duties assigned by the SPG / SSG.

Section 9

The Grade Level Councilor/s and Representative/s shall have the following duties:

- 9.1. Represent his/her grade level in all of the meetings of the SPG / SSG;
- 9.2. Serve as the grievance desk for their respective grade level;
- 9.3. Conceptualize and implement programs and projects, and recommend policies for their respective grade level;
- 9.4. Assist in the effective implementation of the SPG / SSG's programs and projects; and,
- 9.5. Perform other duties assigned by the SPG / SSG.

**Article X**  
**Permanent Committees in the Pupil/Student Government**

- Section 1            There shall be seven (7) permanent committees in the SPG / SSG; namely, the Executive Committee, Internal Affairs Committee, Secretariat, Finance Committee, Publicity Committee, Students' Welfare Committee and the Special Projects Committee. Members of each committee in the SPG / SSG shall be appointed by the President from among the officers of the homeroom organizations upon which the recommendation of the chairperson of the committee.
- Section 2            The Executive Committee shall be headed by the President and shall act as the administrative arm of the SPG / SSG.
- Section 3            The Internal Affairs Committee shall be headed by the Vice President and shall take charge of all the matters regarding the members of the SPG / SSG and their functions.
- Section 4            The Secretariat shall be headed by the Secretary and shall be the official SPG / SSG work group.
- Section 5            The Finance Committee shall be headed by the Treasurer and shall be assisted by the Auditor. This committee shall take charge of all monetary matters and properties of the SPG / SSG.
- Section 6            The Publicity Committee shall be headed by the Public Information Officer and shall be responsible for disseminating information on matters concerning the SPG / SSG.
- Section 7            The Students' Welfare Committee shall be headed by the Peace Officer and shall look after the rights of the students and act upon their complaints.
- Section 8            The Special Projects Committee shall be headed by a person appointed by the President and shall implement special programs and projects of the Department of Education.
- Section 9            Other Committees, permanent or ad hoc in nature, may be created by the SPG / SSG as the need arises.

**Article XI**  
**Homeroom Class Organizations**

- Section 1            There shall be a homeroom class organization in every section composed of officers parallel to the organizational structure of the SPG / SSG.
- Section 2            The homeroom class organization shall be responsible in implementing programs and projects of each class.
- Section 3            The homeroom class organization shall assist the SPG / SSG in implementing its programs and projects.

Section 4 The homeroom class organization shall be guided by the designated class adviser who must be part of the teaching staff of the school.

#### Article XII

##### Coordinating Council of Campus Co-Curricular Organizations

Section 1 The Coordinating Council shall be headed by the President of the SPG / SSG as the Chairperson.

Section 2 The Coordinating Council shall be composed of the different Presidents of all recognized legitimate campus co-curricular organizations.

Section 3 The Coordinating Council shall have the following functions:

- 3.1. Coordinate school-wide activities, which need the participation and involvement of the whole student body;
- 3.2. Provide and support a consultative mechanism for the implementation of the various programs and projects of all co-curricular organizations;
- 3.3. Plan programs and synchronize student activities in the campus;
- 3.4. Serve as the venue to present accomplishment reports, financial reports, and such other reports of the SPG/SSG and other organizations as needed or required; and,
- 3.5. Set rules and standards for the collection of membership fees or contributions by recognized campus co-curricular clubs or organizations for the approval of the School Head.

Section 4 The Coordinating Council shall meet at least once every quarter or upon notice of the Chairperson upon the request of any of its members as often as the council may deem necessary.

Section 5 The School Head shall serve as the Adviser of the Coordinating Council. As such, all resolutions and agreements arrived at by the Coordinating Council shall be noted by the School Head.

#### Article XIII

##### Adviser

Section 1 The SPG / SSG Adviser shall be endorsed to the School Head from among the three (3) teacher-nominees submitted by the newly-elected SPG / SSG officers through a resolution.

Section 2 The SPG / SSG Adviser shall have the following qualifications:

- 2.1. Have experience in organizational management;
- 2.2. With good character and reputation in the school and community;
- 2.3. Competent, able, and willing to work with the student leaders from planning to implementation of projects, programs and activities.

- Section 3 The SPG / SSG adviser shall monitor all programs, projects, activities, and meetings of the SPG / SSG at all times.
- Section 4 The Advisorship in the SPG / SSG shall be equivalent to one teaching load as per Republic Act No. 4670
- Section 5 The SPG / SSG COMELEC Adviser shall be endorsed to the School Head from among the three (3) teacher-nominees submitted by the COMELEC Chair through a resolution.
- Section 6 The SPG / SSG COMELEC Adviser shall have the following qualifications:
- 6.1. Have experience in organizational management;
  - 6.2. With good character and reputation in the school and community;
  - 6.3. Must be non-partisan and experienced in handling student government elections.
- Section 7 The SPG / SSG COMELEC adviser shall monitor all activities and meetings of the SPG / SSG COMELEC at all times.

