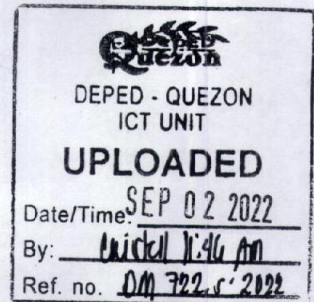




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 August 2022

DIVISION MEMORANDUM
DM No. 722, s. 2022

**DISTRICT AND CLUSTER STUDENT ORGANIZATION ELECTIONS FOR THE
SCHOOL YEAR 2022-2023**

TO: Assistant Schools Division Superintendents
Division Chiefs
Public Elementary and Secondary School Heads
School Heads In-charge of Youth Formation
All Others Concerned

1. The Department issued the revised Interim Guidelines on Student Government Elections through OASYASC memorandum entitled Youth Commission on Elections and Appointments (Youth COMEA) for School Year 2022-2023, which will serve as the basis for the said elections.
2. In relation to this, the Division of Quezon shall conduct district and cluster level Supreme Pupil Government (SPG), Supreme Student Government (SSG), Youth for Environment in Schools Organization for Elementary and Secondary, and Barkada Kontra Droga elections.
3. District level election is scheduled on **September 19-20, 2022** while Cluster level election is on **September 21, 2022**.
4. District election reports shall be submitted to the division office through the following links:
 - a. SPG - tinyurl.com/DistrictSPG2022
 - b. SSG - tinyurl.com/DistrictSSG2022
 - c. YES-O Elem - tinyurl.com/DistrictElemYESO2022
 - d. YES-O HS - tinyurl.com/DistrictHSYESO2022
 - e. BKD HS - tinyurl.com/DistrictBKDHS2022
5. Cluster election report shall be submitted to the following links:
 - a. SPG - tinyurl.com/ClusterSPG2022
 - b. SSG - tinyurl.com/ClusterSSG2022
 - c. YES-O Elem - tinyurl.com/ClusterElemYESO2022
 - d. YES-O HS - tinyurl.com/ClusterHSYESO2022

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- e. BKDJA - tinyurl.com/ClusterBKDJA2022
- f. BKD HS - tinyurl.com/ClusterBKDHS2022
- 6. Election reports shall be submitted on the stated links on or before **September 23, 2022**.
- 7. Parent's consent of the elected district President who will attend the cluster and division elections must be secured.
- 8. Conduct of this activity should adhere to the existing IATF rules and guidelines.
- 9. For further information, kindly see the enclosed district and cluster election guidelines.
- 10. Immediate and widest dissemination of this Memorandum is highly desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

sgodlap/08/31/22

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Enclosure 1 to DM No. 722 s. 2022

DISTRICT ELECTION FOR SUPREME PUPIL GOVERNMENT (SPG), SUPREME STUDENT GOVERNMENT (SSG), YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O ELEMENTARY AND SECONDARY) AND BARKADA KONTRA DROGA (BKD - SECONDARY)

A. Composition, Duties and Responsibilities of District Youth COMEA

1. The District Youth COMEA shall be composed of the School Head In-Charge of Youth Formation and four non-teaching personnel in the district.
2. The School Head In-Charge of Youth Formation shall serve as the Chief Commissioner while the other non-teaching personnel shall be appointed as Commissioner on Screening and Validation, Commissioner on Electoral Board, Commissioner on Appointment, and Commissioner on Grievance.
3. The Chief Commissioner shall act as the chief executive officer of the commission and shall have the following duties:
 - a. calls and presides all meetings and/or may designate a concerned commissioner to preside for meetings related to the conduct of student organization elections and appointments;
 - b. supervises the student organization elections and appointments; and
 - c. approves and signs official results and other election reports of the activity.
4. The Commissioner on Screening and Validation shall have the following duties:
 - a. screens the documentary requirements of all candidates for district SPG/SSG/YES-O/BKD elections;
 - b. secures and submits the final list of official candidates;
 - c. validates the official results of the district student organization elections;
 - d. prepares notice and minutes of meetings related to the district student organization elections;
 - e. disseminates information and facilitates meetings related to election schedules;
 - f. provide the final results to the Chief Commissioner; and
 - g. submit official results of the student organization elections in the prescribed online links.
5. The Commissioner on Electoral Board shall have the following duties:
 - a. conducts and facilitates the voting process; and

