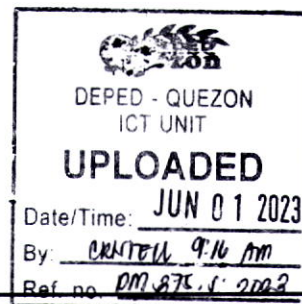




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



29 May 2023

**DIVISION MEMORANDUM**  
**DM No. 375, s. 2023**

**SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND  
SUPREME SECONDARY LEARNER GOVERNMENT (SSLG)  
DISTRICT LEVEL ELECTIONS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
School Heads In-Charge of Youth Formation  
Elementary and Secondary School Heads  
All Others Concerned

1. In reference to **OUOPS Unnumbered Memorandum** titled **Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024**, this Office through the School Governance and Operations Division – Youth Formation Section informs all school level election winners on the conduct of the **Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) District Level Elections on June 5 – June 9, 2023.**
2. Election guidelines for this level are provided in **Enclosure 1** of this Memorandum.
3. Report shall be submitted through the link **tinyurl.com/LGDistrictElect23** on or before **June 13, 2023.**
4. Conduct of this activity shall also 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 adherence to the IATF and other community guidelines on safety and health protocols.
5. Immediate dissemination and strict compliance to this Memorandum is desired.

  
**ROMMEL O. BAUTISTA, CESO V**  
Schools Division Superintendent

sgod/mamt/05/29/2023  
DEPEDQUEZON-TM-SDS-04-009-003



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Enclosure 1 to DM No. 375, s. 2023

**DISTRICT SELG AND SSLG ELECTION GUIDELINES**

**A. Composition, Duties and Responsibilities of District Learner Government  
Commission on Elections and Appointment (LG COMEA)**

1. The District LG COMEA shall be composed of the **School Head In-Charge of Youth Formation** and **four non-teaching personnel** in the district. They shall decide on the modality of conducting the district level elections.
2. The School Head In-Charge of Youth Formation shall serve as the Chief Commissioner while the other non-teaching personnel shall be appointed as Commissioner on Screening and Validation, Commissioner on Electoral Board, Commissioner on Appointment and Commissioner on Grievance.
3. The **Chief Commissioner** shall act as the chief executive officer of the commission and shall have the following duties:
  - a. call and preside all meetings and/or may designate concerned commissioner to preside for meetings related to the conduct of district level elections;
  - b. supervise the Learner Government district level elections; and
  - c. approve and sign official results and other election reports of the activity.
4. The **Commissioner on Screening and Validation** shall have the following duties:
  - a. screen the documentary requirements of all candidates for district level elections of SELG and SSLG;
  - b. secure and submit the final list of official candidates;
  - c. validate the official results of the district level elections;
  - d. prepare notice and minutes of meetings related to the district level elections;
  - e. disseminate information and facilitate meetings related to election schedules;
  - f. provide the final results to the Chief Commissioner;
  - g. submit official results of the elections in the prescribed online link; and
  - h. perform other tasks assigned by the Chief Commissioner.
5. The **Commissioner on Electoral Board** shall have the following duties:
  - a. conduct and facilitate the voting process; and
  - b. perform other tasks assigned by the Chief Commissioner.

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6. The **Commissioner on Grievance** shall have the following duties:
  - a. review and validate election-related complaints;
  - b. convene with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision;
  - c. issue penalties in accordance to the guidelines agreed upon by the District LG COMEA; and
  - d. perform other tasks assigned by the Chief Commissioner.
7. The **Commissioner on Appointment** shall have the following duties:
  - a. prepare the oath of office for signature of the winning candidates; and
  - b. perform other tasks assigned by the Chief Commissioner.

**B. District Election Guidelines**

1. Participants to the district elections shall be the elected school SELG and SSLG Presidents to be accompanied by their school heads.
2. For districts with three to six elementary or secondary schools counted separately, school SELG/SSLG Vice Presidents shall also participate.
3. For districts with only one or two secondary schools, the set of officers shall be filled up through appointment. The district SSLG President shall be appointed from one of the school SSLG Presidents.
4. Photocopy of the signed oath of office of the candidates and parental consent shall be presented as requirement to the district level elections.
5. The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer.
6. At the start of the election proper, all participants will deliver a one minute speech to their fellow learners.
7. The election shall begin with the presidential position. All school SELG/SSLG Presidents are automatically nominated. All participating learners will cast a vote of their choice. If all votes are already counted, the Chief Commissioner shall announce the winner. The winning candidate shall be then removed from the list of remaining nominees for the succeeding positions.

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8. In districts with Vice Presidents as participants, they shall only be nominated if all Presidents are already elected. For districts with only three secondary schools, the school SSLG Secretary of the winning district SSLG President shall be appointed as district SSLG Protocol Officer.
9. The elected district SELG and SSLG Presidents shall be the official representatives in the Cluster Level SELG and SSLG elections.
10. In case of tie, the District Youth COMEA shall use toss coin (for two-way tie) and draw lots (for three-way tie or more) to break the tie.
11. Upon completion of the set of seven major positions, oath-taking shall immediately take place to be led by the Chief Commissioner or authorized representative.





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Enclosure 2 to DM No. 375, s. 2023

**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 learner)

he/she commits to the Learner Government.

I am allowing him/her to participate in the programs, projects, and activities of the Learner Government. I agree and understand the commitment of my son/daughter and will support his/her endeavor to the Learner Government.

\_\_\_\_\_  
Parent's/Guardian's Signature over Printed Name

\_\_\_\_\_  
Date

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