



October 7, 2022

DIVISION MEMORANDUM

No. 479, s. 2022

**SUBMISSION OF THE YOUTH COMEA MONITORING TOOL ON THE CONDUCT OF THE
SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG)
ELECTIONS FOR S.Y. 2022-2023**

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

1. Pursuant to Regional Memorandum No. 584, s. 2022 titled **Monitoring and Evaluation of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections for School Year 2022-2023**, all school heads are directed to accomplish and submit the Youth COMEA Monitoring Tool **on or before October 21, 2022**.
2. For schools which were recently monitored by the Division Youth Formation Coordinators but were not able to conduct their election, they are still required to submit the accomplished evaluation tool. Those schools that have already submitted their accomplished evaluation tool need not submit again.
3. Attached is the copy of the Youth COMEA Monitoring and Evaluation Tool (ANNEX A and B).
4. For clarifications, they may contact Ms. Alva Joy N. Mugot, Youth Formation Coordinator through her mobile number 09355314118.
5. This Office directs the immediate and wide dissemination of this Memorandum.


EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

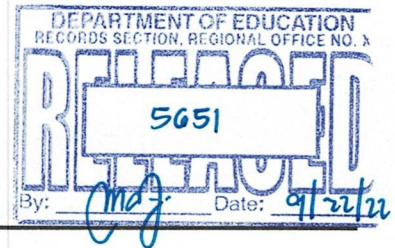

To be indicated in the Perpetual Index
under the following subjects:

YOUTH COMEA MONITORING TOOL

SGOD/ALVA



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



September 22, 2022

REGIONAL MEMORANDUM
No. 504, s. 2022

MONITORING AND EVALUATION OF THE SUPREME PUPIL GOVERNMENT (SPG)
AND SUPREME STUDENT GOVERNMENT (SSG)
ELECTIONS FOR SCHOOL YEAR 2022-2023

To: Assistant Regional Director
Schools Division Superintendents
Division Youth Formation Focal Persons

1. Pursuant to **DepEd Order No. 34 s, 2022** titled **School Calendar and Activities for the School Year 2022-2023**, dated July 11, 2022, the Office of the Assistant Secretary for Youth Affairs and Special Concerns-Youth Formation Division (OASYASC-YFD) highlights the conduct of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections on the September 5-16, 2022, in all schools nationwide.
2. As stipulated on the same issuance, it is imperative to monitor the compliance of schools in the mechanisms and standards of the policy, including the conduct and implementation of activities relative to the opening of classes.
3. Hence, all Schools Division Offices (SDOs), through their Youth Formation Coordinators (YFCs)/Project Development Officers (POs), shall conduct a field monitoring and evaluation during the activity.
4. To ensure systematic monitoring and inclusive evaluation, all division YFCs shall adhere to the following guidelines:
 - a. The number of schools to be monitored shall depend on the size of the division: Small (4 - 6 schools); Medium (6 - 8 schools); Large (8 - 10 schools); and Very large (10 - 12 schools).
 - b. The schools to be identified by the FCs shall vary according to the following:
 - i. Classification (Elementary, High School)
 - ii. Type (Public/Private, Central/Non-Central, Last Mile, etc.)
 - iii. Size [Small, Medium, Large, Very-large]
5. The FCs shall disseminate the Youth COMEA Monitoring Tool (Annex A) to all schools within their division.



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6. This tool must be filled out by the school's Youth COMEA and must be submitted to the SDO on a deadline set by the YFC.

7. The YFCs shall utilize the Youth COMA Evaluation Tool (Annex B) during their visit in schools. All accomplished evaluation tools shall be consolidated by the YFCs and must be summarized using the Field Monitoring and Evaluation Summary Report template (Annex C). Only data gathered from the schools that conducted their SPG/SSG elections on September 5-16, 2022, shall be included in the summarized report. These documents shall be submitted to their regional YFCs not later than September 20.

8. The field monitoring and evaluation can be done at any part of the election process: before (campaign period), during (election proper) and after (tabulation of results and proclamation of winners).

9. During the field monitoring, the division YFCs shall wear appropriate attire and adhere to all COVID-19 safety measures.

10. An exemption is given to all divisions that will provide technical assistance during the EduAksyon: SPG/SSG Elections Field Monitoring and Evaluation scheduled on September 12-17.

