



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

19 November 2021

DIVISION MEMORANDUM
DM No. 892, s. 2021

**YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION CLUSTER 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 Cluster Elections** for School Year 2021-2022 on **November 29, 2021**.
2. This cluster-based online election shall be conducted through the YES-OCE Technical Working Group. The results of the election shall be submitted through the link tinyurl.com/YES-OCclusters2021 on **December 2, 2021**.
3. Members of the YES-OCE Technical Working Group are advised to use the Youth Formation group chat per cluster for the purpose of the said election. They are also advised to conduct their respective online coordination meeting prior to the conduct of the said activity.
4. Please see **Enclosures** for your guidance and reference.
5. The YES-OCE Technical Working Group and all concerned shall strictly adhere to the IATF safety and health protocols of their respective communities.

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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

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Enclosure No. 1 to DM No. 812 s. 2021

Composition, Duties and Responsibilities of the YES-OCE Technical Working Group

1. The YES-OCE Technical Working Group shall be composed of the District School Heads In-Charge of Youth Formation.
2. The YES-OCE Technical Working Group shall select among themselves 1 Chairperson, 1 Scribe, and 1 Technical Assistant.
3. The Chairperson shall supervise the conduct of YES-OCE, specifically:
 - a. ensure compliance with the election guidelines;
 - b. lead meetings in preparation for the activity; and
 - c. submit activity completion report in the given link.
4. 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.
5. 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 the Scribe for the tallying of results; and
 - d. perform other task as may be assigned.
6. Other members of the Technical Working Group shall be responsible of the following:
 - a. assist the participants of the election;
 - b. facilitate the program proper; and
 - c. perform other task as may be assigned.
7. The Division Project Development Officers shall be responsible of the following:
 - a. serve as consultant of the YES-OCE;
 - b. monitor and provide technical assistance in the conduct of elections for quality assurance; and

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- c. report to the Division Youth Formation Coordinator and SGOD Chief the result of the election.

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Enclosure No. 2 to DM No. 192, s. 2021

Youth for Environment in Schools Organization Online Cluster Election Guidelines

1. The elected YES-O District Presidents of elementary and secondary shall be the participants of the cluster elections with separate time schedules depending on the agreement of the Technical Working Group.
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
7	Lopez East, Lopez West, Calauag East, Calauag West, Guinayangan North, Guinayangan South, Tagkawayan 1 and Tagkawayan 2

3. The elective positions for this cluster elections shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer. The remaining participant shall be appointed as Board Member.
4. All participants are automatically nominated in all positions and are given a minute for self-introduction and campaign. After all District Presidents have spoken, voting shall take place. In the election proper, the YES-OCE Technical Working Group shall proceed to the election of the YES-O Cluster President first. Voting for one's self is not allowed.
5. After validating the result of the poll, the YES-OCE Technical Assistant shall immediately announce the name of the elected officer.
6. The same procedures in numbers 4 and 5 shall be used for the succeeding positions to be elected. The name of the elected officer is already removed from the succeeding google forms.
7. In case of tie, the YES-OCE Technical Assistant shall utilize their preferred online application to break the tie.

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8. After the completion of the set of officers, oath-taking shall immediately take place to be led by the YES-OCE Chairperson.

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