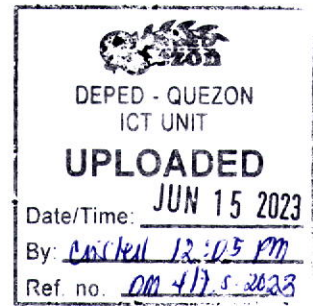




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 June 2023

**DIVISION MEMORANDUM**  
DM No. 417, s. 2023

**QUEZON FEDERATIONS OF SUPREME ELEMENTARY LEARNER GOVERNMENT  
(SELG) AND SUPREME SECONDARY LEARNER GOVERNMENT  
(SSLG) ELECTIONS AND PLANNING WORKSHOP**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
School Heads In-Charge of Youth Formation  
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 – Learner Formation Section informs all cluster level election winners and their designated teacher-advisers on the conduct of the **Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Division Level Elections and Planning Workshop** on **June 17, 2023** in **M.I. Sevilla's Farm and Resort, Brgy. Domoit, Lucena City**.
2. Election guidelines for this level are provided in **Enclosure 2** of this Memorandum.
3. All teaching personnel who will serve as members of the technical working committee and chaperones during the activity that falls on a weekend 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**.
4. Conduct of this activity shall adhere to the IATF and other community guidelines on safety and health protocols.
5. Travel expenses incurred by the learners and their advisers relative to the conduct of this activity shall be charged against local funds subject to usual accounting and auditing rules and procedures.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*


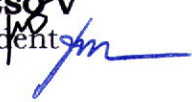
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



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

---

6. Immediate and widest dissemination of this Memorandum is highly desired.

  
**ROMMEL C. BAPTISTA, CESO V**  
Schools Division Superintendent 

sgod/mamt/06/14/2023

DEPEDQUEZON-TM-SDS-04-009-003

---



*"Creating Possibilities, Inspiring Innovations"*

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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



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

Enclosure 1 to DM No. 417, s. 2022

**Quezon Federations of the Supreme Elementary Learner Government (SELG)  
and Supreme Secondary Learner Government (SSLG) Elections  
and Planning Workshop  
Program Flow**

<b>Part I. Division Federation Elections</b>		
8:00 – 9:00 a.m.	Arrival and Registration of Participants	<i>Participants &amp; Division Learner Government COMEA</i>
9:01 – 9:05 a.m.	National Anthem Opening Prayer CALABARZON March Quezon Hymn	<i>Audio-Visual Presentation</i>
9:06 – 9:10 a.m.	Welcome Remarks	<b>Elizabeth M. De Villa</b> Chief Education Supervisor School Governance and Operations Division
9:11 – 9:15 a.m.	Message	<b>Herbert D. Perez</b> Assistant Schools Division Superintendent
9:16 – 9:20 a.m.	Message	<b>Rommel C. Bautista, CESO V</b> Schools Division Superintendent
9:21 – 9:25 a.m.	Message	<b>Leah A. Perez</b> Project Development Officer I Learner Formation Focal Person
9:26 – 9:30 a.m.	Orientation on the Division Election Guidelines	<b>Mark Angelo M. Tiusan</b> Project Development Officer I
9:31 – 9:45 a.m.	Introduction and Question Round for the Elected Cluster SELG Presidents	<b>Sammy F. Baysa</b> Teacher III, Quezon NHS Election Moderator
9:46 – 10:30 a.m.	Election Proper of the SELG	<i>Elected Cluster SELG Presidents and Division LG COMEA</i>
10:31 – 10:45 a.m.	Introduction and Question Round for the Elected Cluster SSLG Presidents	<b>Sammy F. Baysa</b> Teacher III, Quezon NHS Election Moderator

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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](http://www.depedquezon.com.ph)



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

10:46 – 11:30 a.m.	Election Proper of the SSLG	<i>Elected Cluster SELG Presidents and Division LG COMEA</i>
11:31 a.m.–12:01 p.m.	LUNCH	
<b>Part II. Planning Workshop</b>		
12:02 – 12:45 p.m.	Basic Concepts of Data Analysis and Program Development	<b>Leah A. Perez</b> Project Development Officer I Learner Formation Focal Person
12:46 – 2:00 p.m.	Crafting and Presentation of the Division Action Plan of the SELG and SSLG	<i>Division SELG and SSLG Officers and Teacher-Advisers</i>
2:01 – 3:00 p.m.	Data Storytelling and Infographics	<b>Mark Angelo M. Tiusan</b> Project Development Officer I
3:01 – 4:00 p.m.	Hands-on Activity on Infographics	<i>Division SELG and SSLG Officers and Teacher-Advisers</i>
4:01 – 5:00 p.m.	Awarding of Certificates and Photo Opportunity	<i>Participants &amp; Division Learner Government COMEA</i>

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



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

---

Enclosure 2 to DM No. 417, s. 2022

**Guidelines on the Conduct of the Division Elections of the Quezon Federations of  
Supreme Elementary Learner Government (SELG) and Supreme  
Secondary Learner Government (SSLG)**

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 to break the tie.

---

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



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

Enclosure 3 to DM No. 417, s. 2022

**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	Glenda P. Verdan
Commissioner on Electoral Board	Leah A. Perez
Commissioner on Appointment	Hazel Ann S. Camo
Election Moderator	Sammy F. Baysa

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 Appointment shall prepare the oath of office of the set of officers and lead the oath-taking right after the election proper.
5. The Election Moderator shall facilitate the introduction and question rounds. The moderator shall also act as the official timekeeper.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



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

---

Enclosure 4 to DM No. 417, s. 2022

**Parent Consent Form**

This form confirms that as parent/guardian, I agree to allow the participation of my son/daughter in the **Quezon Federations of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Elections and Planning Workshop**. This is to confirm that I give full permission for any activity that may be done during the conduct of this election and planning workshop 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 the guidelines of the election, meet the expectations as participant, and fulfill the responsibilities as an elected division officer.

---

Name and Signature of the Learner

---

Name and Signature of the Parent/Guardian

---

Date

DEPEDQUEZON-TM-SDS-04-009-003

---



*"Creating Possibilities, Inspiring Innovations"*

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](http://www.depedquezon.com.ph)