

20 January 2025

DIVISION MEMORANDUM

No. **023**, s. 2025

GUIDELINES FOR THE CONDUCT OF THE SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME SECONDARY LEARNER GOVERNMENT (SSLG) ELECTIONS FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public and Private Elementary and Secondary School Heads
All others concerned

1. In accordance with **DepEd Order No. 31, s. 2022**, titled *Child Rights Policy: Adopting the Right-Based Education (RBE) Framework in Basic Philippine*, this Office issues the **Guidelines for the Conduct of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Elections for the School Year 2025-2026**.
2. In compliance therewith, this Office through the School Governance and Operations Division - Youth Formation Program Unit issues the Division-based indicative schedule of activities which shall be followed in the conduct of SELG/SSLG elections to wit:

Suggested Date	Activity
January 27-31, 2025	Organization of LG COMEA
February 3-4, 2025	Filing of Candidacy
February 5-6, 2025	Evaluation of Election Application Form
February 7, 2025	Announcement of the Official List of Candidates
	Campaign Period <ul style="list-style-type: none">➤ Presidential Election Forum➤ Campus - Wide Presidential and Vice - Presidential Debates
February 17-21, 2025	School Elections
February 24, 2025	Proclamation of Winner/Oath-Taking
March 10, 2025	Division Federation Election
March 17-21, 2025	Regional Federation Election
TBA	National Federation Election
TBD	School Club / Organization Election

3. The duly accomplished and signed Registry of Elected/Appointed Officers (Enclosure 9) shall be sent on a soft copy to the Division YFP focal person through email at schneiderelinore.acebes@deped.gov.ph not later than **February 26, 2025**.

4. The Division Learner Formation Coordinator (DLFC) shall conduct onsite and offsite monitoring and evaluation of the conduct of the SELG and SSLG campaign and elections.
5. Enclosed herewith are the standardized materials essential for the upcoming Learner Government Program elections, to be utilized throughout the phases of the election process – before, during, and after – ensuring the smooth and fair conduct of election proceedings.
6. All expenses incurred relative to the conduct of all activities related to school-based SELG and SSLG elections for SY 2025-2026 shall be charged to School Maintenance and Other Operating Expenses (MOOE), local funds or other available funds while the Division federation elections for SELG/SSLG shall be charged against the Program Support Fund for the Youth Formation Program subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum to all concerned is desired.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated

References: As stated

DO no. 31, s. 2022

To be indicated in the Perpetual Index
under the following subjects:

Elections
Students

SGOD/myn/seda



ELECTION APPLICATION FORM

The Learner Government Program embodies the ideals, principles, and practices of participatory democracy. It represents and steers the learners towards the fulfillment of its goal by promoting their rights and welfare. As a learner government leader, this Election Application Form is a statement of your best knowledge and understanding in a position you are applying for.

Place your
2X2 Picture Here

Instruction: Please supply the information requested in the space provided.

I. PROFILE

Learner's Name:

(Surname, Given Name, Middle Name, & Extension Name e.g., Jr., I, II...)

Grade Level: _____

Elective Position Applied: _____

Party Affiliation (if applicable): _____

Gender: _____ **Age:** _____ **Date of Birth:** _____

Email Address: _____ **Mobile No.:** _____ **Landline:** _____

Home Address: _____

II. LEARNER'S ACADEMIC AND BEHAVIORAL STATUS

1. Has no failing grades in all subject areas?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Attested by:		Class Adviser Name & Signature		Date	
2. Is of good moral character?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Attested by:		EsP/Guidance Coordinator Name & Signature		Date	

Kindly attach a photocopy of your School Form 9 /Learner's Progress Report Card and Certificate of Good Moral.

III. PARENTAL CONSENT

I, _____ as a parent/ guardian of _____ will support his/her commitment to the Learner Government to the best of my ability.

I am allowing him/her to participate in the programs, projects, and activities of the Supreme Learner Government.

I agree and understand the commitment of my son/daughter and will support his/her endeavor to the Supreme Learner Government.

Name and Signature of the Parent/Guardian

Contact Number

IV. CERTIFICATION

I am filing this Election Application Form of the Supreme Learner Government for the school year _____.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate over Printed Name

Verified by:

Approved by:

010325041

INTRODUCTORY PROFILE FOR ELEMENTARY LEVEL

DISCLAIMER: This form, which contains the introductory profile of the learner shall be utilized by Learner Government COMEA for election purposes in the (Name of the Learner Government). This also informs the concerned learner that this form shall be published, posted, or disseminated in any form or format, whichever is deemed appropriate. By signing this form, the concerned learner gives his/her consent to utilize all information herein by the LG COMEA.

The following statements serve as your profile on showing your interest and uniqueness that allow you to share your clear understanding about what you can do as part of the Learner Government.

