

September 15, 2022

**DIVISION MEMORANDUM**

No. 443, s. 2022

**DISTRICT AND DIVISION FEDERATION STUDENT GOVERNMENT ELECTIONS**

To: Public Schools District Supervisors/Coordinating School Principals  
Public Secondary School Principals  
Public Elementary School Principals  
Youth Commission on Elections and Appointments (Youth COMEA)  
All Others Concerned

1. Pursuant to Regional Memo No. 508, s. 2022 titled **Interim Guidelines of the Youth Commission on Elections and Appointments (Youth COMEA) for School Year 2022-2023**, the field is hereby informed of the following schedule for the District and Division Student Government elections, to wit;

Date/	Time	Activity	Venue
September 19-23, 2022		District Federated Student Government Elections for <b>Supreme Pupil Government (SPG) only</b>	
September 27, 2022	9:00 AM	Face-to-Face Conduct of Division Federated Supreme Pupil Government Elections	To be Arranged (A separate memorandum will be issued)
September 27, 2022	1:00 PM	Face-to-Face Conduct of Division Federated Supreme Student Government Elections	

2. During the District/Division Federation Elections, only elected Presidents in schools are eligible for election to any position and are eligible to vote. **No proxy** is allowed in case the elected President is not present during the election.
3. The District and Division Federations shall elect the following positions:
- |                   |                                     |
|-------------------|-------------------------------------|
| a. President      | e. Auditor                          |
| b. Vice President | f. Public Information Officer (PIO) |
| c. Secretary      | g. Protocol Officer                 |
| d. Treasurer      |                                     |





Republic of the Philippines  
**Department of Education**  
REGION X-NORTHERN MINDANAO  
SCHOOLS DIVISION OF LANA DEL NORTE

4. For the Division Federated Supreme Pupil Government Election, only elected presidents of their respective district are eligible to run on the said federation.
5. Teacher-Advisers are advised to accompany their student leader especially those below 18 years old during the conduct of Face-to-Face Division Federated SPG/SSG Election.
6. Deadline of submission of the List of Officers (**refer to Annex A**) and Accomplishment Reports (Narrative and photo documentation) in the conduct of School-Based Student Government Elections shall be on **October 14, 2022**.
7. The activity shall be performed in accordance with the health protocols in relation to the COVID-19 pandemic.
8. Travelling expenses shall be charged to School MOOE subject to the usual accounting auditing and rules and regulations.
9. For clarifications or any concerns, you may contact Ms. Dimple G. Cabasis – 09559350534 or Ms. Alva Joy N. Mugot – 09355314118.
10. This Office directs the immediate and wide dissemination of this Memorandum.

**EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent

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

DISTRICT AND DIVISION STUDENT GOVERNMENT ELECTIONS

SGOD/ALVA



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**ANNEX A: RESULT OF THE ELECTION**  
**SCHOOL/DISTRICT OF SUPREME STUDENT GOVERNMENT/SUPREME PUPIL GOVERNMENT**

POSITION	NAME (First Name, Middle Initial, Last Name)	SCHOOL (Complete Name, no abbreviation)	DISTRICT/MUNICIPALITY	EMAIL ADDRESS	CONTACT NUMBER
President					
Vice President					
Secretary					
Treasurer					
Auditor					
Public Information Officer (PIO)					
Protocol Officer (PO), formerly Peace Officer					

Signed and proclaimed this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

(day) (month) (year)

\_\_\_\_\_  
 COMELEC Chairperson (Signature over Printed Name)

\_\_\_\_\_  
 SSG/SPG Teacher-Adviser (Signature over Printed Name)

Approved by:

\_\_\_\_\_  
 School Principal (Signature over Printed Name)