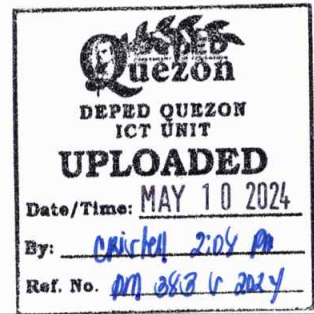




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



06 May 2024

DIVISION MEMORANDUM
DM No. 383, s. 2024

**LEARNER GOVERNMENT DISTRICT LEVEL ELECTIONS FOR
SCHOOL YEAR 2024-2025**

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-2024-11-02487** titled **Schedule of the SELG and SSLG Elections for SY 2024-2025**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), announces the conduct of the Learner Government district level elections on **May 14-17, 2024**.
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 discussed during the **Online Orientation on the Learner Government Election and Appointment Code (LGEAC)** held last April 16, 2024. The materials can be accessed and downloaded at **<https://tinyurl.com/LGDistrictMaterials24>**.
4. The district's Learner Government Commission on Election and Appointment (LG COMEA) shall submit their election report through the link **<https://tinyurl.com/LGSchool24>** on or before **May 20, 2024**.
5. All Public Schools District Supervisors shall monitor the conduct of district level elections. They shall accomplish two copies of the monitoring tool – one for SELG (elementary) and one for SSLG (secondary). The accomplished monitoring tool (see Enclosure 1) shall be submitted through email at **sdo.quezon.learner.formation@gmail.com** on or before **May 20, 2024**.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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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 district 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

sgod/mamt/05/06/2024

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Enclosure 1 to DM No. 383, s. 2024

**LEARNER GOVERNMENT ELECTIONS FOR SCHOOL YEAR 2024-2025
 DISTRICT LEVEL MONITORING TOOL**

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

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 District's Learner Government COMEA: 1. Identification of Commissioners 2. Composition of Committees	District Memorandum Designation Papers Resolution Notice of Meeting Minutes of the Meeting			
2	Application Period: Submission of required forms and documents	Photocopies of School Level Oath of Office Parental Consent Forms			
3	Screening Process	Screening Form			
4	Pre-election: Preparation of ballots, master list of voters, and displayed	List of Candidates Official Ballots			

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	list of candidates				
5	Post-election: Tabulation of votes	Election Tabulation Form			
6	Issuance of Official Results of Winners	Registry of Elected Officers			
7	Oath Taking Ceremony	Oath of Office			

Monitored by:

NAME OF MONITORING OFFICIAL

Public Schools District Supervisor – Name of District

Date of Monitoring: _____

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