



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

September 6, 2021

DIVISION MEMORANDUM

No. 350, s. 2021

CONDUCT OF STUDENT GOVERNMENT ELECTIONS FOR SCHOOL YEAR 2021-2022 UNDER THE NEW NORMAL

To: All Public Elementary and Secondary School Heads
All Supreme Pupil Government Teacher-Advisers
All Supreme Student Government Teacher-Advisers
All Class Advisers
All SPG/SSG COMELEC Chair and Members
All Barkada Kontra Droga (BKD) Advisers
All Youth for the Environment in Schools' Organization (YES-O) Advisers
All others concerned

1. Pursuant to OUA Memo 00-0821-0140 dated August 17, 2021 entitled *Interim Guidelines on Student Government Elections for School Year 2021-2022 Under the New Normal*, the Schools Division Office through the Youth Formation Coordinator hereby informs the field of the following calendar of activities for the conduct of elections in all public elementary and secondary schools:

Activity	Date
Homeroom Class Organization Elections	20-24 September 2021
School-based Student Government Elections	4-8 October 2021
Announcement of SPG/SSG Elections and Schedule of Activities	
Filing and evaluation of Election Application Packets	
Consolidation and Printing of Election Paraphernalia	
Announcement of the Final List of Candidates and Distribution of Election Paraphernalia	
Election Proper	
Proclamation of Winners	
Selection and Approval of SPG/SSG Adviser	
Oath Taking Ceremony	
Consolidation of Election Documents	
Election of Division Federation Officers	22 October 2021

2. In relation to this, all schools are hereby advised to submit the following documents after the conduct of elections through a google drive link to be sent to all school heads:

- a. Activity Completion Report (Signed and numbered school memo; Narrative Report; Documentation)
- b. Completely and correctly filled-up List of Newly Elected Officers

3. A Division orientation for the Interim Guidelines on Student Government Elections for School Year 2021-2022 under the New Normal will be conducted on





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September 22, 2021 to discuss the OUA memorandum details and answer queries and concerns related to this matter.

4. The following election paraphernalia/forms be accessed through this link:
<https://drive.google.com/drive/folders/19Vvh4KbmN8MmCQrRyW9omp7Y8mjHfyc5?usp=sharing>.

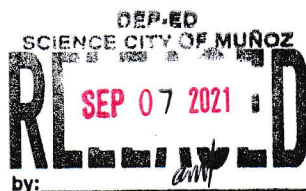
- a. Election Application Packet
- b. Certificate of Candidacy for Supreme Pupil Government and Supreme Student Government
- c. Plan of Action (for SSG)
- d. Candidate's Agenda (for SSG)
- e. Introductory Profile (SPG and SSG)
- f. Certification of Good Academic Standing
- g. Certification of Good Moral Character
- h. Parental Consent
- i. Election Application Evaluation Tool for SPG
- j. Election Application Evaluation Tool for SSG
- k. Election Application Evaluation Tool for Grade Level Elections
- l. Oath Taking Form
- m. Appointment Application Packet
- n. Certification of Good Academic Standing (for appointees)
- o. Certification of Good Moral Character (for appointees)
- p. Parental Consent (for appointees)
- q. Appointment Application Evaluation Tool for SPG/SSG
- r. Certificate of Appointment
- s. Oath of Appointment


5. Furthermore, Barkada Kontra Droga (BKD), Youth for Environment in Schools' Organization (YES-O), and other clubs in schools may adapt these guidelines as reference in conducting their organizational elections.

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

7. For clarifications, you may contact the Division Youth Formation Coordinator through cellphone number 0917 580 7468.

8. Widest dissemination and compliance are highly desired.




DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

