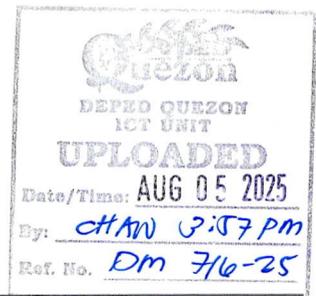




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



4 August 2025

DIVISION MEMORANDUM
DM No. 716, s. 2025

DIVISION LEVEL CLUB ELECTIONS AND PLANNING WORKSHOP 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 reference with **Division Memorandum No. 586, s. 2025** titled **School Club Fair 2025**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), announces the conduct of the division level club elections and planning workshop on **August 19, 2025** at **M. I. Sevilla's Resort, Brgy. Domoit, Lucena City**.
2. This activity shall amplify the voices of learners for advocacy 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 elected elementary and secondary cluster club presidents shall attend the division level club elections and planning workshop.
4. All participants are advised to bring laptops, extension wires, and other devices that can be used during the workshop proper.
5. All non-teaching personnel who will attend this activity shall be entitled to compensatory time-off (CTO) which shall be granted in accordance to **CSC and DBM Joint Circular No. 2, s. 2004**.
6. Conduct of all activities related to the various learner formation programs shall follow community guidelines on safety and health protocols.
7. All expenses incurred in the conduct of division level club elections and planning workshop shall be charged against division MOOE and school MOOE/local funds for

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school personnel and learners 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/08/04/2025

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Enclosure 1 to DM No. 716, s. 2025

Parent Consent Form

This form confirms that as parent/guardian, I agree to allow the participation of my son/daughter in the conduct of **Division Level Club Elections and Planning Workshop** on **August 19, 2025** at **M. I. Sevilla's Resort, Brgy. Domoit, Lucena City**. 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 clubs and organizations related to the learner formation programs.

Name and Signature of the Learner

Name and Signature of the Parent/Guardian

Date

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Enclosure 2 to DM No. 716, s. 2025

Division Level Club Elections and Planning Workshop 2025
Program Flow

7:00 a.m. – 8:00 a.m.	Arrival and Registration	<i>Participants and TWG</i>
8:01 a.m. – 8:20 a.m.	Opening Program National Anthem Opening Prayer CALABARZON March Quezon Hymn Energizer Attendance Check	<i>Audio-Visual Presentation</i>
8:21 a.m. – 8:25 a.m.	Welcome Remarks	Juanito A. Merle, EdD SGOD Chief
8:26 a.m. – 8:30 a.m.	Inspirational Message	Rommel C. Bautista, CESO V Schools Division Superintendent
8:31 a.m. – 9:00 a.m.	Project Pitching Essentials	<i>Division Learner Formation Section</i>
9:01 a.m. – 10:00 a.m.	Workshop Proper	<i>Club Representatives by group</i>
10:01 a.m. – 12:00 n.n.	Pitching Proper by Club	
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:10 p.m.	Orientation on the Division Election Guidelines	<i>Division Learner Formation Section</i>
1:11 p.m. – 3:00 p.m.	Simultaneous Elections	<i>Division LG COMEA</i>
3:01 p.m. – 3:15 p.m.	Oath Taking	<i>Division Federation of Club Officers for School Year 2025-2026</i>
3:16 p.m. – 4:00 p.m.	Closing Program, Awarding of Certificates, and Photo Opportunity	<i>Participants and TWG</i>

-nothing follows-

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Enclosure 3 to DM No. 716, s. 2025

Guidelines on the Conduct of the Division Level Club Elections

1. Participants to the division level club elections are the elected cluster club 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.

-nothing follows-

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Enclosure 4 to DM No. 716, s. 2025

**Members of the Division Learner Government Commission
on Elections and Appointment (LG COMEA) for Clubs and Organizations**

Chief Commissioner	Mark Angelo M. Tiusan
Other Commissioners	Hazel Ann S. Camo
	Rommel T. Oczon
	Florichel R. Lagos
	Ellora A. Rodel
	Jessica C. Mendoza
	Ralph Angelo E. Gallardo
	Jemaica Alvarez

-nothing follows-

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