11. The Monitoring Tools and Field Monitoring and Evaluation Report templates are accessible through this link <https://drive.google.com/drive/folders/1S6-KJRx1CES0sTY5NjQ2yZX745qqLVBc?usp=sharing>

12. The division YFCs shall upload their reports for consolidation by the RFYC through this link <https://drive.google.com/drive/folders/1flwmtklTfyFgLDP-HhgaaH3fyu25BD3?usp=sharing>

13. Moreover, all RYFCs shall submit a summarized report using the Field Monitoring and Evaluation Summary Report template containing all the summarized reports prepared by the division YFCs, which shall be submitted, together with all the accomplished Youth COMEA monitoring and evaluation tools submitted by the division YFCs, photos as means of verification (MOVs), and other relevant documents to the Central Office (CO) by uploading them via <https://bit.ly/SPG-SSG-Monitoring> not later than September 23.

14. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director



DR. VICTOR G. DE GRACIA JR., CESO V
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

ATCH.: As stated

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

YOUTH FORMATION
MONITORING
EVALUATION

ESSD/mhrg



Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR YOUTH AFFAIRS AND SPECIAL CONCERNS

YOUTH COMEA MONITORING TOOL

Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2002.

This monitoring tool shall be utilized and filled out by all schools nationwide and must be submitted to their respective Division Youth Formation Coordinator (YFC) for consolidation. The deadline of the submission will be determined by their Division YFC.

I. Monitoring Tool

Name of School: _____ School Year: _____ Date Accomplished: _____

School ID: _____ Region/Division: _____

Youth COMEA Chief Commissioner: _____

Designation: _____

Date of Election: _____ Time of Election: _____

Student Government Category: ☐ SSG ☐ SPG

Number of Candidates: _____

Election Period: _____

Campaign Materials Used:

☐ Fliers ☐ Posters

☐ Social Media Post

☐ Others (please specify): _____

Number of Polling Precinct: _____

Polling Precinct Station/s: _____

Total Number of Qualified Voters: _____

Total Number of Actual Voters: _____

Has there been any disqualification of a candidate?

☐ Yes Reasons: _____

☐ No

Mode of Election

☐ Manual ☐ Blended

☐ Digital ☐ Others (please specify): _____

Composition of the Youth COMEA

Youth COMEA Commissioners:

Commissioner on Screening and Validation

☐ Appointed

☐ Others (please specify): _____

Commissioner on Electoral Board

☐ Appointed

☐ Others (please specify): _____

Commissioner Appointment

☐ Appointed

☐ Others (please specify): _____

Commissioner on Grievance

☐ Appointed

☐ Others (please specify): _____

Youth COMEA Permanent Committees:

Executive Committee

Number of Members: _____

Screening and Validation Committee

Number of Members: _____

Electoral Board Committee

Number of Members: _____

Appointment Committee

Number of Members: _____

Grievance Committee

Number of Members: _____

Number of meetings conducted throughout the election and appointment process: _____

Number of violations committed throughout the election and appointment process: _____

Number of complaints filed throughout the election and appointment process: _____

List of Elected/Appointed Officers for the Supreme Pupil Government and Supreme Student Government

Supreme Pupil Government Officers for SY: 2022-2023

Position	Name of Pupil	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Supreme Student Government Officers for SY: 2022-2023

Position	Name of Student	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Members of the Youth COMEA:

Youth COMEA Commissioner

Youth COMEA Commissioner

Prepared by:

Validated by:

Youth COMEA Commissioner

Youth COMEA Commissioner

Approved by:

Youth COMEA Chief Commissioner/School Head



Republic of the Philippines

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR YOUTH AFFAIRS AND SPECIAL CONCERNS

YOUTH COMEA EVALUATION TOOL

Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2002.

This tool shall be utilized by all division Youth Formation Coordinators (YFCs) for monitoring and evaluation purposes during the conduct of the SPG/SSG elections in all schools nationwide.

Direction: Using the rubrics provided below rate how clear, appropriate, and complete the content of the Youth Commission on Elections and Appointments is. Please do not leave any blanks unanswered, and elaborate further by leaving remarks/comments.