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- b. performs other tasks assigned by the Chief Commissioner.
6. The Commissioner on Grievance shall have the following duties:
 - a. reviews and validates written complaints;
 - b. convenes with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision; and
 - c. issues penalties in accordance to the guidelines agreed upon by the District Youth COMEA.
7. The Commissioner on Appointment shall have the following duties:
 - a. prepares and disseminates oath of office for signature of the winning candidates; and
 - b. performs other tasks assigned by the Chief Commissioner.

B. District Election Guidelines

1. Participants to the district elections shall be the elected school SPG and YES-O Presidents together with their teacher-advisers for elementary level and SSG, YES-O and BKD Presidents for the secondary level.
2. For districts with three to six elementary/secondary schools, school SPG/SSG/YES-O/BKD Vice Presidents shall also participate. In this set-up, the school SPG/SSG/YES-O/BKD Vice Presidents shall only be allowed to be elected after all school SPG/SSG/YES-O/BKD Presidents are already elected.
3. For districts with only one or two secondary schools, the set officers shall be filled up through appointment. The district SSG/YES-O/BKD President shall be appointed from one of the school SSG/YES-O/BKD President.
4. The following shall be the election requirements:
 - a. For SPG/SSG, signed oath of office as the President and school ID shall be presented as requirement to the district election.
 - b. For YES-O, signed oath of office as the President, photocopy of membership form and school ID shall be presented as requirement to the district election.
 - c. For BKD, signed oath of office as President, photocopy of membership form and school ID shall be presented as requirement to the district election.
5. The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer.

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6. Participants may nominate two to three candidates for each position. Self-nomination is allowed.
7. The elected district SPG/SSG/YES-O/BKD President shall be the official representative in the Cluster SPG/SSG/YES-O/BKD elections.
8. In case of tie, the District Youth COMEA shall use toss coin to break the tie.
9. Upon completion of the set of seven major positions, oath-taking shall immediately take place to be led by the Chief Commissioner.

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Enclosure 2 to DM No. 722 s. 2022

CLUSTER ELECTIONS FOR SUPREME PUPIL GOVERNMENT (SPG), SUPREME STUDENT GOVERNMENT (SSG), YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O ELEMENTARY AND SECONDARY), BARKADA KONTRA DROGA JUNIOR ADVOCATES (BKDJA) AND BARKADA KONTRA DROGA (BKD - SECONDARY)

A. Composition, Duties and Responsibilities of Cluster Youth COMEA

1. The Cluster Youth COMEA shall be composed of the School Heads In-Charge of Youth Formation.
2. The Cluster Youth COMEA shall appoint among themselves a Chief Commissioner, Commissioner on Screening and Validation, Commissioner on Electoral Board, Commissioner on Appointment and Commissioner on Grievance.
3. The Chief Commissioner shall act as the chief executive officer of the commission and shall have the following duties:
 - a. calls and presides all meetings and/or may designate concerned commissioner to preside for meetings related to the conduct of student organization elections and appointments;
 - b. supervises the student organization elections and appointments; and
 - c. approves and signs official results and other election reports of the activity.
4. The Commissioner on Screening and Validation shall have the following duties:
 - a. screens the documentary requirements of all candidates for cluster SPG/SSG/YES-O/BKD elections;
 - b. secures and submits the final list of official candidates;
 - c. validates the official results of the district student organization elections;
 - d. prepares notice and minutes of meetings related to the cluster student organization elections;
 - e. disseminates information and facilitates meetings related to election schedules;
 - f. submits the final results to the Chief Commissioner; and
 - g. submit official results of the student organization elections in the prescribed links.
8. The Commissioner on Electoral Board shall have the following duties:
 - a. conducts and facilitates the voting process; and

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- b. performs other tasks assigned by the Chief Commissioner.
9. The Commissioner on Grievance shall have the following duties:
 - a. reviews and validates written complaints;
 - b. convenes with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision; and
 - c. issues penalties in accordance to the guidelines agreed upon by the Cluster Youth COMEA.
10. The Commissioner on Appointment shall have the following duties:
 - a. prepares and disseminates oath of office for signature of the winning candidates; and
 - b. performs other tasks assigned by the Chief Commissioner.

