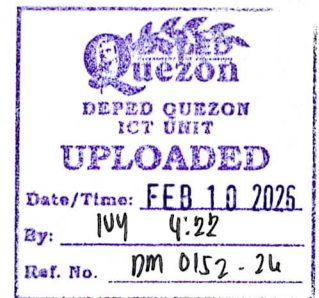




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



09 February 2026

DIVISION MEMORANDUM
No. 0152, s. 2026

**LEARNER GOVERNMENT DIVISION LEVEL ELECTIONS
AND PLANNING WORKSHOP 2026**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads In-Charge of Learner Formation
Elementary and Secondary School Heads
All Others Concerned

1. In compliance with **DM-OUOPS-2025-10-07908** titled **Learner Government (LG) Elections for School Year (SY) 2026-2027**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), announces the conduct of the Learner Government division level elections and planning workshop on **February 14, 2026 (SSLG)** at Quezon Science High School, Tayabas City and **February 21, 2026 (SELG)** via Zoom platform.
2. This activity shall amplify the voices of learners for representation and decision-making. Specifically, this activity aims to provide support to all learners to instill effective leadership which shall contribute to their holistic development.
3. All elected District SSLG Presidents shall attend the in-person division level elections and planning workshop. All participants are required to submit a photocopy of their district level Oath of Office, completely signed and filled out original hard copies of the district level Registry of Elected Officers (both SSLG and SELG results), and parent consent and waiver form (Enclosure 1).
4. All elected District SELG Presidents shall attend the online division level elections to be assisted by their SELG advisers. The zoom link shall be sent through the SDO Quezon Learner Formation official messenger group chat and to be forwarded to the concerned participant by the District School Head In-Charge of Learner Formation.

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(042) 784-0391, (042) 784-0321
E-mail Address: quezon@deped.gov.ph
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5. Participants in the in-person and online elections shall both wear their official school uniform and school ID.
6. Only morning and afternoon snacks shall be served during the in-person elections on February 14, 2026. Participants are advised to prepare and bring their packed lunch.
7. Non-teaching personnel who will attend in the in-person elections on February 14, 2026 shall be granted with compensatory time-off (CTO) in accordance to **CSC and DBM Joint Circular No. 2, s. 2004.**
8. Conduct of all activities related to the Learner Government Program (LGP) shall follow community guidelines on safety and health protocols.
9. All expenses incurred in the conduct of division level elections and planning workshop shall be charged against division MOOE and school MOOE/local funds for school personnel and learners subject to the usual accounting and auditing rules and procedures.
10. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod/mamt/02/09/2026

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Enclosure 1 to DM No. 0152, s. 2026

Parental Consent and Waiver Form

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details of the conduct of the **Learner Government Division Level Elections and Planning Workshop** that will be held on **February 14, 2026** at **Quezon Science High School, Tayabas City**.

I understand that the DepEd Quezon-School Governance and Operations Division (SGOD) shall implement the minimum public health standards set by the government to minimize the risk of the spread of any communicable disease, but it cannot guarantee that my child will not become infected.

I understand that my child's in-person attendance at the event will include associating with teachers, fellow learners and school personnel, and other persons inside and outside of the school that may put my child at risk of transmission of any communicable disease, notwithstanding the precautions undertaken by the implementing team.

Voluntary Participation

I acknowledge that my child's participation in this activity is completely voluntary. My child may decline to participate or withdraw from participation at any time for any reason. Declining or withdrawing participation will not result in any penalty or loss of benefits or reduction of any basic right to which my child is entitled. While there remains the risk of possible transmission of any communicable disease to my child/ren, and to the members of my household, I freely assume the said risk and I permit my child/ren to attend this activity.

Exclusion (Limitations/Ineligibility)

I am aware that symptoms of any communicable disease include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and diarrhea.

I confirm that my child currently has none of those symptoms and is in good health. I will not allow my child to physically go to the event if my child or any member of my household develops any of the said symptoms or any other symptoms of illness that may or may not be related to any communicable disease. I will also inform the school/division and not allow my child to attend the event if my child or any of my household members test positive for any communicable disease. My child/ren and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and community.

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Documentation

I confirm that I give full permission in any recording or picture taken of my child during the conduct of this event and to use some or all my child's images/ contribution/ performance in any publication (including electronic publications such as film or website) created by or for the SGOD and to release this material to DepEd official platforms.

Confidentiality

I am aware that any information that will be given during the activity will be kept strictly confidential, and personal information will be treated in accordance with the Republic Act 10173, Data Privacy Act of 2012. I am assured that the information about my child will not be shared outside of the implementation team. My child's name will not be used when data from this activity is analyzed.

