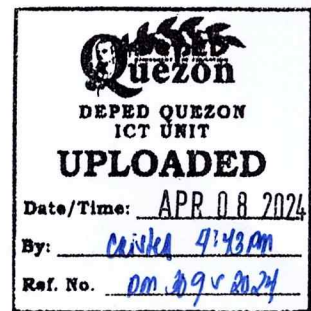




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 April 2024

DIVISION MEMORANDUM
DM No. 309, s. 2024

**ONLINE ORIENTATION ON THE LEARNER GOVERNMENT ELECTION AND
APPOINTMENT CODE (LGEAC)**

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 **OUOPS Memorandum No. 2023-03** titled **Interim Guidelines of the Learner Government Program (LGP)**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), shall conduct an online orientation on the Learner Government Election and Appointment Code (LGEAC) on **April 16, 2024**. Please see Enclosure 1 for the program and meeting link.
2. The online activity shall prepare elementary and secondary schools in the conduct of school level elections of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) for School Year 2024-2025. Specifically, this activity aims to:
 - a. Review the guidelines stipulated in the LGEAC as updated in **DM-OUOPS-2024-11-02487** titled **Schedule of the SELG and SSLG Elections for SY 2024-2025**;
 - b. Discuss the templates to be used in the conduct of school level elections;
 - c. Capacitate the School Heads In-Charge of Learner Formation in each district in monitoring the conduct of school level elections; and
 - d. Address other inquiries and concerns related to the conduct of the school level elections.
3. Participants to this activity shall be the District School Heads In-Charge of Learner Formation and one non-teaching personnel representative for each district. They shall lead in the conduct of the cascading activity in their respective districts on **April 17-19**,

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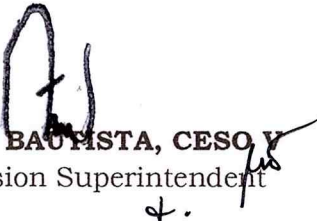


Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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- 2024.** The participants shall register through the link <https://tinyurl.com/LGEAC24> on or before **April 12, 2024.**
- A district newsletter report with photo documentation for the cascading activity shall be submitted through email at sdo.quezon.learner.formation@gmail.com on or before **April 22, 2024.**
 - Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.





ROMMEL C. BAUSTISTA, CESO V
Schools Division Superintendent

sgod/mamt/04/08/2024

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Enclosure 1 to DM No. 309, s. 2024

**Program Flow of the Online Orientation on the Learner Government
 Election and Appointment Code (LGEAC)**

| | | |
|-------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 8:00 a.m. – 9:00 a.m. | Setting-up/Connecting with the Meeting Link | Participants |
| 9:01 a.m. – 9:30 a.m. | Preliminaries National Anthem Opening Prayer CALABARZON March Quezon Hymn Energizer | Audio-Visual Presentation |
| 9:31 a.m. – 9:35 a.m. | Welcome Remarks | Elizabeth M. De Villa SGOD Chief |
| 9:36 a.m. – 9:40 a.m. | Message | Venus T. Balmedina, EdD OIC-ASDS |
| 9:41 a.m. – 9:45 a.m. | Message | Rommel C. Bautista, CESO V SDS |
| 9:46 a.m. – 9:55 a.m. | Attendance Check and Pre-test | Participants |
| 9:56 a.m. – 10:00 a.m. | Statement of Activity Objectives | Hazel Ann S. Camo PDO I |
| 10:01 a.m. – 12:00 n.n. | Orientation Proper | Mark Angelo M. Tiusan PDO I Division Learner Formation Focal Person |
| 12:01 p.m. – 1:00 p.m. | Lunch Break | |
| 1:01 p.m. to 1:15 p.m. | Energizer | |
| 1:16 p.m. – 2:15 p.m. | Continuation of Orientation | Mark Angelo M. Tiusan PDO I Division Learner Formation Focal Person |
| 2:16 p.m. – 3:00 p.m. | Discussion on Other Learner Formation Concerns | |
| 3:01 p.m. – 3:45 p.m. | Open Forum | Participants |
| 3:46 p.m. – 3:55 p.m. | Post-test and Evaluation | Mark Angelo M. Tiusan PDO I Division Learner Formation Focal Person |
| 3:56 p.m. – 4:00 p.m. | Closing Remarks | |

Zoom Meeting Details:

| | |
|-------------------|---------------|
| Meeting ID | 813 4833 9995 |
| Passcode | 123456 |

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