**Article XIV**  
**Commission on Elections**

- Section 1 The Commission on Elections, herein referred to as the SPG / SSG COMELEC, shall be established within (21) days before the day of election.
- Section 2 The SPG / SSG COMELEC shall be the only agency that will manage the electoral process, including the campaign.
- Section 3 The SPG/SSG COMELEC members shall have the following qualifications:
- 3.1. Must be non-partisan;
  - 3.2. Do not have a vested interested in the election; and
  - 3.4. Not in any way related to any of the candidates
- Section 4 The composition of the members in the SPG COMELEC shall be three (3) from Grade 4 and Grade 5, and four (4) from Grade 6.
- Section 5 The composition of the members in the SSG COMELEC shall be three (3) from each Grade level.
- Section 6 The members of the SPG / SSG COMELEC shall select a Chairperson among its members.
- Section 7 The SPG / SSG COMELEC shall have the following duties and responsibilities:
- 7.1. Conduct fair, honest, and systematic elections;
  - 7.2. Adhere to the Standard SPG / SSG Election Code;
  - 7.3. Validate the electoral proceedings and results;
  - 7.4. Accept or revoke candidacy;
  - 7.5. Proclaim the new set of officers;
  - 7.6. Keep all pertinent election papers/documents;



- 7.7. Decide on protests relative to the conduct and results of elections;
- 7.8. Prepare and distribute the necessary election paraphernalia, certificate of candidacy forms, and other election related materials before, during, and after the election; and,
- 7.8. Disqualify candidates who have violated any of the guidelines, which have been promulgated.

**Article XV**  
**The General Assembly**

- Section 1           The General Assembly of the SPG / SSG shall be composed of all elected Homeroom Class Organization Presidents of the school.
- Section 2           The General Assembly shall be a forum for information and consultations, from which decisions shall be significantly considered.
- Section 3           The General Assembly shall be convened by the SPG / SSG President once every two months and as the need arises.

**Article XVI**  
**Membership to the Division, Regional and National Federation of Supreme Student Governments**

- Section 1           The SSG shall be, and shall remain to be, an automatic member of the Division, Regional and National Federation of Supreme Student Governments.
- Section 2           As such, the SSG shall abide by the rules and regulations issued by the proper federation consistent with the policies and guidelines of the Department of Education.

**Article XVII**  
**Meeting and Quorum**

- Section 1           The SPG / SSG shall conduct regular meetings every first and third week of the month or as agreed upon by the officers of the SPG/SSG.
- Section 2           Special meetings of the SPG / SSG may be called upon by the SPG / SSG President or by a majority of the SPG / SSG officers.
- Section 3           Majority of the officers of the SPG / SSG (50%+1) shall constitute a quorum.
- Section 4           Each member of the SPG / SSG is entitled to only one vote.
- Section 5           If the votes end in a draw, the SPG / SSG President or the Acting Chair of the meeting shall cast the vote to break the tie.
- Section 6           No proxy shall be allowed when voting.

**Article XVIII**  
**Finance**

- Section 1 All receipts of moneys from all sources shall be evidenced by acknowledgement receipts.
- Section 2 A monthly report on the receipts and/or collections made duly signed by the Treasurer and the President, and noted by the SPG / SSG Adviser shall be posted on the SPG / SSG bulletin board and be submitted to the School Head.
- Section 3 The SPG / SSG shall deposit all funds received collected and shall maintain banking connection for the regular deposit and savings account of the SPG / SSG.
- Section 4 The organization may accept cash donations from any member or any public or private person or institution, as long as it will not affect or compromise the integrity of the SPG / SSG.
- Section 5 The SPG / SSG may undertake fund-raising activities to subsidize its projects and activities as long as it will not affect or compromise the integrity of the SPG / SSG.
- Section 6 The SPG / SSG shall enjoy the freedom to determine its priorities in the disbursement of its funds, provided that it shall be actually, directly, and exclusively used to support and/or finance SPG / SSG programs, projects and activities.
- Section 7 All disbursement and bank withdrawals shall be made in accordance with the programs, projects and activities of the SPG / SSG embodied in the yearly action plan endorsed by the SPG / SSG Adviser and duly approved by the School Head.
- Section 8 The SPG / SSG President and the Treasurer shall be the signatory of all fund disbursements and bank withdrawals of the SPG / SSG. All fund disbursements and bank withdrawals must be accompanied with an SPG / SSG resolution duly noted by the SPG / SSG Adviser. All expenses must be supported by official receipts. The School Head shall be provided a copy of all the resolutions relative the disbursements made.
- Section 9 The SPG / SSG, through the Treasurer and the Auditor, shall promulgate financial guidelines for proper financial management.
- Section 10 At the end of every activity, the SPG / SSG shall liquidate expenses before another disbursement. Without this, succeeding bank withdrawals shall not be authorized. Funds of the SPG / SSG shall be audited at the end of the term of the SPG / SSG and at the end of every activity.
- Section 11 Financial statements shall be posted in the SPG / SSG Bulletin Board every month, printed in every issue of the School Paper and, the School Head must be furnished with a copy.

