



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

21 October 2021


**DIVISION MEMORANDUM**

DM No. 800, s. 2021

**DIVISION LEVEL STUDENT GOVERNMENT ELECTIONS**

**TO:** OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District School Head In-charge of Youth Formation  
Supreme Pupil Government Advisers  
Supreme Student Government Advisers  
All Others Concerned

1. In relation to the OUA Memorandum No. 00-1021-0102, entitled, **Virtual Election Guidelines and Procedures for Division and Regional Federation of Supreme Pupil Government and Supreme Student Government**, this Office announces the conduct of division federation elections.
2. The division federation elections shall be conducted on **October 25, 2021**. SPG election is scheduled at **7:30 a.m.** while SSG election will be at **2:00 p.m.**
3. All elected District SPG and SSG Presidents shall participate in the division federation election.
4. The Zoom meeting link will be sent to the respective email addresses of the District SPG and SSG Presidents and their teacher-advisers. Participants are expected to enter the meeting link 15 minutes before the event.
5. For further information, kindly see the enclosed division election guidelines.
6. 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/10/21/21

DEPEDQUEZON-TM-SDS-04-009-003



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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


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Enclosure to DM No. 800 s. 2021

**DIVISION SUPREME GOVERNMENT ELECTION**

**A. Division Election Guidelines**

1. The elected district SPG/SSG Presidents are the official participants in the SPG/SSG Division Federation Election. Their respective SPG/SSG adviser may only assist the participants in joining and using the online platform but is not allowed to join inside the meeting room or intervene with the voting of the participant.
2. The Division Federations, both in SPG and SSG, shall elect the following positions:
  - 2.1. President
  - 2.2. Vice President
  - 2.3. Secretary
  - 2.4. Treasurer
  - 2.5. Auditor
  - 2.6. Public Information Officer (PIO) and
  - 2.7. Protocol Officer.

The duties and responsibilities attached to each position are the same and can be found in the Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools respectively.
3. The rest of the body that will not be elected in any position will be designated as Board Members.
4. In each position, first-past-the-post or single-member plurality voting must be applied in the electoral process, wherein voters cast their vote for a candidate of their choice, and the candidate who will receive the most number of votes wins.
5. Candidates for elective positions shall be determined through nomination procedures. District SPG/SSG Presidents shall be nominated to any position up to two (2) nominations only.
6. Right after the conduct of district elections until the entire duration of the division election proceedings, the elected district SPG and SSG Presidents as well as their advisers are

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not allowed to take calls and send private messages for the purpose of campaigning in the division elections.

7. In cases where the elected SPG/SSG President is not able to represent his or her respective district in the Division Federation Election, he or she shall not be elected in any position and is not eligible to any voting power. He or she cannot be represented by any officer next in his or her line.
8. Any violation of the above-mentioned rules will be subjected to disqualification in any of the elective positions.

#### **B. Division Election Procedure**

1. Before the election proper, the moderator shall recognize the attendees.
2. The total number of voters shall correspond to the total number of the districts in the division.
3. During the initial forum, the technical working group shall play all the submitted videos of the District Presidents.
4. Afterwards, the nomination will be officially opened. Presidents will decide who to nominate for the position on hand.
5. The Presidents will nominate their candidates for a particular position. The nominees will be personally invited by the facilitator to enter the holding room (breakout room). They will be separated from the whole group to maintain the confidentiality of the same set of questions that will be answered by all the nominees.
6. The first nominee will stay in the main room while the rest of the nominees will be admitted in the holding room waiting for their turn to answer. They will provide their responses based on the order of the nomination. The facilitator will inform the nominees when to take their turns.
7. In the main room, the nominee has one minute to answer the given question. He or she may use Filipino or English in answering the question.
8. Once all the nominees are finished answering the set of questions, the voting proper will proceed through google form.

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- 8.1. It shall include the complete names (first name, middle initial, last name) of the nominees arranged according to the order of nomination.
- 8.2. Voters are given one minute to cast their votes by choosing or clicking the name of their preferred candidate for the position.
- 8.3. Click "submit" before the end of the given time. Once it is clicked, it cannot be changed.
9. The voting results will be validated by the poll facilitator that will determine the winner for the electoral position.
10. The voting power is only exclusive to the District Presidents. The advisers who are also in the Zoom Meeting are not allowed to vote.
11. Results of the voting will be announced and shared immediately after all the votes have been validated.

### **C. Composition of the Division Election Core Group**

#### Moderator (1)

- Serve as the Chief Election Officer or Division Chairperson in charge of the entire election proceedings.
- Explain the election guidelines and procedures to the participants.
- Announce the result of the polling right after every voting process.
- Entertain questions, concerns and clarifications raised by the participants that need to be addressed.

#### Poll Facilitator (1)

- Regulate the entire polling system.
- Create a poll for every electoral position.
- Endorse the result of the poll to the moderator for the announcement.

#### Breakout Room Facilitator (1)

- Create a holding or a breakout room for the candidates nominated for a particular position.
- Admit/assign candidates in the breakout room.

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- Make an announcement in the room informing candidates when it's their turn to return to the main room to state their answers to the set of questions provided by the moderator.

Timer (1)

- Update the poll facilitator on the time remaining for the voting.
- Manage the time during the question-and-answer session with the moderator and the candidates for a particular position.
- Head up the breakout facilitator about the remaining time of the candidate answering the question in the main room.

Technical Support (1)

- Manage all the technical execution during the virtual proceeding including, but not limited to, spotlighting the candidate/moderator, presenting/sharing of the presentation decks and documentation.
- List down the number of times a student officer nominates a candidate for an electoral position (2 nominations per officer per position as stated in general guidelines).

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