Key Indicators	1	2	3	4
Clarity (Use of simple language)	The content is not clear at all . The choice of words and arrangement of ideas must be totally changed.	The content is somewhat clear but the choice of words, grammar, and arrangement of ideas must be reviewed and/or revised.	The content is almost clear . Although the choice of words, grammar, and arrangement of ideas can be understood, it can still be further improved.	The content is totally clear . The choice of words, grammar, and arrangement of ideas is easy to comprehend and implement.
Appropriateness (Suitability to the school situation; capability of the implementers and of the learners)	The content is not appropriate at all for the current setting in the school, the capability of the field implementers, and of the learners. It must be changed totally.	The content is somewhat appropriate for the current setting in the school, the capability of the field implementers, and of the learners but it must be reviewed and/or revised.	The content is almost appropriate for the current setting in the school, the capability of the field implementers, and of the learners but it can still be further improved.	The content is totally appropriate for the current setting in the school, the capability of the field implementers, and of the learners.
Completeness (Inclusion of needed information)	The content is not complete . The guidelines to be followed and factors to be considered must totally be changed.	The content is somewhat complete but the guidelines to be followed and factors to be considered must be reviewed and/or revised.	The content is almost complete but some guidelines must be added and some other factors can still be considered.	The content is totally complete as it includes the necessary guidelines to be followed and all other factors to be considered.

Content of the Youth COMEA

Description	Key Indicators			Remarks
	Clarity	Appropriateness	Completeness	
I. Rationale				
II. Scope				
III. Definition of Terms				
IV. General Principles and Policies				
V. Objectives				
VI. Youth COMEA Commissioners				
VII. Permanent Committees				
VIII. Election Campaign				
IX. Student Organizations' Election Guidelines				
X. Homeroom Class Organizations				
XI. Student Organizations' Appointment Guidelines				
XII. Election Tabulation and Validation				
XIII. Declaration and Oath of Office				
XIV. Conduct of Meetings				
XV. Complaints and Disputes				
XVI. Offenses and Penalties				

B. Implementation of the Youth COMEA

Direction: Whether evident or not evident, monitor the implementation of the school's Youth COMEA and their compliance with the following areas before, during, and after the conduct of SPG/SSG elections. Put a check mark (✓) if the area being monitored is evident or not. Please do not leave any blank unanswered, and elaborate further by leaving remarks/comments. The school's Youth COMEA may attach or provide any means of verification, if necessary.

AREAS TO BE MONITORED		EVIDENCE		
		Evident	Not Evident	Remarks [Kindly attach MOVs (Means of verification, if necessary.)]
<i>Before the Election/Appointment Proper,</i>				
1. The school's Youth COMEA followed the SPG/SSG Election Schedule as stipulated on DepEd Order No. 34 s, 2022.				
2. The school's Youth COMEA issued a resolution containing the schedule, specific guidelines, modality, and other details regarding the election/appointment proper.				
3. The school appointed the School Head/Principal as the Youth COMEA Chief Commissioner.				
3. Before the election/appointment proper , the Youth COMEA Chief Commissioner:				
3.1. appointed the four (4) other members of the commission who are teaching and non-teaching personnel;				
3.2. called and presided all meetings and/or designated concerned commissioner to preside for meetings related to the conduct of student organization elections and appointments;				
4. Before the elections/appointment proper , the Commissioner on Screening and Validation:				

4.1. screened the Election Application Form (EAF) and Appointment Application Form (AAF);			
4.2. secured and submitted the final list of official candidates;			
4.3. validated the official results of the student organization elections and appointments;			
4.4. prepared notice of the meeting, minutes of the meeting and resolutions related to student organization elections and appointments;			
4.5. disseminated information and facilitates meetings and other related events for the election;			
4.6. managed effective record-keeping before the election and appointment process;			
5. Before the appointment process, The Commissioner on Appointment approved or disapproved the submitted requirements of the appointees. <i>*To be answered if the school proceeded with appointment of the officers.</i>			
6. Before the actual process, the School's Youth COMEA created five (5) permanent committees namely: <i>Executive Committee, Screening and Validation Committee, Electoral Board Committee, Appointment Committee, and Grievance Committee.</i>			
6.1. The Executive Committee acted as the administrative officer and overseer of the proceedings of the conduct of elections and appointments and was chaired by the Chief Commissioner.			

6.2. The Youth COMEA Chief Commissioner decided the total number of members per committee.			
6.3. Each commissioner of the Youth COMEA decided the composition of their respective committees from teaching and non-teaching personnel, including learners.			
7. Before the election process , the campaign period covered five (5) school days beginning on the announcement of official list of candidates and ended immediately before the Election Day.			
7.1. Campaigns were only allowed during the prescribed period set by the Youth COMEA and done in such a manner that classes and other school functions were not disrupted.			
7.2. Depending on the modality of the elections: 7.2.1. In the event of virtual campaigns, the Electoral Board Committee utilized the social media platform set upon by the Youth COMEA. 7.2.2. For face-to-face modality, candidates engaged in a classroom campaign limited to ten (10) minutes.			
7.3. All campaign materials were regulated and approved by the Youth COMEA prior to posting, dissemination and publication.			
7.4. Impersonation in any form were considered an election offense and violation.			
7.5. No candidate or unauthorized person removed, destroyed or slandered any campaign material of a candidate.			

