



Republic of the Philippines  
**Department of Education**

10 MAR 2015

DepEd MEMORANDUM  
No. **17**, s. 2015

**SYNCHRONIZED SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) ELECTIONS FOR SCHOOL YEAR (SY) 2015-2016**

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

1. Pursuant to DepEd Order No. 47, s. 2014 entitled *Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government on Elementary and Secondary Schools Nationwide* and DepEd Order No. 48, s. 2014 entitled *Amendments and Additional Provisions to DepEd Order No. 45, s. 2007* entitled *Institutionalization of the Supreme Pupil in All Elementary Schools Nationwide*, the Department of Education (DepEd), through the Office of the Undersecretary for Regional Operations, issues the timetable for the following activities which shall be observed during the conduct of the **Synchronized Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections for School Year (SY) 2015-2016**:

<b>SPG/SSG Activity</b>	<b>Timetable</b>
Filing of Certificates of Candidacy (COC)	March 13, 2015
Evaluation of COC vis-à-vis Qualifications and Disqualifications	March 16, 2015
Announcement of the Official List of Candidates	March 17, 2015
Campaign Period	March 23-24, 2015
Presidential Election Forum	March 23 or 24, 2015
Campus-wide Presidential and Vice Presidential Debates	
Election and Proclamation of Winners	March 24 or 25, 2015

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 the 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 also issue additional guidelines to further ensure the fair and successful conduct of the elections.

3. The topics to be discussed in the Presidential Election Forum and Campus-wide Presidential and Vice Presidential Debates shall be those deemed relevant to the current situation of the student body and shall, likewise, showcase the candidates' capacities as a studentleader. The topics and guidelines for these two events shall be determined by the COMELEC in each school.

4. All DepEd Regional Offices (ROs) shall submit a complete list of duly elected SPG and SSG Presidents, which shall include their email addresses, contact numbers, school names and addresses of which the presidents belong to, name of their respective school principals and teacher-advisers, as well as the *comprehensive report and evaluation of the conduct of elections*. These shall be collated by the Regional *Araling Panlipunan* Supervisors in the absence of the Student Government Program Coordinators (SGPCs). These requirements shall be encoded, strictly following the enclosed format and must be forwarded on or before **March 30, 2015** to the Office of the Undersecretary for Regional Operations through the email address: [youthformation@deped.gov.ph](mailto:youthformation@deped.gov.ph).

The comprehensive report and evaluation of the conduct of elections shall be crafted by the COMELEC and consolidated by the Regional *Araling Panlipunan* Supervisor (in the absence of a SGPC). The report shall include the following points:

1. Voters' Experience of the Election
  - a. Voter Awareness and Outreach
  - b. Convenience and Accessibility of Voting Areas
  - c. Voter Participation
2. Candidates' Experience of the Election
  - a. Nomination Process
  - b. Campaign Procedures
  - c. Candidate Elections
3. Administration of the SPG/SSG COMELEC
  - a. Preparedness
  - b. Voters' List
  - c. Voting Operation
  - d. Managing Polling Sites

5. The SPG Election Consolidated Reports shall be prepared using the format in Enclosure No. 1 (SPG Election Consolidated Report) and shall be saved with the file name: {SPG-(Name of Region)-(Name of Division)}. The SSG Election Consolidated Reports shall also be prepared using the format in Enclosure No. 2 (SSG Election Consolidated Report) and shall be saved with the file name: {SSG-(Name of Region)-(Name of Division)}.

6. All reports shall be submitted to the Office of the Undersecretary for Regional Operations through the email address: [youthformation@deped.gov.ph](mailto:youthformation@deped.gov.ph). The subject of the email shall be as follows: {SPG Report-(Name of Region)-(Name of Division)} or {SSG Report-(Name of Region)-(Name of Division) for SSG}.

7. All Regional Directors (RDs) and Schools Division Superintendents (SDSs) are enjoined to support and monitor the implementation of this program.

8. Enclosed are the following documents for reference:

- Enclosure No. 1 – SPG Election Consolidated Report;
- Enclosure No. 2 – SSG Election Consolidated Report;
- Enclosure No. 3 – 2015 SPG Election Packet (Certificate of Candidacy for SPG, Parental Consent);
- Enclosure No. 4 – 2015 SSG Election Packet (Certificate of Candidacy for SPG, Parental Consent); and
- Enclosure No. 5 – Comprehensive Evaluation of Elections.

9. For more information and queries, all concerned may contact **Mr. Joseph Benjamin Angeles**, Office of the Undersecretary for Regional Operations, Department of Education Central Office (DepEd CO), DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 633-5375 or (02) 633-7203 or visit the website address on: [www.deped.gov.ph](http://www.deped.gov.ph).

10. Immediate dissemination of this Memorandum is desired.



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

Encls.:

As stated

References:

DepEd Order Nos.: (45, s. 2007; 47, and 48, s. 2014)  
DepEd Memorandum: No. 3, s. 2013

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

ELECTIONS  
OFFICIALS  
ORGANIZATION  
PROGRAMS  
PUPILS  
STUDENTS





### 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 2, 2015

Affix Latest  
Photo Here  
(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



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- 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

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- 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.

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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.

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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:		