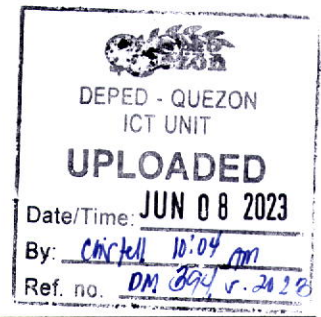




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 June 2023

DIVISION MEMORANDUM
DM No. 394, s. 2023

**SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND
SUPREME SECONDARY LEARNER GOVERNMENT (SSLG)
CLUSTER 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 district level election winners on the conduct of the **Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Cluster Level Elections on June 12 – June 15, 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/LGClusterElect23** on or before **June 16, 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 C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod/mamt/06/05/2023
DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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Enclosure 1 to DM No. 304, s. 2023

CLUSTER SELG AND SSLG ELECTION GUIDELINES

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

1. The Cluster LG COMEA shall be composed of all **School Heads In-Charge of Youth Formation** within the cluster. They shall facilitate the online cluster level elections.
2. The Cluster LG COMEA shall have the following officials:
 - a. Chief Commissioner
 - b. Commissioner on Screening and Validation
 - c. Assistant Commissioner on Screening and Validation
 - d. Commissioner on Electoral Board
 - e. Assistant Commissioner on Electoral Board
 - f. Commissioner on Appointment
 - g. Assistant Commissioner on Appointment
 - h. 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 cluster level elections;
 - b. supervise the Learner Government cluster 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 cluster level elections of SELG and SSLG;
 - b. secure and submit the final list of official candidates;
 - c. validate the official results of the cluster level elections;
 - d. prepare notice and minutes of meetings related to the cluster 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

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- 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.
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 Cluster 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.
8. The **Assistants to the Commissioners** shall have the following duties:
 - a. assist the Commissioners in their respective duties and functions; and
 - b. perform other tasks assigned by the Chief Commissioner.

B. Cluster Election Guidelines

1. Participants to the cluster elections shall be the elected district SELG and SSLG Presidents to be assisted by their school heads in the online platform.
2. Each cluster shall be composed of the following districts:

Cluster	Districts
1	Burdeos, Polillo, Panukulan, Patnanungan, Jomalig, General Nakar 1, General Nakar 2 and Infanta
2	Real, Lucban, Sampaloc, Mauban North, Mauban South, Pagbilao 1, Pagbilao 2, and Padre Burgos
3	Sariaya East, Sariaya West, Candelaria East, Candelaria West, Dolores, San Antonio, Tiaong 1 and Tiaong 2
4	Agdangan, Unisan, Pitogo, Macalelon, General Luna, Catanauan 1, Catanauan 2 and Mulanay 1
5	Mulanay 2, Buenavista 1, Buenavista 2, San Francisco 1, San Francisco 2, San Narciso 1, San Narciso 2 and San Andres

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6	Alabat, Perez, Quezon, Atimonan 1, Atimonan 2, Plaridel, Gumaca East and Gumaca West
7	Lopez East, Lopez West, Calauag East, Calauag West, Guinayangan North, Guinayangan South, Tagkawayan 1 and Tagkawayan 2

3. The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer. The remaining candidate shall be appointed as Board Member.
4. The Cluster LG COMEA shall start with the election of SELG officers first, followed by the election of SSLG officers.
5. At the start of the election proper, all participants will deliver a one minute speech to their fellow learners.
6. The Cluster LG COMEA shall utilize google forms as official online ballots.
7. The election shall begin with the presidential position. All district SELG/SSLG Presidents are automatically nominated. All participating learners shall vote for one candidate only in the google form. Self-votation is not allowed. 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.
8. The elected cluster SELG and SSLG Presidents shall be the official representatives in the Division Level SELG and SSLG elections.
9. In case of tie, the Cluster Youth COMEA shall use online draw lots (e.g. wheel of names) to break the tie.
10. 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. 394, 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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