**Article XIX**  
**Impeachment, Resignation and Vacancies**

- Section 1           The officers of the SPG / SSG may be impeached on the following grounds:
- 1.1.   Culpable violations of the Constitution and By-Laws;
  - 1.2.   Gross misconduct, violation to person in authority, negligence, and disloyalty to the cause of the SPG / SSG and the school;
  - 1.3.   Non-attendance in both regular and special meetings for three (3) times without valid cause; and,
  - 1.4.   Abuse or misuse of power and authority.
- Section 2           Two-thirds (2/3) vote of the General Assembly shall be necessary to decide after hearing a case of impeachment.
- Section 3           The decision of the General Assembly shall be final. However, the officer charged shall be informed twenty (20) days prior to his/her impeachment case proceedings, of the charge/charges against him/her, to afford him/her the opportunity to be heard with or without a counsel in his/her defense.
- Section 4           Resignation of an elected officer shall be in writing and shall take effect five (5) days after the approval of the majority of the SPG / SSG officers.
- Section 5           Resignation of an appointed offer shall be in writing and shall take effect immediately after the approval of the appointing authority.
- Section 6           Any vacancy in any of the positions for the reason of death, resignation, impeachment, shall be filled, subject to the recommendation of the SPG / SSG.
- Section 7           Any vacancy in the SPG / SSG, except the position of the President, shall be filled, within ten (10) school days from the day the position is rendered or considered vacant, by appointment of the President from among the qualified members of the SPG / SSG. Immediately upon appointment, the appointee shall serve the remaining period.
- Section 8           The SPG / SSG COMELEC shall certify as to the vacancy occurring in the SPG / SSG and the SPG / SSG Adviser shall certify the fact of appointment of the officer to the vacant position

**Article XX**  
**Ratification of the Constitution**

- Section 1           This Constitution and By-Laws may be amended or modified in full or in part once every three (3) years from its official issuance through a DepEd Order or Memorandum.
- Section 2           The school SPG / SSG, the Division, Regional and/or National Federations of Student Governments may propose amendments. Such proposal shall be carried through a resolution duly signed and concurred in by a majority of vote of the School SPG / SSG officers, the Division, Regional or National Federation officers concerned voting separately.

Section 3

Proposed amendments shall be transmitted to the Office of the Undersecretary for Regional Operations at least (1) month before holding any National Conference or events organized for the purpose, where the same shall be submitted for consultation, discussion and deliberation.

Section 4

Amendments to this Constitution and By-Laws shall take effect immediately upon approval of the Secretary of the Department of Education.

**(Enclosure No. 2 to DepEd Order No. 47, s. 2014)**

**GUIDELINES ON THE ADOPTION OF THE CONSTITUTION AND BY-LAWS OF THE  
SUPREME PUPIL GOVERNMENTS AND SUPREME STUDENT GOVERNMENTS IN  
ELEMENTARY AND SECONDARY SCHOOLS**

**Introduction**

The Department of Education Supreme Pupil Government and Supreme Student Government Program seeks to organize and institutionalize the Supreme Pupil Government and Supreme Student Government in public and private elementary and secondary schools nationwide with a view to make it efficient and responsive to the needs of the student, school and the community. The Supreme Pupil Government and the Supreme Student Government plays a significant role in implementing the programs, projects and activities and in upholding the values, principles and ideals of the Department of Education.

**Objectives**

- a. To help students develop passionate love of country, values, and competencies that will enable them to realize their full potential and to contribute meaningfully in building the nation;
- b. To help develop a student-friendly, safe, and motivating learning environment;
- c. To nurture an inclusive, service-oriented, gender-sensitive, and environment conscious community;
- d. To help students to develop self-confidence, critical thinking, problem-solving, decision-making, and to utilize these skills in contributing towards nation building;
- e. To empower the students to strive for excellence in the academics, leadership, and social responsibility towards being proactive members of the society;
- f. Standardize the By-Laws and Constitution in the Supreme Pupil Governments and Supreme Student Governments;
- g. Standardize election code for the Supreme Pupil Governments and Supreme Pupil Governments to ensure fair, honest, orderly and properly coordinated elections ;
- h. Provide reference in monitoring and evaluating the performance of the Supreme Pupil Governments and Supreme Student Governments;
- i. Harness the Supreme Pupil Governments and Supreme Student Governments as partners in achieving quality education and academic excellence in schools; and,
- j. To make available real exposure, experience and learning in responsible and participative democracy in leadership.