I hereby confirm that I agree and understand the commitment of my child as a participant. I also understand and will support my child's endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow participants and to DepEd.

To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights against the school/division and its personnel as well as officials and personnel of the Department of Education relative to the conduct of the activity.

With full understanding, I – on behalf of myself, my household members, and my child/ren – hereby freely and voluntarily give my consent to my child's participation in the activity on **February 14, 2026**. I also attest that I had sought the views of my child, and he/she has expressed a willingness to participate in the activity.

Contact Details for Questions or Problems

For any concerns or clarification, you may contact the SGOD through the email address sdo.quezon.learner.formation@gmail.com.

_____ Signature of Parent/Guardian over Printed Name	_____ Contact Details of Parent/Guardian (Mobile Number)
_____ Name of Child	_____ Date Signed

**Please submit this form to your child's school prior to participation in the activity.*

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Learner Consent, Waiver, Indemnity, and Release

I, _____, agreed to participate with the consent of my parents and/or legal guardian in the **Learner Government Division Level Elections and Planning Workshop** that will be held on **February 14, 2026** at **Quezon Science High School, Tayabas City**.

I agree to give permission to the Department of Education (DepEd) and its representatives to make recordings of my voice and to take photographs and/or videos in which I appear in at the event and location stated above, to be used for the communications and various public campaigns of the Department be it in print, broadcast and/or electronic media.

I have read and understood the accompanying letter and information leaflet. For things I do not understand, I will ask my Parent/Guardian to clarify the objective of the activity for me.

I know the purpose of the project/activity and the part I will be involved in. I know that DepEd and its representatives are not allowed to use the information about me in any form that might harm my rights and well-being.

_____	_____
Name of Learner	Name of School
_____	_____
Age	Date Signed

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Enclosure 2 to DM No. 0152, s. 2026

**Learner Government Division Level Elections and Planning Workshop 2026
 February 14, 2026 (QFSSLG) Program Flow**

7:00 a.m. – 8:00 a.m.	Arrival and Registration	<i>Participants and TWG</i>
8:01 a.m. – 8:25 a.m.	Opening Program National Anthem Opening Prayer CALABARZON March Quezon Hymn Quality Policy Statement Energizer	<i>Audio-Visual Presentation</i>
8:25 a.m. – 8:30 a.m.	Welcome Remarks	Juanito A. Merle, EdD SGOD Chief
8:31 a.m. – 9:30 a.m.	Introduction to the Learner Government Program	Mark Angelo M. Tiusan Project Development Officer I Division Learner Formation Focal Person
9:31 a.m. – 10:00 a.m.	Presentation of the Division Learner Government Commission on Elections and Appointment and Electoral Procedures	<i>QFSSLG and Division LG COMEA</i>
10:01 a.m. – 10:30 a.m.	Clustering of Candidates and Phase 1 of the Division Level Elections	<i>QFSSLG and District SSLG Presidents</i>
10:31 a.m. – 10:50 a.m.	State of the Learner Government Federation Address	<i>QFSSLG SY 2025-2026</i>
10:51 a.m. – 11:00 a.m.	Presentation of Candidates for Major Positions and Congressional Board Members	<i>Division LG COMEA</i>
11:01 p.m. – 12:00 n.n.	Lunch Break	
12:01 p.m. – 1:00 p.m.	Phase 2 of the Division Level Elections with Presidential and Vice Presidential Debates	<i>QFSSLG and Division LG COMEA</i>
1:01 p.m. – 1:30 p.m.	Continuation of Division Level Elections	<i>QFSSLG and Division LG COMEA</i>
1:31 p.m. – 2:00 p.m.	Proclamation and Oath Taking of the QFSSLG Officers for School Year 2026-2027	<i>QFSSLG SY 2026-2027 and Division LG COMEA</i>
2:01 p.m. – 2:15 p.m.	Message	<i>Newly Elected QFSSLG President for School Year 2026-2027</i>

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2:16 p.m. – 3:00 p.m.	Orientation to CATALYST: A Division Project Pitching Activity on Learner Formation	Mark Angelo M. Tiusan Project Development Officer I Division Learner Formation Focal Person
3:01 p.m. – 4:00 p.m.	General Assembly and First Executive Meeting of the QFSSLG for SY 2026-2027	<i>QFSSLG SY 2026-2027</i>
4:01 p.m. – 4:15 p.m.	Finalization and Presentation of the QFSSLG Action Plan (Planning Workshop Proper)	<i>QFSSLG SY 2026-2027</i>
4:16 p.m. – 5:00 p.m.	Closing Program, Awarding of Certificates, and Photo Opportunity	<i>Participants and TWG</i>

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Enclosure 3 to DM No. 0152, s. 2026

Electoral Procedures for the Division Level Elections of the Quezon Federation of Supreme Secondary Learner Government (QFSSLG)

I. General Guidelines

1. Participants to the division elections are the elected district SSLG presidents.
2. The elective positions shall be seven (7) major positions namely President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer and four (4) Congressional Board Members.
3. In case of tie, the Division Learner Government Commission on Elections and Appointment (LG COMEA) shall use toss coin for two-way tie and draw lots for three-way or more to break the tie.