8. Before the election process , the candidates submitted the accomplished and completed EAF to the Youth COMEA.			
9. Before the election process , the Youth COMEA: 9.1. facilitated the filing of Election Application Form (EAF);			
9.2. disseminated the schedule and the conduct of elections for S.Y. 2022-2023.			
9.3. announced the Official List of Candidates and distributed the official ballots for the conduct of student organization elections for S.Y 2022-2023.			
10. Before the appointment process , the Student Organization Adviser: 10.1. selected possible appointee/s and facilitated the accomplishment of the certificate of endorsement and appointment form; and			
10.2. submitted the accomplished certificate of endorsement and appointment form to the Youth COMEA.			
11. Before the election/appointment process , the conduct of meetings observed the standard of the parliamentary procedures and were attended by all Youth COMEA Commissioners; and			
11.1. The Youth COMEA Chief Commissioner, as the Presiding Officer of the meeting, casted a vote to break the tie in arriving at a certain decision.			

During the Election/Appointment Proper,

12. The Youth COMEA Chief Commissioner supervised the student organization elections and appointments.			
13. The Commissioner on Screening and Validation managed effective record-keeping during the election/appointment process.			
14. The Commissioner on Electoral Board conducted and facilitated the voting process and performed such functions prescribed by the rules and regulations promulgated by the Youth COMEA.			
15. During the appointment process, the Commissioner on Appointment exercised the power to appoint wisely, by appointing only the learners who are fit and qualified for the position.			
16. Depending on the modality of the elections: 16.1. for manual election, voting procedures and canvassing of votes were done in a face-to-face set-up; while			
16.2. for digital election, the school used the existing electoral procedure or adopted from other schools.			
17. During the election process, the voters carefully followed the instructions in casting their votes and referred to the student organizations election procedures.			
18. During the appointment process, the Youth COMEA evaluated and validated the certificate of endorsement and appointment form and came up with official list of school's newly appointed officers in S.Y. 2022-2023, signed and proclaimed by the Chief Commissioner, and endorsed to the Division's Youth Formation Coordinator.			

After the Election/Appointment Proper,

19. The Commissioner on Screening and Validation: 19.1. managed effective record-keeping after the election and appointment process.			
19.2. submitted the final results to the Chief Commissioner; and			
19.3. posted the final results of the student organization elections in visible places.			
20. The Commissioner on Appointment issued and recommended the Appointment Form to the Youth COMEA Chief Commissioner for approval.			
21. After the conduct of elections and as soon as the casting of the vote was done, the votes were counted in a place designated by the Youth COMEA. For digital/online voting, validation of votes was not delayed nor postponed.			
21.1. If two or more competing candidates tied, a toss coin was done by the Youth COMEA.			
22. After the election process , the Youth COMEA Chief Commissioner approved the official results and other documents of the student organization elections and appointments.			
23. After the election process , the Youth COMEA: 23.1. validated and proclaimed the winner/s accumulating the highest number of votes;			
23.2. presented the official results certified by all its members; and			
23.3. declared the official list of winners duly certified and conducted the oath-taking of the new set of officers.			

24. After the election/appointment process , a learner or student organization alleging a violation of the Youth COMEA Guidelines filed a complaint.				
*If evident, proceed to 25. If not evident, proceed to				
25. If evident, the complaint contained:				
25.1. Specific section/s of the Youth COMEA Guidelines or the Constitution and By-Laws violated; and				
25.2. A detailed statement of the facts surrounding the alleged violation including the date and time.				
26. If evident, the election complaint was filed before the election official results were announced.				
27. If evident, the Commissioner on Grievance has reviewed and validated the written complaints and convened with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision.				
28. If there was a filed complaint, the Youth COMEA:				
28.1. determined whether the probable cause of the violation has occurred; and				
28.2. kept a written record of all meetings, evidences and testimonies heard. Based on findings, the ruling was made within 72 hours.				
29. The Youth COMEA issued penalties to any candidates who did not comply with the election guidelines and were subjected to the following:				
29.1. warning - 1st offense				
29.2. reprimand - 2nd offense				
29.3. disqualification of a candidate to hold an office or any penalty deemed appropriate.				