**Guidelines**

1. Effective School Year 2014-2015 and every School Year after, all public schools nationwide shall strictly adopt the Constitution and By-Laws of Supreme Pupil Government and Supreme Student Governments in Elementary and Secondary Schools. Private schools may freely adopt the same as they see fit.
2. All School Heads are tasked to ensure and oversee the implementation of this DepEd Order in their respective schools. All Division and Regional Coordinators of the Supreme Pupil Government and Supreme Student Government Program are required to report compliance with this DepEd Order to the Office of the Undersecretary for Regional Operations, Department of Education Central Office (DepEd CO).
3. All previous DepEd Orders and Memorabilia issued in regard to the Student Government Program inconsistent with this Order shall be considered as null and void.
4. These policy guidelines shall take effect immediately upon approval and shall remain in force until repealed, amended or rescinded.

**(Enclosure No. 3 to DepEd Order No. 47, s. 2014)**

**SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT  
COMMISSION ON ELECTIONS STANDARD ELECTION CODE**

**Article I  
General Provisions**

- Section 1 This code shall be known as [name of school] Supreme Pupil Government / Supreme Student Government Commission on Elections Standard Election Code which shall hereinafter be referred to as SPG / SSG COMELEC.
- Section 2 The SPG / SSG COMELEC shall govern all regular and special elections of SPG / SSG.
- Section 3 The SPG / SSG COMELEC shall make every effort to comply and to follow the standards set for in this code. This shall include, but not limited to:
- 3.1. The review of the rules governing standard;
  - 3.2. The adoption of rules to achieve and to maintain the maximum degree fairness, impartiality, and efficiency on the procedures of voting, including write-in voting, counting, tabulating, and recording of votes by voting system used in SPG / SSG elections.
- Section 4 For the purposes of this code, the following words and phrases used shall have the meaning as ascribed to them in this section:
- 4.1. "SPG / SSG COMELEC" refers to Supreme Pupil Government / Supreme Student Government Commission on Elections.
  - 4.2. "Candidate" refers to a student whose application for candidacy to an elective position was eligible and qualified to have his or her name placed on a ballot and duly approved by the SPG / SSG COMELEC.
  - 4.3. "Election calendar" refers to the period of time from the dissemination of information to the induction of newly elected officers.
  - 4.4. "Campaigning" means any intentional action in support of, or in opposition to, a candidate or political party for an elective position, including but not limited to the distribution of literature and posting of election specific materials.
  - 4.5. "Campaign Material" means any print or electronic material used for the purpose of supporting a candidate or political party. Campaign material shall include, but not limited to, fliers, posters, social media posts, and clothing;
  - 4.6. "Disqualify" means the SPG / SSG COMELEC removes a candidate or political party from the ballot.
  - 4.7. "Election" refers to the annual simultaneous election of SPG / SSG officers.
  - 4.8. "Ballot" means the printed sheet of paper or secure online database containing the names of candidates.
  - 4.9. "Polling precinct" refers to the station where students write and cast their votes.
  - 4.10. "Officer-elect" refers to a candidate who was proclaimed as a winner in an election but has not yet taken his/her oath of office.

**Article II**  
**Name and Domicile**

- Section 1           The name of this Supreme Pupil Government / Supreme Student Government Commission on Elections shall be known as the [name of school] Supreme Pupil Government / Supreme Student Government Commission on Elections which shall hereinafter be referred to as SPG / SSG COMELEC.
- Section 2           The seat of the SPG / SSG COMELEC shall be located inside the premises of the school.

**Article III**  
**Declaration of Principles, Objectives and Policies**

**Principles**

- Section 1           The SPG / SSG COMELEC shall uphold the values, principles, and ideals of the SPG / SSG By-Laws and Constitution, the School and the Department of Education.
- Section 2           SPG / SSG COMELEC shall be committed in putting these values, principles and ideals into action by ensuring a free, orderly, and honest election for the student body.

**Objectives**

- Section 3           The SPG / SSG COMELEC shall be an independent agency of overseeing the conduct, complaints, and recommending validation or invalidation of the SPG / SSG elections.
- Section 4           The SPG / SSG COMELEC shall exercise jurisdiction over all matters pertaining to elections, plebiscite, and referenda within the SPG / SSG COMELEC Standard Election Code.

**Policies**

- Section 5           The SPG / SSG COMELEC shall be the highest governing body of the student elections.
- Section 6           the SPG / SSG COMELEC shall pursue at all times, the values of impartiality, honesty, and integrity in service, renouncing all forms of corruption and acts which are contrary to the rules and regulations of the school and the Department of Education.
- Section 7           The SPG / SSG COMELEC shall strive to pursue an independent stand, impartial and not dictated by any other sector, other than the students, as long as these are not contrary to the SPG / SSG By-laws and Constitution, the Mission-Vision Statement, and Core Values of the Department of Education.

**Article IV**  
**Duties and Functions of the SPG / SSG COMELEC**

- Section 1           In accordance with the SPG / SSG By-Laws and Constitution, the SPG / SSG COMELEC shall have the following duties and responsibilities:  
1.1.     Conduct fair, honest, and systematic elections;

- 1.2. Adhere to the Standard SPG / SSG Standard Election Code;
- 1.3. Validate the electoral proceedings and results;
- 1.4. Accept or revoke candidacy;
- 1.5. Proclaim the new set of officers;
- 1.6. Keep all pertinent election papers/ documents;
- 1.7. Decide on protests relative to the conduct and results of elections;
- 1.8. Prepare and distribute the necessary election paraphernalia, certificate of candidacy forms, and other election related materials before, during, and after the election; and,
- 1.9. Disqualify candidates who have violated any of the guidelines, which have been promulgated.

