



February 4, 2019

Division Memorandum
 No. 033, s. 2019

**Supreme Pupil Government (SPG) and
 Supreme Student Government (SSG) Election**

To: **School Principals, School Heads, TIC's
 Public Elementary and Secondary Schools
 Private Elementary and Secondary Schools
 All others concerned
 This Division**

1. Pursuant to DepEd Order No. 25, s. 2018 entitled "School Calendar for School Year 2018-2019", conduct of Supreme Pupil Government (SPG)/ Supreme Student Government (SSG) Election will be on February 4 – 15, 2019 for S.Y. 2019-2020.
2. In this connection, conduct of SPG/ SSG election shall be in accordance with DepEd Order No. 47, s. 2014 entitled "Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools" and DepEd Order No. 11, s. 2016 entitled "Additional Guidelines on the Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools" and the following activities shall be observed during the said elections:

SPG and SSG Activities (To be facilitated by SPG/ SSG COMELEC)
Filing of Candidacy
Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications
Announcement of the Official List of Candidates
Campaign Period <ul style="list-style-type: none"> • Presidential Election Program • Campus-Wide Presidential and Vice-Presidential Debates
Elections
Proclamation of Winners
Nomination of SPG/ SSG Adviser
Oath Taking Ceremony (SPG/ SSG Officers)

3. After the conduct of the SPG/ SSG Elections, the school head shall accomplish the **Comprehensive Evaluation of the Student Government Elections (CESGE)** for the School Form and the **List of Newly Elected Officers** Form provided in the enclosure. **Soft copies** shall be submitted to the School Governance and Operations Division (SGOD) through Mr. Arniel B. Mehoy, Youth Formation Coordinator at email address arniel.mehoy@deped.gov.ph on March 1, 2019.



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City



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4. In preparing for the school report of the SPG/ SSG Elections, the following formats shall be observed:

Document	File Format	File Name
Comprehensive Evaluation of the Student Government Elections (CESGE) for the School Form	PDF File (.pdf)	For SPG : SPG1920-CESGE-(name of district – name of school) For SSG : SSG1920-CESGE-(name of district – name of school)
List of Newly Elected SPG/ SSG Officers Form	PDF File (.pdf)	For SPG : SPG1920-Officers-(name of district – name of school) For SSG : SSG1920-Officers-(name of district – name of school)

5. The newly – elected SPG/ SSG officers upon their oath taking ceremony shall undergo a parallel school – based training on basic skills on leadership, roles, functions, and responsibilities of each officer. The newly designated SPG/ SSG Adviser shall supervise the implementation of the said training. The newly elected SPG/ SSG officers shall come up with a General Plan of Action (GPOA) for their entire term. The project management and planning of GPOA must be facilitated by the SPG/ SSG adviser and the outgoing SPG/ SSG officers during weekends immediately after elections.

6. All elections conducted before the dissemination of this Memorandum shall retain the candidates who were proclaimed winners of their school's SPG and SSG in their elective positions.

7. Enclosed are the following for reference:

- Enclosure No. 1 – SPG/ SSG Commission on Election Standard Election Code (Enclosure No. 3 to DepEd Order No. 47, s. 2014);
- Enclosure No. 2 – Comprehensive Evaluation of the Student Government Elections for the School (CESGE) Form;
- Enclosure No. 3 – List of Newly Elected Officers Form;
- Enclosure No. 4 – Filing of Candidacy Packet;
- Enclosure No. 5 – Parental Consent for SPG/ SSG Candidates;
- Enclosure No. 6 – Certificate of Candidacy for the SPG/ SSG.

8. For more information, all concerned may contact Mr. Arniel B. Mehoy, Division Youth Formation Coordinator at 09093139876/ 09561274420.

9. For immediate dissemination and compliance.

JEAN G. VELOSO, CESO VI
OIC – Schools Division Superintendent

JGV/abm/02-04-19

To be indicated in the Perpetual Index

Under the following subjects:

POLICY OFFICE

(Enclosure No. 1)

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 COMLEC 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 1st to 3rd 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 COMELEC 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.
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- 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.
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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.
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Enclosure No. 2: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)



DEPARTMENT OF EDUCATION
Bureau of Learner Support Services
Youth Formation Division

Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)
(to be accomplished in the school level by a representative designated by the School Head)