I _____ from _____ running
(Surname, Given Name, Middle Initial) (Grade Level and Section)
for _____.
(Position)

Instruction: Complete the following statements.

1. My hobby/hobbies
is/are _____

2. My ambition/s is/are

3. As a learner, I can develop a learner-friendly and motivating environment by

INTRODUCTORY PROFILE FOR SECONDARY LEVEL

DISCLAIMER: This form, which contains the introductory profile of the learner shall be utilized by Learner Government COMEA for election purposes in the (Name of the Learner Government). This also informs the concerned learner that this form shall be published, posted, or disseminated in any form or format, whichever is deemed appropriate. By signing this form, the concerned learner gives his/her consent to utilize all information herein by the LG COMEA.

The following statements serve as your profile on showing your interest and uniqueness that allow you to share your clear understanding about what you can do as part of the Learner Government.

I _____ from _____ running
(Surname, Given Name, Middle Initial) (Grade Level and Section)
for _____.
(Position)

General Guide Questions for All Candidates

Instruction: Answer the following questions.

Personal Leadership

1. What qualities do you possess as an aspiring learner leader?

Organizational Leadership

2. Check (/) the organizational skill/s that are applicable to you as an aspiring leader and why.

Motivation	Problem Solving	Values-Oriented
Communication	Goal-Oriented	Service-Oriented

Public Leadership

3. What is your vision of the Learner Government in 3 years' time?

SCREENING FORM [Election]*(Note: This Screening Form shall be accomplished by the Screening and Validation Committee.)***Name of Learner:** _____**Grade Level & Section:** _____**Position:** _____

Directions: Please check the appropriate box to determine the qualifications of aspiring learner leaders for Learner Government Elections.

Description			REMARKS
	Yes	No	
Required Documents			
1. Election Application Form			
2. Introductory Profile			
3. Photocopy of School Form 9 [Learner's Progress Report Card]			
4. Certificate of Good Moral			
Qualifications			
1. Is the learner enrolled in the current school year?			
2. Has no failing grades in all subject areas?			
3. Is of good moral character?			
4. Is the grade level of the aspiring candidate appropriate to the requirement of the desired elective position? (refer to Enc. 2)			
With all the required documents submitted by the aspiring candidate, the Learner Government COMEA hereby declares him/her <u>QUALIFIED</u> <u>NOT QUALIFIED</u> to run for the election.			

Verified by: _____

Commissioner on Screening and Validation**Date:** _____

010325041

SCREENING FORM [Appointment]*(Note: This Screening Form shall be accomplished by the Screening and Validation Committee.)***Name of Learner:** _____**Grade Level & Section:** _____**Position:** _____

Directions: Please check the appropriate box to determine the qualifications of aspiring learner leaders for Learner Government Appointment.

Description			REMARKS
	Yes	No	
Required Documents			
1. Nomination Form			
2. Communication for Nominee			
*Nomination Reply Slip			
3. Introductory Profile			
4. Photocopy of School Form 9 [Learner's Progress Report Card]			
5. Certificate of Good Moral			
Qualifications			
1. Is the learner enrolled in the current school year?			
2. Has no failing grades in all subject areas?			
3. Is of good moral character?			
4. Is the grade level of the aspiring candidate appropriate to the requirement of the desired elective position? (refer to Enc. 2)			
With all the required documents submitted by the possible appointee, the Learner Government COMEA hereby declares him/her QUALIFIED NOT QUALIFIED to be appointed.			

Verified by:

*Commissioner on Screening and Validation***Date:** _____

SAMPLE BALLOT

General Instructions: Shade the circle beside the name of the candidate of your choice. Vote wisely!

President

- Surname, First Name M.I. (Candidate A)
- Surname, First Name M. I. (Candidate B)

Vice President

- Surname, First Name M.I. (Candidate C)
- Surname, First Name M. I. (Candidate D)

Secretary

- Surname, First Name M.I. (Candidate E)
- Surname, First Name M. I. (Candidate F)

Treasurer

- Surname, First Name M.I. (Candidate G)
- Surname, First Name M. I. (Candidate H)

Auditor

- Surname, First Name M.I. (Candidate I)
- Surname, First Name M. I. (Candidate J)

Public Information Officer

- Surname, First Name M.I. (Candidate K)
- Surname, First Name M. I. (Candidate L)

Protocol Officer

- Surname, First Name M.I. (Candidate M)
- Surname, First Name M. I. (Candidate N)

Grade () Representative

- Surname, First Name M.I. (Candidate O)
- Surname, First Name M. I. (Candidate P)

Grade () Representative

- Surname, First Name M.I. (Candidate Q)
- Surname, First Name M. I. (Candidate R)

cut here

Name: _____

Grade and Section: _____

Signature: _____

Right Thumbmark: 

SAMPLE BALLOT

General Instructions: Shade the circle beside the name of the candidate of your choice. Vote wisely!