Section 2                   The Commission on Elections may create additional rules and guidelines, by a majority vote at the SPG / SSG COMELEC meeting, to ensure a fair and efficient election, provided that any and all rules must complete the rule making process by no later than one week prior to the start of the election cycle. Any rule created by the SPG / SSG COMELEC must comply and be consistent with the SPG / SSG By-Laws and Constitution.

Section 3                   At least ten (10) days prior to enacting any rule, the SPG / SSG COMELEC shall post a Notice of Proposed Rulemaking in the SPG / SSG Office. The SPG / SSG COMELEC shall ensure that any Notice of Proposed Rulemaking contains the following:

- 3.1. General subject matter of the proposed rulemaking;
- 3.2. The place of the meeting to collect information about the proposed area of rulemaking;
- 3.3. The time of the meeting and that any student is welcome to offer comment on the general subject matter.

Section 4                   The SPG / SSG Chair shall ensure that any student who wishes to offer information to the SPG / SSG COMELEC shall be given the opportunity to do so.

Section 5                   If the SPG / SSG COMELEC enact any rule, the enacted rule must conform exactly to the proposed rule.

Section 6                   If a rule takes effect during an election, the SPG / SSG COMELEC Chair shall provide notice to all parties and to all independent candidates of the newly promulgated rule.

Section 7                   The SPG / SSG COMELEC shall have the power to penalize violations or any other rules properly promulgated by the SPG / SSG COMELEC.

#### **Article V**

#### **Composition, Qualification, Term of Office, and Vacancies of the SPG / SSG COMELEC**

Section 1                   The composition of the members in the SPG COMELEC shall be three (3) from Grade 4 and Grade 5, and four (4) from Grade 6.

Section 2                   The officers of the SPG COMELEC are the duly elected SPG COMELEC Chair, Co-Chair and Board Members.



- Section 3 The composition of the members in the SSG COMELEC shall be three (3) from each Grade level.
- Section 4 The officers of the SPG COMELEC are the duly elected SPG COMELEC Chair, Co-Chair and Board Members.
- Section 5 Members for the SPG / SSG COMELEC shall:
- 5.1. Be bona fide students;
  - 5.2. Be of good academic standing with a general average of 85 and above without any failing grade during the 1<sup>st</sup> to 3<sup>rd</sup> grading period of the current school year;
  - 5.3. Be of good moral character;
  - 5.4. Have not been subjected to any disciplinary sanction;
  - 5.5. Not involved nor have been involved in any position or affiliation with a SPG / SSG political party or as an independent candidate during the previous election cycle;
  - 5.6. All other qualifications as specified in the SPG / SSG By-Laws and Constitution but are not specified herein are included in the qualification of the SPG / SSG COMELE Members.
- Section 6 All SPG / SSG COMELEC Officers shall be considered ineligible to run for the SPG / SSG elections.
- Section 7 No residency shall be required to all the members of the SPG / SSG COMELEC.
- Section 8 The officers of the SPG / SSG COMELEC shall hold office for one (1) school year.
- Section 9 Vacancies on the Commission on Elections, occurring prior to the end of qualifying, shall be immediately filled for the duration of that specific term by appointment by a majority vote. Vacancies occurring after qualifying and before the election shall remain unfilled until after the end of the election.

## Article VI

### Duties and Functions of SPG / SSG COMELEC Officers

#### SPG / SSG COMELEC Chair

- Section 1 The SPG / SSG COMELEC Chair shall be filled by the nomination of the SPG / SSG COMELEC Board Members, subject to the approval of two-thirds of vote of the aforementioned body.
- Section 2 The SPG / SSG COMELEC Chair shall conduct and supervise the elections of the SPG / SSG.
- Section 3 The SPG / SSG COMELEC Chair shall faithfully execute the duties and responsibilities as designated in the SPG / SSG COMELEC Standard Election Code and other duties that are deemed necessary to the proper conduct of an election.