II. Phase 1 Guidelines

1. All 56 district SSLG presidents will be divided into seven groups. Each participant in every group is given three (3) minutes for self-introduction and campaign.
2. After the introductions, voting shall take place in each group. This phase will require a vote for only one (1) candidate.
3. Official ballots shall be used for manual voting. Voting for one's self is not allowed.
4. After all votes have been validated and counted, the names of the candidates who earned the highest number of votes in each group shall be announced as candidates for the major positions. On the other hand, the names of the candidates with the second highest number of votes in each group shall be announced as official nominees for the congressional board member positions. For the third group, the name of the candidate with the third highest number of votes shall also be announced as official nominee to the congressional board member position.

III. Phase 2 Guidelines

1. During the second phase of the elections, there will be nomination of candidates for the positions of President, Vice President, Secretary, Treasurer, and Auditor.
2. Only the candidates who earned the highest number of votes per group during the first phase can nominate and be nominated for the major positions. Nominating one's self is not allowed. Nominations shall be done before the casting of votes per position.

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

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3. There will be only two nominees for each of the major positions starting with the presidential position. In case that more than two candidates are willing to make a nomination, the Division Learner Government Commission on Elections and Appointment (LG COMEA) shall use draw lots to determine who will nominate for the position at stake.
4. The nominated candidate has the power to accept or decline the nomination made. Only accepted nominations shall be considered as official nominees to the position.
5. For the presidential and vice presidential positions, there will be a debate after the announcement of official nominees. One after the other, each official nominee to these positions will answer two sets of questions for one (1) minute each. After giving their answers, each official nominee, one after the other, will be given two sets of one (1) minute to make rebuttals to the answer of the opposing official nominee.
6. After the debates, voting shall take place. This phase will require a vote for only one (1) official nominee.
7. Official ballots shall be used for manual voting. All 56 district SSLG presidents will cast their votes for the position at stake. Voting for one's self is now allowed for this phase.
8. After all votes have been validated and counted, the name of the winning candidate who earned the higher number of votes shall be immediately announced. Once elected, the candidate cannot be nominated anymore for the succeeding positions.
9. The same procedures and guidelines except for the debates as stated in numbers one to eight shall be followed for the succeeding positions to be elected starting with the secretarial position.
10. For the two remaining candidates for major positions, the election will already proceed to manual casting of votes. The nominee with the higher number of votes shall be the elected Public Information Officer while the other shall be the elected Protocol Officer.
11. The election of congressional board members shall be done after the completion of major electoral positions. District SSLG presidents will only vote within their own congressional district.

-nothing follows-

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Enclosure 4 to DM No. 0152, s. 2026

**Learner Government Division Level Elections 2026 - February 21, 2026 (QFSELG)
 Program Flow**

8:00 a.m. – 9:00 a.m.	Setting-up/Connecting with the Meeting Link	<i>Participants and TWG</i>
9:01 a.m. – 9:25 a.m.	Opening Program National Anthem Opening Prayer CALABARZON March Quezon Hymn Quality Policy Statement Energizer	<i>Audio-Visual Presentation</i>
9:26 a.m. – 9:30 a.m.	Welcome Remarks	Juanito A. Merle, EdD SGOD Chief
9:31 a.m. – 10:30 a.m.	Introduction to the Learner Government Program	Mark Angelo M. Tiusan Project Development Officer I Division Learner Formation Focal Person
10:31 a.m. – 10:45 a.m.	Presentation of the Division Learner Government Commission on Elections and Appointment and Electoral Procedures	<i>Division LG COMEA</i>
10:46 a.m. – 11:30 a.m.	Clustering of Candidates and Phase 1 of the Division Level Elections	<i>Division LG COMEA and District SELG Presidents</i>
11:31 a.m. – 12:00 n.n.	State of the Learner Government Federation Address	<i>QFSELG SY 2025-2026</i>
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:05 a.m.	Presentation of Candidates for Major Positions and Congressional Board Members	<i>Division LG COMEA</i>
1:06 p.m. – 2:00 p.m.	Phase 2 of the Division Level Elections	<i>Division LG COMEA and District SELG Presidents</i>
1:31 p.m. – 2:00 p.m.	Proclamation and Oath Taking of the QFSSLG Officers for School Year 2026-2027	<i>QFSELG SY 2026-2027 and Division LG COMEA</i>
2:01 p.m. – 2:15 p.m.	Message	<i>Newly Elected QFSELG President for School Year 2026-2027</i>
2:16 p.m. – 3:00 p.m.	Closing Program and Photo Opportunity	<i>Participants and TWG</i>

