



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

17 November 2021

**DIVISION MEMORANDUM**  
DM No. 886, s. 2021

**YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION DISTRICT ELECTIONS  
FOR SCHOOL YEAR 2021-2022**

**To:** OIC – Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District School Heads In-Charge of Youth Formation  
Youth for Environment in Schools Organization Teacher-Advisers  
All Others Concerned

1. In line with the **DepEd Order No.72, s. 2003** entitled **Establishment of the Youth for Environment in Schools Organization**, this Office through the School Governance and Operations Division – Youth Formation Section, directs all elementary and secondary schools on the conduct of **Youth for Environment in Schools Organization District Elections (YES-ODE)** for School Year 2021-2022 on **November 26, 2021**.
2. This district-based online election shall be supervised by the YES-ODE COMELEC. The results of the election shall be submitted through the link [tinyurl.com/YES-ODE2021](http://tinyurl.com/YES-ODE2021) on or before **November 29, 2021**.
3. The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, and Protocol Officer.
4. Please see **Enclosure** for your guidance and reference.
5. The YES-ODE and all concerned shall strictly adhere to the IATF safety and health protocols of their respective communities in the conduct of the said activity.
6. Widest dissemination of and strict compliance to this Memorandum is earnestly desired.

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

sgod/hsc/11/17/2021

DEPEDQUEZON-TM-SDS-04-009-003



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Date/Time: _____
By: <u>ELIAS A. ALICAYA JR.</u>
Ref. no. <u>DM 886, s. 2021</u>



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Enclosure to DM No. 286 s. 2021

**DISTRICT YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION ELECTION  
ELEMENTARY LEVEL**

**A. District Election Guidelines**

1. The elected and/or appointed school YES-O Presidents together with their advisers will automatically participate the YES-O district election scheduled on November 26, 2021.
2. The participants for the district election may nominate 2-3 candidates for each position. Self-nomination is allowed.
3. For districts with less than 7 elementary schools, school YES-O Vice-Presidents shall also participate. In this set-up, the school YES-O Vice Presidents shall only be allowed to be elected after all school YES-O Presidents are already elected.
4. The elected district YES-O President shall be the official representative in the Cluster Elections for YES-O.
5. In case of tie, the District YES-O COMELEC shall utilize online application to break the tie. (ex. wheel of names, etc.)

**B. Composition, Duties and Responsibilities of District COMELEC**

1. The District YES-O COMELEC shall be composed of one teacher per elementary school as recommended by their respective school heads. The COMELEC member must not be a designated school YES-O adviser.
2. The District YES-O COMELEC shall have 1 Chairperson, 1 Co-Chairperson, 1 Scribe, and 1 Technical Assistant.
3. The Chairperson shall supervise the conduct of district elections, specifically:
  - a. ensure compliance with the set guidelines;
  - b. lead meetings in preparation with the district election; and
  - c. submit reports for this activity.
4. The Co-Chairperson shall assist the COMELEC Chairperson in all matters concerned with the election, specifically:
  - a. monitor the compliance of each COMELEC members to each assigned task;

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- b. lead meetings in case of unavailability of the Chairperson; and
  - c. perform other task as may be assigned.
5. The Scribe shall lead the overall documentation of the activity, specifically:
- a. prepare communication letters for the conduct of this activity;
  - b. file the pertinent documents used for future references;
  - c. secure modes of verification (MOVs) such as screenshots; and
  - d. perform other task as may be assigned.
6. The Technical Assistant shall facilitate the online election, specifically:
- a. create Google form as electronic ballot;
  - b. generate, share and manage the meeting link;
  - c. coordinate with Scribe for the tallying of results; and
  - d. perform other task as may be assigned.
7. Other members of the COMELEC shall be responsible of the following:
- a. assist the participants of the district election;
  - b. facilitate the program proper; and
  - c. perform other task as may be assigned.

**C. Roles and Responsibilities of the District School Head In-Charge of Youth Formation**

- 1. Serve as consultant of the District YES-O COMELEC for elementary level.
- 2. Monitor and provide technical assistance in the conduct of elections for quality assurance.
- 3. Report to the Public Schools District Supervisor the result of the election.

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**DISTRICT YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION ELECTION**  
**SECONDARY LEVEL**

**A. District Election Guidelines**

1. Depending on the number of schools in the District, the following shall be the participants of the elections:
  - a. For 3-6 secondary schools, the school YES-O resident and Vice President shall attend.
  - c. For 7 or more secondary schools, only the school YES-O President shall attend.
2. The school YES-O Vice Presidents are allowed to be elected to the remaining positions after all school YES-O Presidents are already elected.
3. For districts with only 3 secondary schools, the COMELEC shall appoint the District Protocol Officer from one of the school SSG secretaries.
4. For districts with only one or two secondary schools, the set of officers shall be filled up through appointment. The district YES-O President shall be one of the school YES-O President.
5. The elected district YES-O President shall be the official representative in the Cluster Elections for YES-O.
6. In case of tie, the District YES-O COMELEC shall utilize online application to break the tie. (ex. wheel of names, etc.)

**B. Composition, Duties and Responsibilities of District COMELEC**

1. The District YES-O COMELEC shall be composed of two teachers per secondary school as recommended by their respective school heads. The COMELEC member must not be a designated school YES-O adviser.
2. The District YES-O COMELEC shall have 1 Chairperson, 1 Co-Chairperson, 1 Scribe, and 1 Technical Assistant.
3. The Chairperson shall supervise the conduct of district elections, specifically:
  - a. ensure compliance with the set guidelines;
  - b. lead meetings in preparation with the district election; and
  - c. submit reports for this activity.

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2. The Co-Chairperson shall assist the COMELEC Chairperson in all matters concerned with the election, specifically:
  - a. monitor the compliance of each COMELEC members to each assigned task;
  - b. lead meetings in case of unavailability of the Chairperson; and
  - c. perform other task as may be assigned.
6. The Scribe shall lead the overall documentation of the activity, specifically:
  - a. prepare communication letters for the conduct of this activity;
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  - d. perform other task as may be assigned.
8. Other members of the COMELEC shall be responsible of the following:
  - a. assist the participants of the district election;
  - b. facilitate the program proper; and
  - c. perform other task as may be assigned.

**C. Roles and Responsibilities of the District School Head In-Charge of Youth Formation**

1. Serve as consultant of the District YES-O COMELEC for secondary level.
2. Monitor and provide technical assistance in the conduct of elections for quality assurance.
3. Report to the Public Schools District Supervisor the result of the election.

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