- Section 4 In the event of a vacancy in the office of the SPG / SSG COMELEC Chair, a new Chair shall be chosen in pursuant to Section 1.
- Section 5 The SPG / SSG COMELEC Chair shall conduct a meeting immediately preceding the first day of elections. The purpose of this meeting shall be to inform all students wishing to participate in the upcoming elections of the rules, procedures, and proper conduct required during the election cycle as stated in the SPG / SSG COMELEC Standard Election Code.
- Section 6 The SPG / SSG COMELEC Chair shall be responsible for receiving the qualifying papers and documents of the candidates.
- Section 7 The SPG / SSG COMELEC Chair may grant a preliminary order that a political party or candidate cease and desist from the distribution of campaign material where the SPG / SSG COMELEC deems that a preponderance of available evidence leads to a conclusion that:
- 7.1. There is a strong likelihood of a violation on a complaint brought by the offended party; and
  - 7.2. Where the material is so offensive that it may irreparably harm the offended party or candidate.
- Section 8 The SPG / SSG COMELEC Chair shall distribute all information concerning the SPG / SSG COMELEC Standard Election Code which includes but not limited to the required documents, deadlines, campaign rules, and campaign laws.
- Section 9 The SPG / SSG COMELEC Chair shall be responsible for the preparation of the ballot.
- Section 10 The SPG / SSG COMELEC Chair shall ensure that all candidates for a given office are listed in alphabetical order within party groups on the ballot. For the purpose of listing candidates, all independent candidates shall be grouped together in alphabetical order as if they were a party.
- Section 11 In the event that a polling location becomes unavailable due to an event or circumstance outside the control of the elections staff, the SPG / SSG COMELEC Chair, at his or her discretion, may add or change a polling location to the nearest available building so long as it is properly noticed at the original polling location.
- Section 12 The SPG / SSG COMELEC Chair shall provide the poll workers with written instructions on how to assist students with disabilities. The instructions shall read as follows: "Students with sight, vision or physical impairments may request a companion or poll worker to read and mark their ballot. You are to help any student that requests this service."
- Section 13 The SPG / SSG COMELEC Chair shall announce the election results no earlier than one (1) hour after the closing of polls.
- Section 14 The SPG / SSG COMELEC Chair shall ensure all ballots are stored until all complaints are resolved.

## **SPG / SSG COMELEC Co-Chair and Board Members**

- Section 15            The SPG / SSG COMELEC Chair shall appoint a Co-Chairperson and Board Members prior to the general election. The Co-Chairperson and the Board Members' term shall end in conjunction with the expiration of the natural term of the SPG / SSG COMELEC Chair.
- Section 16            The SPG / SSG COMELEC Co-Chairperson and Board Members shall assist the SPG / SSG Chair in the performance of his or her duties during the elections.

### **Article VII** **SPG / SSG COMELEC Adviser**

- Section 1            The SPG / SSG COMELEC Chair shall endorse an adviser to the school head/principal prior to the general election. Adviser's term shall end in conjunction with the expiration of the natural term of the SPG / SSG COMELEC Officers.
- Section 2            The SPG / SSG COMELEC Adviser shall have the following qualifications
- 2.1.    Have an experience in organizational management;
  - 2.2.    With good character and reputation in the school and community;
  - 2.3.    Must be non-partisan, and shall not hold nor have held any position as an adviser of SPG / SSG;
  - 2.4.    All other qualifications as specified in the SPG / SSG By-Laws and Constitution but are not specified herein are included in the qualification of the SPG / SSG COMELEC Members.
- Section 3            The SPG / SSG COMELEC Adviser shall monitor all activities and meetings of the SPG / SSG COMELEC at all times.

### **Article VIII** **Penalties and Complaints**

- Section 1            The SPG / SSG COMELEC shall issue penalties in accordance with the SPG / SSG COMELEC Standard Election Code.
- Section 2            Any candidate or political party who does not comply with the SPG / SSG COMELEC Standard Election Code or the proposed Rules and Regulations of SPG / SSG COMELEC shall be subject to any or all of the following penalties:
- 2.1.    Warning;
  - 2.2.    Reprimand;
  - 2.3.    Suspension of a political party from fielding a candidate or candidates for offices in an election; or
  - 2.4.    Any penalty deemed appropriate by the SPG / SSG COMELEC.
- Section 3            Any student or student organization who intends to bring a complaint before the SPG / SSG COMELEC alleging a violation of the SPG / SSG Standard Election Code must identify all of the following:

- 3.2. The defendant individual, organization or political party;
- 3.3. The specific section of the By-Laws and Constitution of SPG / SSG or SPG / SSG COMELEC Standard Election Code that the plaintiff alleges the defendant violated;
- 3.4. A detailed statement of the facts surrounding the alleged violation; and,
- 3.5. The date and time that the complaint was filed.

Section 4 Any elections complaints must be filed to the SPG / SSG COMELEC before the election results are read. Filing a complaint to the SPG / SSG COMELEC means that the aggrieved party delivers their complaint to the SPG / SSG COMELEC Chair.

Section 5 The SPG / SSG COMELEC shall dismiss without prejudice any complaint failing to comply with Section 3.

Section 6 Upon receipt of the complaint that meets all of the requirements of Section 3, the SPG / SSG COMELEC shall determine whether probable cause exists to believe that a violation has occurred.

Section 7 If warranted, the SPG / SSG COMELEC may assess a reasonable penalty under Section 2.

Section 8 The SPG / SSG COMELEC shall keep a written record of all of its meetings, including the evidence and testimony heard, the findings of the SPG / SSG COMELEC, and the rulings made. Within forty-eight (48) hours of a meeting.

