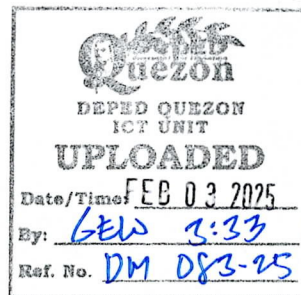




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 January 2025

DIVISION MEMORANDUM
DM No. D&S s. 2025

**LEARNER GOVERNMENT SCHOOL LEVEL ELECTIONS FOR
SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads In-Charge of Learner Formation
Elementary and Secondary School Heads
All Others Concerned

1. In compliance with **DM-OUOPS-2025-11-00442** titled **Learner Government Elections for School Year (SY) 2025-2026**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), announces the conduct of the Learner Government school level elections on **February 19-26, 2025**.
2. This activity shall amplify the voices of learners for representation and decision-making. Specifically, this activity aims to provide support to all learners to instill effective leadership which shall contribute to their holistic development.
3. All schools shall adhere to the guidelines and templates that will be discussed during the **Online Orientation on the Learner Government Election and Appointment Code (LGEAC)** on February 14, 2025. The materials can be accessed and downloaded at **<https://tinyurl.com/LGElectMaterials25>**.
4. The school's Learner Government Commission on Election and Appointment (LG COMEA) shall submit its election report on or before **February 26, 2025** through the database system that will be introduced during the online orientation on election guidelines.
5. All District School Heads In-Charge of Learner Formation shall monitor the conduct of school level elections. They shall select one elementary and one secondary school regardless of size or classification. The accomplished monitoring tool (see Enclosure 1) shall be scanned to PDF file and shall be submitted through email at **sdo.quezon.learner.formation@gmail.com** on or before **February 26, 2025**.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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6. Conduct of all activities related to the Learner Government Program (LGP) shall follow the provisions in **DepEd Order No. 09, s. 2005 – Instituting Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith; DepEd Order No. 03, s. 2023 – An Order Allowing the Conduct of In-person Activities in Schools;** and community guidelines on safety and health protocols.
7. All expenses incurred in the conduct and monitoring of school level elections shall be charged against school MOOE/local funds subject to the usual accounting and auditing rules and procedures.
8. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Handwritten initials
4.

sgod/mamt/01/31/2025

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Enclosure 1 to DM No. 083, s. 2025

LEARNER GOVERNMENT ELECTIONS FOR SCHOOL YEAR 2025-2026
SCHOOL LEVEL MONITORING TOOL

Instructions: Kindly put a check mark (/) whether the following processes are correctly implemented by the School LG COMEA through their MOVs. If not evident, write your remarks to specify the reason/s for their non-compliance.

Name of School: _____ **District:** _____

Put a check mark (/) on the level being monitored:

Supreme Elementary Learner Government District Federation
 Supreme Secondary Learner Government District Federation

No.	Process	MOVs:	Evident	Not Evident	Remarks
1	a. Establishment of the School's Learner Government COMEA: 1. Identification of Commissioners 2. Composition of Committees b. Identification of modality and schedule of election activities	School Memorandum Resolution Notice of Meeting Minutes of the Meeting			
2	Application Period: Submission of required forms and documents	Election Application Form Introductory Profile Certificate of Good Moral Photocopy of School Form 9 (Learner's Progress Report Card)			

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3	Screening Process	Screening Form			
4	Posting of Official List of Candidates	Resolution			
5	Campaign Period: Setting of campaign modality and guidelines	Resolution Notice of Meeting Minutes of the Meeting			
6	Pre-election: a. Identification of polling precincts b. Authorization of Poll Watchers c. Preparation of ballots, master list of voters, and displayed list of candidates	Resolution Poll Watcher Authorization Form Official Ballots			
7	Post-election: a. Tabulation of votes b. Canvassing of votes	Election Tabulation Form Election Canvass Form			
8	Issuance of Official Results of Winners	Registry of Elected Officers			
9	Oath Taking Ceremony	Oath of Office			

Monitored by:

NAME OF MONITORING OFFICIAL

Position/Designation

Date of Monitoring: _____

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