B. Cluster Election Guidelines

1. Participants to the cluster elections shall be the elected district SPG and YES-O Presidents and school BKDJA Presidents together with their teacher-advisers for elementary level and SSG, YES-O and BKD Presidents for the secondary level.
2. Each cluster shall be composed of the following districts:

Cluster	Districts
1	Burdeos, Poliillo, 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
6	Alabat, Perez, Quezon, Atimonan 1, Atimonan 2, Plaridel, Gumaca East and Gumaca West

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7	Lopez East, Lopez West, Calauag East, Calauag West, Guinayangan North, Guinayangan South, Tagkawayan 1 and Tagkawayan 2
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3. For BKDJA, each cluster shall be composed of the following schools:

Cluster	Schools
1	Burdeos Central Elementary School General Nakar Central School Infanta Central School Jomalig Central Elementary School Panukulan Central School Patnanungan Central Elementary School Polillo Central Elementary School
2	Paaralang Elementaryab ng Lucban – 1 Mauban North Elementary School – I Mauban South Central Elementary School – I Padre Burgos Central School Pagbilao Central Elementary School Real Central Elementary School Sampaloc Elementary School - Main
3	Sta. Catalina Central School Candelaria Elementary School – Main Dolores Central School San Antonio Central School Sariaya East Central Main Elementary School Lutucan Central School

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	Claro M. Recto Memorial Central School
4	Agdangan Central Elementary School Catanauan Central School General Luna Central Elementary School Macalelon Central Elementary School Pitogo Central Elementary School – I Unisan Central Elementary School
5	Buenavista Central Elementary School Mulanay Central Elementary School San Andres Central Elementary School Aurora Central Annex I Elementary School San Narcisco Central Elementary School
6	Alabat Central Elementary School Atimonan Central Elementary School Gumaca East Central School Gumaca West Central School Plaridel Central School Perez Central Elementary School Quezon Elementary School
7	Calauag East Central Elementary School Guinayangan Elementary School Lopez West Elementary School Bldg. I Tagkawayan Central Elementary School

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4. The following shall be the election requirements:
 - a. For SPG/SSG, signed oath of office as the President and school ID shall be presented as requirement to the district election.
 - b. For YES-O, signed oath of office as the President, photocopy of membership form and school ID shall be presented as requirement to the district election.
 - c. For BKD, signed oath of office as President, photocopy of membership form and school ID shall be presented as requirement to the district election.
5. The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer. For BKDJA, the elective positions shall be Chairperson, Vice Chairperson and Scribe. Remaining participants in the cluster SPG/SSG/YES-O/BKDJA/BKD elections shall be appointed as Board Members.
6. All participants are automatically nominated in all positions and are given a minute for self-introduction and campaign. After all participants have spoken, voting shall take place. The election proper shall start with the Presidential position. Voting for one's self is not allowed.
7. After validating the poll, the name of the winning candidate for the position shall immediately be announced. The same procedures in numbers six and seven shall be used for the succeeding positions to be elected.
8. The elected cluster SPG/SSG/YES-O/BKDJA/BKD President shall be the official representative in the Division SPG/SSG/YES-O/BKDJA/BKD elections.
9. In case of tie, the Cluster Youth COMEA shall use toss coin 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.

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Enclosure 3 to DM No. 722 s. 2022

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 parent/guardian)

he/she commits to the Student Organization.

I am allowing him/her to participate in the programs, projects, and activities of the Student Organization. I agree and understand the commitment of my son/daughter and will support his/her endeavor to the Student Organization.

Parent's/Guardian's Signature over Printed Name

Date

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