#### **Article IX** **Election Qualification**

Section 1 Any group or individual who wish to qualify as candidate(s) for SPG / SSG must comply with the provisions of the SPG / SSG COMELEC Standard Election Code and must adhere to the policies set forth by the Chair of the SPG / SSG COMELEC and its board members.

Section 2 The qualifications for the position in the SPG / SSG shall be in accordance with the Standard Constitution and By-Laws of the Supreme Student Governments and Supreme Pupil Governments in Elementary and Secondary Schools.

Section 3 Election Application Packets shall be distributed to the interested Candidates by the SPG / SSG COMELEC. The Candidates must provide the following to qualify for the elections:

- 3.1. Certificate of Candidacy;
- 3.2. Copies (2x2) Photograph;
- 3.3. Report Card;
- 3.4. General Plan of Action;
- 3.5. Essay (based on the given set of questions in the Elections Application Packet);
- 3.6. Reference form (in a signed and sealed envelope) from a current teacher and an adult outside of the school community that is not a relative;
- 3.7. Parental Consent.

- Section 4 No candidate's name shall appear on the ballot when that candidate fails to qualify as a candidate with SPG / SSG COMELEC prior to the time of the closing of the qualifying period.
- Section 5 No candidate shall qualify for more than one office. If a person qualifies for an additional office or change of party, the previous qualifying shall be deemed void.
- Section 6 Falsification of information may result in disqualification. Each candidate shall determine that all information regarding his or her qualifications are correct prior to his or her qualifying for election.
- Section 7 Political parties are not liable or punishable for an individual candidate's intentional or grossly negligent falsification of information during the qualifying stages of the election if they did not encourage the individual's behavior. The SPG / SSG COMELEC shall allot the political party twenty four (24) hours to replace a candidate who intentionally or with gross negligence falsified information during qualifying. The political party must choose a replacement for the disqualified candidate from those candidates who have already qualified.
- Section 9 If a candidate who has qualified for office and has been placed on the ballot by the SPG / SSG COMELEC wishes to withdraw from the election, the candidate may withdraw if the candidate informs the SPG / SSG COMELEC in writing that the candidate no longer wishes to remain on the ballot no later than the day immediately preceding the first day of the election. If a political party slated a candidate, that political party may replace that withdrawn candidate with a candidate who has already been qualified as an independent, prior to the finalization of the ballot.
- Section 9 If campaign material in violation of SPG / SSG COMELEC is observed for fifteen (15) minutes or greater, the SPG / SSG COMELEC Chair or Co-Chair shall attempt to contact the offending candidate, the president of the offending political party or his or her running mates. If the SPG / SSG COMELEC is unable to make contact to the offending political party, the SPG / SSG COMELEC Chair or his or her board members, shall remove the offending material.
- Section 10 No candidate, group of candidates, political party personnel, staff member, faculty member, administrator, or any other student or visitor may use the school's copy machines, computer or other materials in the SPG / SSG Office at any time for any type of partisan political purpose or use in any type of election campaign.

**Article X**  
**Election Campaign**

- Section 1 Campaign period shall cover five (5) school days beginning on the Announcement of the official list of candidates and ends immediately before Election Day. If this proved impossible, the campaign period may be extended to not more than eight (8) school days.

- Section 2 Campaigns shall only be allowed during the prescribed period set by the SPG / SSG COMELEC and done in such a manner that on-going classes, conferences and other school functions will not be drastically affected, disturbed, hampered, or disrupted.
- Section 3 The maintenance of a campaign website or social media page shall be permitted five (5) days prior to the election.
- Section 4 No candidate shall give, offer, or promise to any student or student organization any benefit not authorized by the Standard By-Laws and Constitution of the SPG / SSG in order to influence the votes of that student or members of that organization.
- Section 5 Candidates shall ensure that all campaign material shall be labeled with the phrase "Registered Political Advertisement" or a phrase of similar import approved by the SPG / SSG COMELEC. The phrase shall be followed by the name of the individual who authorized the creation of, disbursement of, or payment for, a piece of campaign material.
- Section 6 All campaign materials must be registered to the Chair of the SPG / SSG COMELEC.
- Section 7 Procedures for distribution and posting of campaign material not provided for by the SPG / SSG COMELEC Standard Election Code may be established by the SPG / SSG COMELEC for purposes not contrary with the SPG / SSG COMELEC Standard Election Code.
- Section 8 Any impersonation of another political party/independent candidate by a candidate, representative, or campaign material of another political party/independent candidate shall be considered an election violation.
- Section 9 Campaign materials may only be posted in campus property in compliance with the laws and regulations of the school.
- Section 10 No unauthorized person may post or remove any campaign material of any candidate or political party.
- Section 11 No candidate or political party shall destroy, remove, or steal any campaign material of another candidate or political party.
- Section 12 Candidates or representatives of a political party shall attach campaign materials only to areas designated by the SPG / SSG COMELEC.
- Section 13 Candidates or representatives of a political party may engage in classroom door-to-door campaigning only upon the approval of the classroom adviser or concerned teacher and limited to a maximum of ten (10) minutes.
- Section 14 Candidates may not campaign or distribute campaign materials in any library or designated study area.

