



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

October 14, 2021

**DIVISION MEMORANDUM**

No. 494, s. 2021

**CONDUCT OF ELECTIONS FOR DIVISION FEDERATION OF YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O) AND BARKADA KONTRA DROGA OFFICERS FOR SCHOOL YEAR 2021-2022**

To: All Public Elementary and Secondary School Heads  
All Youth for Environment in Schools Organization (YES-O) Teacher-Advisers  
All Youth for Environment in Schools Organization (YES-O) Presidents  
All Barkada Kontra Droga (BKD) Teacher-Advisers  
All Barkada Kontra Droga (BKD) Presidents  
All others concerned

1. Pursuant to OUA Memo 00-1021-0102 dated October 13, 2021 entitled *Virtual Election Guidelines and Procedures for Division and Regional Federation of Supreme Pupil Government and Supreme Student Government*, the Schools Division Office through the Youth Formation Coordinator hereby announces the conduct of Election of Division Federation of Barkada Kontra Droga (BKD) and Youth for Environment in Schools Organization (YES-O) for School Year 2021-2022 on **10-11 November 2021, consecutively** from 9am onwards.
2. In relation to this, **all** elected YES-O and BKD presidents and teacher-advisers are **required** to attend and participate in the conduct of elections.
3. Enclosed to this memorandum are No. 1, General Guidelines on the conduct of Election; and No. 2, Program Matrix.
4. The links for the election proper will be sent to the School Heads and Teacher-advisers through the FB/messenger group chats.
5. For clarifications, you may contact the Division Youth Formation Coordinator through cellphone number 0917 580 7468.
6. Immediate and wide dissemination and compliance are highly desired.

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

JSP/SGOD/2021



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Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

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Certificate No. 50500731 QM15



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Enclosure No. 1 to Division Memorandum No. \_\_\_\_, s. 2021

General Guidelines:

1. The election of the Division Federation of Barkada Kontra Droga (BKD) and Youth for Environment in Schools Organization (YES-O) is only exclusive for the elected YES-O and BKD Presidents with one (1) voting power each.
2. Microsoft Teams will be utilized as the official online set-up in conducting the election. In case the elected officer who will participate in the election has no DepEd email account, the teacher-adviser shall assist the officer in creating an account which will serve as his/her official mailing address.
3. In cases where the elected President is not able to represent his/her respective school in the Division Federation Election, he/she shall not be elected in any position and is not eligible to any voting power. He/she **cannot** be represented by any officer next in his/her line. Non-attendance of any elected President shall be justified by the School Head.
4. The Division Federation shall elect the following positions:
  - 4.1 President
  - 4.2 Vice President
  - 4.3 Secretary
  - 4.4 Treasurer
  - 4.5 Auditor
  - 4.6 Public Information Officer (PIO) and
  - 4.6 Protocol Officer
5. The rest of the body who will not be elected to any position will be designated as Board Members.
6. During the initial forum, all presidents are given two (2) minutes to introduce themselves by answering the following questions:
  - a. What are your qualities that you believe can make you a great leader?  
*Ano-anong katangian ang mayroon ka na pinaniniwalaan mong dapat taglayin ng isang magaling na pinuno?*
  - b. As a President, which is most important in an organization-mission, vision or core-values?  
*Bilang isang Pangulo, ano ang pinakamahalaga sa isang samahan – Bisyon, Misyon o mga Gabay na Pagpapahalaga?*
7. Based on the introductions, all presidents will choose the top 7 presidents of his/her preference.
8. The 7 presidents who will earn the greatest number of votes will become the new set of officers for the school year.



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Enclosure No. 2 to Division Memorandum No. \_\_\_, s. 2021

ELECTION OF DIVISION FEDERATION OF BARKADA KONTRA DROGA (BKD) AND  
 YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O) OFFICERS  
 FOR SCHOOL YEAR 2021-2022

**PROGRAM MATRIX**

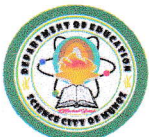
**November 10, 2021**

**9am to 12noon**

Election of Division Federation of Barkada Kontra Droga (BKD) Officers and  
 Advisers

Time	Activity	In-charge
8:45-9:00 AM	Onboarding of participants	Election Core Group
9:00-9:15 AM	Preliminaries Makabayan Song Prayer	AVP
9:15-9:30 AM	Attendance Check	<b>Princess Mea P. Madayag</b> Administrative Assistant III
9:30-9:45 AM	Messages	<b>Bernardo A. Gargabite, EdD</b> Chief-SGOD  <b>Dante G. Parungao, CESO VI</b> OIC-Schools Division Superintendent
9:45-10:00 AM	Presentation of Election Guideline and Procedure	<b>Jonnadel S. Patonona</b> Project Development Officer I
10:00-11:00 AM	Getting to Know You (Participants to share their thoughts on the given question)	<b>Jonnadel S. Patonona</b> Project Development Officer I
11:00-11:45 AM	Election Proper	Election Core Group
11:45-11:50 AM	Declaration of Newly Elected Officers	<b>Jonnadel S. Patonona</b> Project Development Officer I
11:50-12:00 PM	Inspirational Message/Closing Remarks	<b>Zurex T. Bacay, PhD</b> Assistant Schools Division Superintendent
	Photo Opportunity	<b>All participants</b>

**Princess Mea P. Madayag**  
 Master of Ceremony



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**PROGRAM MATRIX**

**November 11, 2021**  
**9am to 12noon**

Election of Division Federation of Youth for Environment in Schools Organization  
(YES-O) Officers and Advisers

Time	Activity	In-charge
8:45-9:00 AM	Onboarding of participants	Election Core Group
9:00-9:15 AM	Preliminaries Makabayan Song Prayer	AVP
9:15-9:30 AM	Attendance Check	<b>Princess Mea P. Madayag</b> Administrative Assistant III
9:30-9:45 AM	Messages	<b>Bernardo A. Gargabite, EdD</b> Chief-SGOD  <b>Dante G. Parungao, CESO VI</b> OIC-Schools Division Superintendent
9:45-10:00 AM	Presentation of Election Guideline and Procedure	<b>Jonnadel S. Patonona</b> Project Development Officer I
10:00-11:00 AM	Getting to Know You (Participants to share their thoughts on the given question)	<b>Jonnadel S. Patonona</b> Project Development Officer I
11:00-11:45 AM	Election Proper	Election Core Group
11:45-11:50 AM	Declaration of Newly Elected Officers	<b>Jonnadel S. Patonona</b> Project Development Officer I
11:50-12:00 PM	Inspirational Message/Closing Remarks	<b>Zurex T. Bacay, PhD</b> Assistant Schools Division Superintendent
	Photo Opportunity	<b>All participants</b>

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