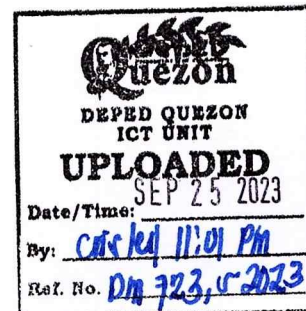




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 September 2023

DIVISION MEMORANDUM
DM No. **723**, s. 2023

DIVISION YES-O AND BKD ELECTIONS AND PLANNING WORKSHOP

To: Assistant Schools Division Superintendents
Division Chiefs
School Heads In-Charge of Learner 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 **Division YES-O and BKD Elections and Planning Workshop** on **September 30, 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.

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod/mamt/09/20/2023

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Enclosure 1 to DM No. 723, s. 2023

**Division YES-O and BKD Elections and Planning Workshop
Program Flow**

7:00 – 8:00 a.m.	Arrival and Registration of Participants	<i>Participants & Division Learner Government COMEA</i>
8:01 – 8:05 a.m.	National Anthem Opening Prayer CALABARZON March Quezon Hymn	<i>Audio-Visual Presentation</i>
8:06 – 8:10 a.m.	Welcome Remarks	Elizabeth M. De Villa Chief Education Supervisor School Governance and Operations Division
8:11 – 8:15 a.m.	Message	Herbert D. Perez Assistant Schools Division Superintendent
8:16 – 8:20 a.m.	Message	Rommel C. Bautista, CESO V Schools Division Superintendent
8:21 – 8:25 a.m.	Message	Leah A. Perez Project Development Officer I Learner Formation Focal Person
8:26 – 8:30 a.m.	Orientation on the Division Election Guidelines	Mark Angelo M. Tiusan Project Development Officer I
8:31 – 9:15 a.m.	Leadership Training	Glenda P. Verdan Project Development Officer I
9:16 – 10:45 a.m.	Activity 1 and Election Proper	<i>Elected Cluster Presidents and Division LG COMEA</i>
10:46 – 11:30 a.m.	Club Orientation	Mark Angelo M. Tiusan Project Development Officer I Division BKD Coordinator Hazel Ann S. Camo Project Development Officer I Division YES-O Coordinator
11:31 a.m. – 12:30 p.m.	Activity 2 and Election Proper	<i>Elected Cluster Presidents and Division LG COMEA</i>
12:31 – 1:00 p.m.	LUNCH	
1:01 – 1:45 p.m.	Planning Workshop	Leah A. Perez Project Development Officer I Learner Formation Focal Person
1:46 – 2:45 p.m.	Activity 3 and Election Proper	<i>Elected Cluster Presidents and Division LG COMEA</i>

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2:46 – 3:30 p.m.	First Meeting of the Division YES-O and BKD Officers	<i>Division YES-O and BKD Officers and Teacher-Advisers</i>
3:31 – 4:00 p.m.	Awarding of Certificates and Photo Opportunity	<i>Participants & Division Learner Government COMEA</i>

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Enclosure 2 to DM No. 723, s. 2023

Guidelines on the Conduct of the Division Elections of YES-O and BKD

1. Participants to the division elections are the elected cluster presidents/chairperson.
2. The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer.
3. All participants shall undergo different individual and group activities during the training sessions where the LG COMEA shall be selecting two best performers who shall be the nominees in each set of positions at stake. Nominees shall be given a minute for a short speech.

Activity 1	For President/Vice President
Activity 2	For Secretary/Treasurer
Activity 3	For Auditor/Public Information Officer/Protocol Officer

4. After the speeches, voting shall take place. Official ballots shall be used for manual voting.
5. Only the remaining participants shall cast their votes while the two nominees shall stand in front while holding their cluster numbers.
6. After all votes have been validated and counted, the nominee with the higher number of votes shall be elected to the higher position at stake. The other nominee shall be elected to the next position at stake.

Example: In Activity 1, Nominee A gets 4 votes while Nominee B gets 1 vote. Nominee A is elected as President while Nominee B is elected as Vice President.

7. The same procedures and guidelines as stated in numbers three, four, five and six shall be followed for the succeeding positions to be elected.
8. For the last activity, the candidate with the highest number of votes shall be the elected Auditor, the candidate with the second highest number of votes shall be the elected Public Information Officer and the remaining candidate shall be the elected Protocol Officer.

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9. In case of tie, the Division Learner Government Commission on Elections and Appointment (LG COMEA) shall use toss coin to break the tie.

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Enclosure 3 to DM No. **728**, s. 2023

**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	Glenda P. Verdan
Commissioner on Appointment	Leah A. Perez

1. The Chief Commissioner shall be the moderator and 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.

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Enclosure 4 to DM No. **723**, s. 2023

Parent Consent Form

This form confirms that as parent/guardian, I agree to allow the participation of my son/daughter in the **Division YES-O and BKD 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

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