- Section 15 No campaigning shall take place within 50 feet of the door of any polling location or within 50 feet of any queue of voters during the Election Day itself. Thus, candidates and political members should remove or dispose of their campaign materials on the day before the election period. Otherwise, campaign materials posted, displayed, and distributed during the election itself shall be held against the candidate or political party responsible. Social media campaign and advertisements through text or e-mail messages to voters should likewise cease on the day before the elections.
- Section 16 Campaign materials may include a banner not to exceed 4' X 4' meters, and a poster not exceeding 8.5' X 11' inches.
- Section 17 Threats to bodily harm, intimidation, coercion, and acts of the like are strictly prohibited.

**Article XI**  
**General Elections**

- Section 1 All polling places shall be opened from 8:00 AM to 5:00 PM with no lunch break. All those within the premises of the polling places will be allowed to vote.
- Section 2 Political parties and independent candidates are entitled to one (1) poll watcher in the polling place. The poll watcher shall present to the SPG / SSG COMELEC a written appointment as watcher from the candidates or party whose interests he/she represents.
- Section 3 No qualified elector may vote or be admitted to a voting booth unless the elector presents to a poll worker from the SPG / SSG COMELEC, his/her identification card.
- Section 4 Each qualified elector shall be responsible for ensuring that his or her registration and address are current and correct on school's records.
- Section 5 The Chair of the SPG / SSG COMELEC shall ensure that all polling locations have the following:
- 5.1. A building, room, or area that can accommodate voters especially those with disabilities;
  - 5.2. Have a readily accessible tables, chairs certified list of voters, the ballot boxes and official ballots and other necessary materials;
  - 5.3. The list of candidates shall be written in bold letters on a manila paper and be displayed in the voting area highly visible to the students writing their votes.
- Section 6 Any elector who casts or attempts to cast more than one ballot, or tampers with an election system, in any election shall be guilty of a violation and shall be investigated by the of the SPG / SSG COMELEC.
- Section 7 Ballots shall be uniform in size and color. The Ballot shall contain:
- 7.1. A space for the voter's thumb mark and signature;
  - 7.2. Voting instructions;
  - 7.3. Names of the candidates.

Section 8 The SPG / SSG COMELEC shall prepare the official ballots for all students. No ballot other than the official ballots shall be used or counted except in the event of failure to receive the official ballots on time, or when they were destroyed accidentally, and it is impossible to provide new official ballots.

Section 9 The SPG / SSG COMELEC alone shall keep the key/s to the padlocks/s of the ballot boxes in the polling precinct, it shall remain padlocked until the casting of votes is finished and the counting of votes begins.

Section 10 No member from the SPG / SSG COMELEC shall make any statement regarding the state of the polls or the candidate/s voted for by a particular student.

## Article XII Election Tabulation and Validation

Section 1 As soon as the casting of votes is finished, the poll clerks shall count the votes in the place designated by SPG / SSG COMELEC. The counting of votes shall not be delayed or be postponed unless directed by the SPG / SSG COMELEC on account of a pending case, complaint of protest to the election campaign or the casting of votes.

Section 2 Candidates are prohibited from entering the place where the counting of votes is held and its surrounding area for the whole duration of the aforementioned activity.

Section 3 If two or more competing candidates tied, the position/s being contested shall undergo a special elections organized by SPG / SSG COMELEC. In case only one candidate runs for a particular office, he/she only needs one vote to assume his/her post.

Section 4 The SPG / SSG COMELEC shall have sole responsibility for validation of elections by a majority vote provided any decision to invalidate is based upon fraud or gross unfairness as supported by the findings of fact from the SPG / SSG COMELEC.

Section 5 Every ballot is presumed to be valid unless there is a clear and convincing reason to justify its rejection.

Section 6 The SPG / SSG COMELEC shall proclaim the winner/s accumulating the highest number of votes.

Section 7 The SPG / SSG COMELEC shall present the voting results in a report certified by all the members of the SPG / SSG COMELEC containing the following:

- 7.1. Names of the candidates;
- 7.2. Number of votes received by each candidate.

Section 8 An officer-elect may still be disqualified on account of their recently discovered election campaign malpractices. However, a decision to disqualify an officer-elect must be rendered before his/her oath-taking.



**Article XIII**  
**Ratification of the Election Code**

- Section 1            This Code may be amended or modified in full or in part once every three (3) years from its official issuance through a DepEd Order or Memorandum.
- Section 2            If any provision of part hereof is held invalid and unconstitutional, the remainder of this Code not affected by such move shall remain valid.
- Section 3            This Code shall take effect immediately upon the approval of the Secretary of the Department of Education.