Component	Indicators	Agree	Disagree	Recommendations
Student Commission on Election (COMELEC)	The students and school admin were well-represented in the school Commission on Elections (COMELEC)			
	The students and school admin were knowledgeable and prepared for the conduct of the elections.			
	The students and the school admin were actively involved in organizing and running the election procedures.			
	The students and the school admin objectively performed their functions and remained non-partisan during the conduct of elections.			
Logistics	The Election materials were prepared on time.			
	The schedules and deadlines were strictly followed.			
	The application forms were made available to all interested students.			
Student Engagement	The students were well-informed about the purpose of the Student Government elections.			
	The students were aware of the voting process.			
	The students actively participated in the elections.			
	The students were encouraged to participate in the student government.			
Selection of Candidates	The interested students were given the opportunity to participate in the elections.			
	All the qualified candidates were considered.			
	The application process was objective and in accordance with the DepEd Student Government Election Code.			
Campaign	The campaign was orderly, organized, fair, and peaceful.			
	The campaign was held in accordance with the DepEd Student Government Election Code.			
	The election code was effectively enforced.			
Voting	The ballots were clear and available.			
	The voting was organized and fair.			
Counting of Votes	The COMELEC effectively, efficiently, and fairly conducted the counting of votes.			
	The count was fair, honest, and transparent.			
	The announcement was immediate and undisputable.			
NAME OF SCHOOL:				
COMELEC Chair's Name and Signature:		Level:		



LIST OF NEWLY ELECTED OFFICERS
School Year 2019-2020

- () Supreme Pupil Government (SPG)
- () Supreme Student Government (SSG)

District:

School:

School ID:

School Address:

School Contact Number:

Name of Principal/ School Head:

 Contact Number:

Name of Adviser:

 Contact Number:

Date of Election:

Name of President:

Name of Vice-President:

Name of Secretary:

Name of Treasurer:

Name of Auditor:

Name of Public Information Officer:

Name of Peace Officer/s:

Name of Representatives:

Principal/ School Head
Signature over printed name



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

2017 Elections Application Packet

To run for a position in the SSG/SPG office, each candidate should submit a completed signed application with the following attachments:

- Certificate of Candidacy
- Parental Consent
- Two (2) pcs. of 2x2 photograph
- An official copy of the Report card for the present Academic Year
- General Plan of Actions
- Two (2) recommendation letters from two (2) individuals whom the candidate has worked with in a co-curricular and extra-curricular activity.

RECOMMENDATION LETTERS:

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

The author 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 an adviser of the same activity.

The authors of the recommendation letters should not be related to the candidate by affinity or second degree consanguinity. If needed, the COMELEC has the authority to validate the recommendation letters with its signatories.



Republic of the Philippines
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Youth Formation Division

PARENTAL CONSENT

I, _____ as a parent/ guardian will support my
(name of parent/guardian)

son/ daughter _____ to the best of my ability as
(name of parent/guardian)

he/ she commits to the Student Council.

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

Parent's/ Guardian's Signature over Printed Name

Date



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

PARENTAL CONSENT

I, _____ as a parent/guardian will support my
(name of parent/guardian)

son/daughter _____ to the best of my ability as
(name of parent/guardian)

he/she commits to the Student Council.

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

Parent's/Guardian's Signature over Printed Name

Date



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

CERTIFICATE OF CANDIDACY FOR SUPREME PUPIL GOVERNMENT

An officer of the Supreme Pupil Government lives the ideals, principles, and practices of participatory democracy. He/She represents the student body, and must be fully committed to lead and serve the student body towards the fulfillment of the goals of the Student Government. He/She must uphold the core values and thrusts of the Department of Education and serve as a role model of school and community in words and in deeds.

Student's Name: _____ Current Grade Level: _____

PERSONAL DETAILS:

Gender: _____ Age: _____ Date of Birth: _____

E-mail Address: _____ Mobile No: _____ Landline: _____

Home Address: _____

COMPETENCIES OF CANDIDATES IN RELATION TO THE DESIRED POSITION

Name of activities participated 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 file this Certificate of Candidacy for the Supreme Pupil Government COMELEC in the election for school year 2017-2018.

I do hereby declare my intention and desire to be nominated for the particular position of _____.

I further state that I am bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guidelines of the 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 _____ 2018, 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



Republic of the Philippines
DEPARTMENT OF EDUCATION
Youth Formation Division

CERTIFICATE OF CANDIDACY FOR SUPREME STUDENT GOVERNMENT

An officer of the Supreme Pupil Government lives the ideals, principles, and practices of participatory democracy. He/She represents the student body, and must be fully committed to lead and serve the student body towards the fulfillment of the goals of the Student Government. He/She must uphold the core values and thrusts of the Department of Education and serve as a role model of school and community in words and in deeds.

Student's Name: _____ Current Grade Level: _____

PERSONAL DETAILS:

Gender: _____ Age: _____ Date of Birth: _____

E-mail Address: _____ Mobile No: _____ Landline: _____

Home Address: _____

COMPETENCIES OF CANDIDATES IN RELATION TO THE DESIRED POSITION

Name of activities participated 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 file this Certificate of Candidacy for the Supreme Pupil Government COMELEC in the election for school year 2017-2018.

I do hereby declare my intention and desire to be nominated for the particular position of _____.

I further state that I am bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guidelines of the 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 _____ 2018, 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