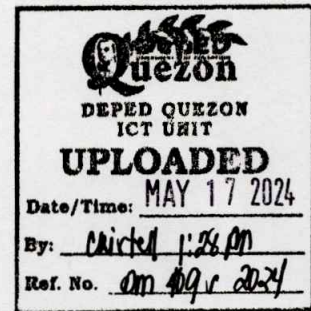




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



15 May 2024

DIVISION MEMORANDUM
DM No. 409, s. 2024

**LEARNER GOVERNMENT DIVISION LEVEL ELECTIONS
AND PLANNING WORKSHOP 2024**

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 division level elections and planning workshop on **May 25, 2024**. A separate memorandum shall be issued for the official venue.
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. The participants to this activity are all elected Cluster SELG and SSLG Presidents and their school advisers. They are advised to bring laptops, extension wires, and other devices that can be used during the workshop proper.
4. All teaching personnel who will attend this activity shall be entitled to service credits in accordance to **DepEd Order No. 53, s. 2003** titled **Granting of Vacation Service Credits to Teachers** whereas for non-teaching personnel, compensatory time-off (CTO) shall be granted in accordance to **CSC and DBM Joint Circular No. 2, s. 2004**.
5. Conduct of all activities related to the Learner Government Program (LGP) shall follow the provisions in **DepEd Order No. 08, s. 2023** titled **Participation of Teachers in**

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Volunteer Work and Extra Curricular Activities and community guidelines on safety and health protocols.

6. All expenses incurred in the conduct of division level elections and planning workshop shall be charged against division MOOE and school MOOE/local funds for school personnel and learners subject to the usual accounting and auditing rules and procedures.
7. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent ✓

sgod/mamt/05/15/2024

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Enclosure 1 to DM No. 409, s. 2024

Parent Consent Form

This form confirms that as parent/guardian, I agree to allow the participation of my son/daughter in the conduct of **Learner Government Division Level Elections and Planning Workshop on May 25, 2024**. This is to confirm that I give full permission for any activity that may be done during this event and the use of some or all of their images/contributions/performances in any publication (including electronic publications such as film or website) created by or for the DepEd – Quezon Learner Formation and to release this material on DepEd official platforms.

I hereby confirm that I agree and understand the commitment of my son/daughter to the learner government program. I also understand and will support my son's/daughter's endeavor to comply with existing rules and regulations for the said event, meet the expectations as participant, and fulfill the responsibilities as an officer of the Learner Government (LG).

Name and Signature of the Learner

Name and Signature of the Parent/Guardian

Date

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Enclosure 2 to DM No. 404, s. 2024

**Learner Government Division Level Elections and Planning Workshop 2024
 Program Flow**

7:00 a.m. – 8:00 a.m.	Arrival and Registration	<i>Participants and TWG</i>
8:01 a.m. – 8:15 a.m.	Opening Program National Anthem Opening Prayer CALABARZON March Quezon Hymn	<i>Audio-Visual Presentation</i>
8:16 a.m. – 8:20 a.m.	Welcome Remarks	Elizabeth M. De Villa SGOD Chief
8:21 a.m. – 8:25 a.m.	Message	Venus T. Balmedina, EdD OIC-ASDS
8:26 a.m. – 8:30 a.m.	Message	Rommel C. Bautista, CESO V Schools Division Superintendent
8:31 a.m. – 9:00 a.m.	Data Storytelling	Mark Angelo M. Tiusan Project Development Officer I Division Learner Formation Focal Person
9:01 a.m. – 9:30 a.m.	Workshop Proper on Data Storytelling	<i>SELG and SSLG Presidents</i>
9:31 a.m. – 10:00 a.m.	Presentation of Cluster Action Plans	<i>SELG and SSLG Presidents</i>
10:01 a.m. – 11:00 a.m.	Consolidation and Finalization of Division Action Plans	<i>SELG and SSLG Presidents</i>
11:01 a.m. – 12:00 n.n.	Presentation of Division Action Plans	<i>SELG and SSLG Presidents</i>
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:10 p.m.	Orientation on the Division Election Guidelines	Mark Angelo M. Tiusan Chief Commissioner Division LG COMEA
1:11 p.m. – 1:30 p.m.	Introduction and Question Round for QFSELG	Hazel Ann S. Camo Project Development Officer I Commissioner on Screening and Validation Division LG COMEA
1:31 p.m. – 2:00 p.m.	Election Proper of the QFSELG	SELG Presidents and Division LG COMEA
2:01 p.m. – 2:30 p.m.	Introduction and Question Round for QFSSLG	Charlito Q. Camacho Jr. Project Development Officer I Commissioner on Electoral Board Division LG COMEA

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2:31 p.m. – 3:00 p.m.	Election Proper of the QFSSLG	SSLG Presidents and Division LG COMEA
3:01 p.m. – 3:05 p.m.	Message	Elected QFSELG President
3:06 p.m. – 3:10 p.m.	Message	Elected QFSSLG President
3:11 p.m. – 3:15 p.m.	Oath Taking	QFSELG and QFSSLG Officers for School Year 2024-2025
3:16 p.m. – 4:00 p.m.	Closing Program, Awarding of Certificates, and Photo Opportunity	<i>Participants and TWG</i>

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Enclosure 3 to DM No. 409, s. 2024

Guidelines on the Conduct of the Division Level Elections of the Quezon Federations of Supreme Elementary Learner Government (QFSELG) And Supreme Secondary Learner Government (QFSSLG)

1. Participants to the division elections are the elected cluster presidents.
2. The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer.
3. All participants are automatically nominated in all positions and are given a minute for self-introduction and campaign.
4. After the introductions, the participants shall proceed to the short interview where they will be asked to answer the same question in one minute.
5. After the interviews, voting shall take place. The election proper shall start with the presidential position.
6. Official ballots shall be used for manual voting. Voting for one's self is not allowed.
7. After all votes have been validated and counted, the name of the winning candidate for the position shall immediately be announced.
8. The same procedures and guidelines as stated in numbers six and seven shall be followed for the succeeding positions to be elected.
9. For the last two participants, the candidate with the higher number of votes shall be the elected Public Information Officer while the other candidate shall be the elected Protocol Officer.
10. In case of tie, the Division Learner Government Commission on Elections and Appointment (LG COMEA) shall use toss coin for two-way tie and draw lots for three-way or more to break the tie.

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Enclosure 4 to DM No. 409, s. 2024

**Composition and Functions of the Division Learner Government Commission
on Elections and Appointment (LG COMEA)**

Chief Commissioner	Mark Angelo M. Tiusan
Commissioner on Screening and Validation	Hazel Ann S. Camo
Commissioner on Electoral Board	Charlito Q. Camacho Jr.
Commissioner on Grievance	Gloria F. Magtibay

1. The Chief Commissioner shall be the overall supervising officer of the elections and shall sign all official documents and results of the activity.
2. The Commissioner on Screening and Validation shall be responsible for the retrieval of official ballots, checking of the votes casted and proclaim the winning candidate for each position.
3. The Commissioner on Electoral Board shall be responsible for the distribution of official ballots and counting of votes.
4. The Commissioner on Grievance shall act and decide on all election-related concerns of the candidates. This commissioner shall also act as the official timekeeper.

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