



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

81
JUN 09 2023
4:30pm

June 9, 2023

DIVISION MEMORANDUM

No. 147, s. 2023

**ELECTION AND LEADERSHIP TRAINING OF DIVISION FEDERATION OF SUPREME
ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME SECONDARY LEARNER
GOVERNMENT (SSLG) OFFICERS FOR SY 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 47, s. 2014 titled "Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools and OUPOPS No. 2023-03 dated May 5, 2023 re: Interim Guidelines of the Learner Government Program (LGP) For School Year 2023-2024, this Office shall conduct an Election and Leadership Training of Division Federation of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers for SY 2023-2024 on **June 15 and 16, 8:00 a.m.-5:00 p.m. at SDO Conference Hall, Naga City.**

2. The activity aims to:
a. elect the division federated learner government officers in elementary and secondary schools
b. capacitate the SELG and SSLG Officers for effective leadership which shall contribute to their holistic development
c. orient the SELG and SSLG Officers on the mandated programs, projects and activities of Learner Government Program

3. Participants to this activity are the following:

Date	Expected Participants
June 15, 2023	10 Technical Working Committee/Resource Speakers 30 SELG Presidents 30 SELG Advisers
June 16, 2023	10 Technical Working Committee/Resource Speakers 12 SSLG Presidents 12 SSLG Advisers

5. Participants shall bring their own food during the activity.

6. Enclosed to this memorandum are the following:

- Program
- Technical Working Committee
- Parents' Consent Form

DO 31, s. 2019 DM Rev. 01

Address: Roxas Avenue, Triangulo, Naga City

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7. The Technical Working Committee shall have a virtual meeting on June 14, 2023, 2:00 p.m. via google meet <https://meet.google.com/iib-ybhn-fdg>
8. SELG and SSLG Advisers are requested to facilitate the information dissemination, compliance of permits, and the accomplishment of the Database of SELG and SSLG for SY 2023-2024 through this link <https://tinyurl.com/yxmkvm9v> on or before June 14, 2023.
9. Immediate dissemination of this Memorandum is desired.

SUSAN S. COLLANO CESO V
Schools Division Superintendent





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Encl. No 2 to DM ____ s. 2023

WORKING COMMITTEE

a. EXECUTIVE COMMITTEE

SUSAN S. COLLANO CESO V	Schools Division Superintendent
CECILE C. FERRO CESO VI	Assistant Schools Division Superintendent
MICHAEL A. DEL ROSARIO PhD	OIC-Chief, SGOD
ANNA LIZA F. ABULOC	Chief, CID
MARY ANN B. ROSAURO	AOV – Admin Services

b. TECHNICAL WORKING GROUP

Committee on Program Supervision			
Name	Designation	Terms of Reference	Output
Jobert P. Narvadez	Chair for Planning	Lead the Committee	Monitor the progress of program implementation and provide technical assistance if needed.

Committee on Project Implementation			
Name	Designation	Terms of Reference	Output
Edelaine A. Manlapaz	Chair for Planning	Lead the Committee	Designation of assignments
Jerome H. Baldemoro Arturo A. Armea	Co-Chair(s) for Planning	Orient the committees Check the technical facilities Coordinate with involved personnel Assist the session management	Workshop-Outputs of the participants

Committee on Documentation			
Name	Designation	Terms of Reference	Output
Arturo A. Armea	Chair for Planning	Lead the Committee	Completed attendance sheets and accomplishment reports two weeks after the event
Marie Christine C. Ignacio Janet T. Barrios	Co-Chair(s) for Planning	Prepare attendance/ registration sheets Secure that all participants be logged in the registration sheets Prepare Narrative Report	Certificates, communication letters

Committee on Monitoring and Evaluation			
Name	Designation	Terms of Reference	Output
Maria Teresa R. Rentoy	Chair for Planning	Lead the Committee	Tools and consolidated report
Nancy A. Morada	Co-Chair(s) for Planning	Conduct the survey for evaluation, quality assurance	

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Committee on Health Measures and Safety			
Name	Designation	Terms of Reference	Output
Joanne G. Sebastian, MD	Chair for Planning	Lead the Committee	Maintained health and safety measures
Ayn Loreste Peteza	Co-Chair(s) for Planning	Secure maintain health protocols during the event Provide safety measures and assistance	

Committee on Election		
Task	Focal Person	Term of Reference
Moderator	<p>June 15, 2023</p> <p>Jesus S. Guray, SSG Adviser Cararayan National High School</p> <p>June 16, 2023</p> <p>Myra Fe B. Abres, SSG Adviser Rosario V. Maramba Elementary School</p>	<p>1. Serve as the Chief Election Officer in charge of the entire election proceedings.</p> <p>2. Explain the election guidelines and procedures to the participants.</p> <p>3. Announce the result of the polling right after every voting process.</p> <p>4. Entertain questions, concerns, and clarifications raised by the participants that need to be addressed.</p>
Poll Facilitator	<p>June 15, 2023</p> <p>Kirth Harvey Cordis, SSG Adviser Balatas National High School</p> <p>June 16, 2023</p> <p>ER T. Barbin, DFSSG President Leon Q. Mercado High School</p>	<p>1. Regulate the entire polling system</p> <p>2. Create a poll for every electoral position</p> <p>3. Endorse the result of the poll to the moderator for the announcement.</p>
Timer	<p>June 15, 2023</p> <p>Benito Lot Jr. O. Reyes, SSG Adviser Leon Q. Mercado High School</p> <p>June 16, 2023</p> <p>Ariel Madera Capos, DFSSG Board Member Carolina National High School</p>	<p>1. Update the poll facilitator on the time remaining for the voting.</p> <p>2. Manage the time during the question-and-answer session with the moderator and the candidates for a particular position</p> <p>3. Head up the breakout facilitator about the remaining time of the candidate answering the question in the main room</p>
Technical Support	<p>June 15, 2023</p> <p>Domingo J. Vinluan Jr, SSG Adviser Naga City Science High School</p> <p>June 16, 2023</p>	<p>1. Manage all the technical execution during the virtual elections including but not limited to spotlighting the candidate/moderator, presenting/sharing of the presentation decks, and documentation.</p>

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	Aileen C. Santo Domingo, teacher Rosario V. Maramba Elementary School	2. List down the number of times a student officer nominates a candidate for an electoral position.
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	Aileen C. Santo Domingo , teacher Rosario V. Maramba Elementary School	2. List down the number of times a student officer nominates a candidate for an electoral position.
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PARENT'S/GUARDIAN'S CONSENT FORM

Name of Learner: _____

Date of Birth: _____ Sex: _____

Parent's Guardian's:

Name: _____

Relationship to Learner: _____

Home Address: _____

Contact Number/s: _____

Title of the Activity: _____

Venue: _____ Date of Activity: _____

As the parent/ guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all of the foregoing. I am also solely responsible for providing travel insurance (if applicable) and any expenses for my child or children's participation in the activity.

Guardian's Name and Signature

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