

# Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

17 November 2021

DIVISION MEMORANDUM DM No. 8. 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 on or before November 29, 2021.
- The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, and Protocol Officer.
- 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

October

saod/hsc/11/17/2021 DEPEDQUEZON-TM-SDS-04-009-003

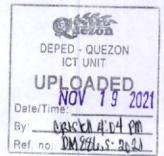


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Enclosure to DM No. 886 s. 2021

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

#### A. District Election Guidelines

- 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.
- The participants for the district election may nominate 2-3 candidates for each position. Selfnomination is allowed.
- 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.
- The elected district YES-O President shall be the official representative in the Cluster Elections for YES-O.
- 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

- 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.
- 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

- 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.
- The school YES-O Vice Presidents are allowed to be elected to the remaining positions after all school YES-O Presidents are already elected.
- 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.
- The elected district YES-O President shall be the official representative in the Cluster Elections for YES-O.
- 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

- 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.
- 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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- 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;
  - b. file the pertinent documents used for future references;
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- 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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