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Enclosure 5 to DM No. 0152, s. 2026

Electoral Procedures for the Division Level Elections of the Quezon Federation of Supreme Elementary Learner Government (QFSELG)

I. General Guidelines

1. Participants to the division elections are the elected district SELG presidents.
2. The elective positions shall be seven (7) major positions namely President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer and four (4) Congressional Board Members.
3. In case of tie, the Division Learner Government Commission on Elections and Appointment (LG COMEA) shall use toss coin for two-way tie and draw lots for three-way or more to break the tie.

II. Phase 1 Guidelines

1. All 56 district SELG presidents will be divided into seven breakout rooms. Each participant in every breakout room is given three (3) minutes for self-introduction and campaign. Only speeches shall be used. Campaign videos or online presentations will not be allowed.
2. After the introductions, voting shall take place in each breakout room. This phase will require a vote for only one (1) candidate.
3. Google forms shall be used for digital voting. Voting for one's self is not allowed.
4. After all votes have been validated and counted, the names of the candidates who earned the highest number of votes in each group shall be announced as official nominees for the major positions. On the other hand, the names of the candidates with the second highest number of votes in each group shall be announced as official nominees for the congressional board member positions. For the participants in the third breakout room, the name of the candidate with the third highest number of votes shall also be announced as official nominee to the congressional board member position.

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III. Phase 2 Guidelines

1. During the second phase of the elections, all participants will go back to main room. The official nominees for major and congressional board member positions will each be given one (1) minute for campaigning.
2. After the campaigning, voting shall take place. This phase will require a vote for only one (1) official nominee. The voting will begin with the presidential position.
3. Google forms shall be used for digital voting. All 56 district SELG presidents will cast their votes for the position at stake. Voting for one's self is now allowed for this phase.
4. After all votes have been validated and counted, the name of the winning candidate who earned the highest number of votes shall be immediately announced. Once elected, the winning candidate shall then be removed from the list of official nominees for the succeeding major positions.
5. The same procedures and guidelines as stated in numbers two to four shall be followed for the succeeding positions to be elected.
6. For the two remaining official nominees for major positions, the nominee with the higher number of votes shall be the elected Public Information Officer while the other shall be the elected Protocol Officer.
7. The election of congressional board members shall be done after the completion of major electoral positions. All participants will be divided into four breakout rooms. District SELG presidents will only vote within their own congressional district.

-nothing follows-

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Enclosure 6 to DM No. 0152, s. 2026

Composition and Functions of the Division Learner Government Commission on Elections and Appointment (LG COMEA) and Technical Working Committee

Division Learner Government Commission on Elections and Appointment 2026	
<i>Chief Commissioner</i>	Mark Angelo M. Tiusan
<i>Commissioner on Screening and Validation</i>	Floridel R. Lagos
<i>Commissioner on Electoral Board</i>	Ellora A. Rodel
<i>Commissioner on Grievance</i>	Hazel Ann S. Camo

1. The Chief Commissioner shall be the overall supervising officer of the elections, sign all official documents and results of the activity, and proclaim the winning candidate for each position.
2. The Commissioner on Screening and Validation shall be responsible for the retrieval of official ballots, checking of the votes casted, and recording of official electoral results.
3. The Commissioner on Electoral Board shall be responsible for the distribution of official ballots and counting of votes.
4. The Commissioner on Grievance shall act and decide on all election-related concerns of the candidates. This commissioner shall also act as the official timekeeper.

Division Learner Government Elections 2026 Technical Working Group Members	
<i>Technical Moderator</i>	Rommel T. Oczon
<i>Documentation and Registration Officer</i>	Tisha Elaina G. Ventocilla
<i>Facilitators</i>	QFSSLG Officers SY 2025-2026

1. The Technical Moderator shall be the overall ICT-related technical officer of both the in-person and online elections.
2. The Assistant Technical Moderator shall assist the Technical Moderator including the livestreaming of both the in-person and online elections.
3. The Documentation and Registration Officer shall be responsible for the attendance sheets and photo documentation of the entire event.
4. The Facilitators shall assist in the election proper and planning workshop only during the in-person elections on February 14.

-nothing follows-

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