President

- Surname, First Name M.I. (Candidate A)
- Surname, First Name M. I. (Candidate B)

Vice President

- Surname, First Name M.I. (Candidate C)
- Surname, First Name M. I. (Candidate D)

Secretary

- Surname, First Name M.I. (Candidate E)
- Surname, First Name M. I. (Candidate F)

Treasurer

- Surname, First Name M.I. (Candidate G)
- Surname, First Name M. I. (Candidate H)

Auditor

- Surname, First Name M.I. (Candidate I)
- Surname, First Name M. I. (Candidate J)

Public Information Officer

- Surname, First Name M.I. (Candidate K)
- Surname, First Name M. I. (Candidate L)

Protocol Officer

- Surname, First Name M.I. (Candidate M)
- Surname, First Name M. I. (Candidate N)

Grade () Representative

- Surname, First Name M.I. (Candidate O)
- Surname, First Name M. I. (Candidate P)

Grade () Representative

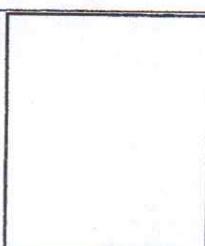
- Surname, First Name M.I. (Candidate U)
- Surname, First Name M. I. (Candidate V)

cut here

Name: _____

Grade and Section: _____

Signature: _____

Right Thumbmark: 

ELECTION TABULATION FORM

Level of Learner Government: Elementary Secondary

Mode of Election: Manual Digital Hybrid

Tally of Votes per Position: (Note: Add rows if necessary.)

	Name	Tally	Total	Rank
President				
Vice President				
Secretary				
Treasurer				
Auditor				
Public Information Officer				
Protocol Officer				
Grade Representative				
Grade Representative				

Enclosure No. 7: Election Tabulation Form

Grade	Representative

Prepared by:

Signature over printed name of
Electoral Board Committee Member

Attested by:

Signature over printed name of
Commissioner on Electoral Board

ELECTION CANVASS FORM

Level of Learner Government: Elementary Secondary

Name of Organization: _____

Mode of Election: Manual Digital Hybrid

Tally of Votes per Position: (Note: Add rows if necessary.)

	Name	Tally	Total	Rank
President				
Vice President				
Secretary				
Treasurer				
Auditor				
Public Information Officer				
Protocol Officer				
Grade Representative (if applicable)				

Grade	Representative (if applicable)

Prepared by:

Signature over printed name of
Screening and Validation Committee

Attested by:

Signature over printed name of
Chief Commissioner, LG COMEA

REGISTRY OF ELECTED OFFICERS

Level of Learner Government:

Elementary

Secondary

Name of Government:

Name of School:

School ID:

Position	Name	Gender	Grade Level
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			
Grade Representative (if applicable)			
Grade Representative (if applicable)			
Grade Representative (if applicable)			
Grade Representative (if applicable)			
Grade Representative (if applicable)			
Grade Representative (if applicable)			
Grade Representative (if applicable)			

(Note: For representatives, add rows if necessary.)

Prepared by:

Signature over printed name of
Commissioner on Screening and Validation

Attested by:

Noted by:

Signature over printed name of
Commissioner on Electoral Board

Signature over printed name of
Chief Commissioner



Republic of the Philippines

Department of Education

Region _____

Division _____

Name of School/District _____

Oath of Office

I _____ of _____,

(State your Full Name)

(Name of School)

having been elected/appointed as _____ of _____

(your current position)

_____, do hereby solemnly swear that I will faithfully

(Name of Organization)

discharge, to the best of my ability, the duties of my present position; that I have clearly understood, and I will abide by, the guidelines governing this organization and of the issuances by the Department of Education; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

So, help me God.

Signature Over Printed Name

Administering Officer



Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur

APPOINTMENT FORM

Mr./ Ms.: _____

After a series of deliberation, you are hereby appointed as _____
of the Learner Government of _____ for School Year
(Name of Organization)
in _____
(Name of School)

This appointment shall take effect immediately on the date of signing by the
appointing authority.

Very truly yours,

NAME OF COMMISSIONER
Learner Government COMEA
Date of Signing: _____

CERTIFICATION

This is to certify that the appointee has undergone a series of screening,
validation, and deliberation processes as facilitated by the LG COMEA in pursuant
to the Learner Government Election and Appointment Code (LGEAC).

Moreover, all requirements and supporting documents submitted by the
appointee are valid and compliant to the standards and qualifications set by the LG
COMEA.

NAME OF COMMISSIONER
Chief Commissioner
Learner Government COMEA
Date: _____

