



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF CALBAYOG CITY

March 13, 2024

**MEMORANDUM**  
**DM-OSGOD-YFD 189, s. 2024**

**UPDATES ON DM NO. 50, S. 2024 RE: CONDUCT OF THE SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG), SUPREME SECONDARY ELEMENTARY ELECTIONS (SSLG) FOR THE SY 2024-2025**

TO: Asst. Schools Division Superintendent  
 SGOD and CID Chiefs  
 Public School District Supervisors  
 Public and Private Elementary/Secondary School Heads  
 All Others Concerned

1. In consonance with the conduct of the **Division Federation Elections of SELG, SSLG, YES-O, and BKD set of officers for S.Y. 2024-2025**, this Office, through the SGOD-Learner Formation Division, announces that the aforementioned activity is moved from May 9-10, 2024 to an earlier date which is on **May 2 to 3, 2024**, to be held at the Division Conference Hall, DO old building. This is due to the schedule of EVRAA 2024.

2. To ensure a seamless procedure of the said activity, the schedules are:

Learners Gov't. Program	Schedule of the Division Federation Elections	Venue
<b>SELG (Elem.)</b>	<b>May 2, 2024 @ 8:00 AM</b>	<b>Division Conference Hall, DO Old Building</b>
<b>SSLG (JHS &amp; SHS)</b>	<b>May 2, 2024 @ 1:00 PM</b>	
<b>YES-O and BKD (Elem)</b>	<b>May 3, 2024 @ 8:00 AM</b>	
<b>YES-O and BKD</b>	<b>May 3, 2024 @ 1:00 PM</b>	

3. To guide the schools in the implementation of the said elections, a **virtual orientation** of all SELG and SSLG school coordinators is moved from April 12, 2024, to the following schedules:

District	No. of Pax (accdg. to the no. of schools per district)	Date	Session
<i>Calbayog 1</i>	<i>16</i>	<i>April 11, 2024</i>	<i>morning</i>
<i>Calbayog 2</i>	<i>14</i>	<i>April 11, 2024</i>	
<i>Calbayog 3</i>	<i>14</i>	<i>April 11, 2024</i>	
<i>Calbayog 4</i>	<i>18</i>	<i>April 11, 2024</i>	<i>Afternoon</i>
<i>Calbayog 5</i>	<i>19</i>	<i>April 11, 2024</i>	
<i>Calbayog 6</i>	<i>17</i>	<i>April 11, 2024</i>	
<i>Oquendo 1</i>	<i>14</i>	<i>April 12, 2024</i>	<i>Morning</i>
<i>Oquendo 2</i>	<i>23</i>	<i>April 12, 2024</i>	



P2 Brgy. Hamorawon, Calbayog City, Samar  
 (055) 530-0059 | bit.ly/depedcalbayog  
 calbayogcity.division@deped.gov.ph

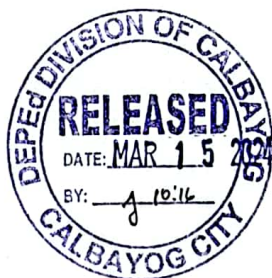


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Oquendo 3	14	April 12, 2024	Morning
Tinambacan 1	10	April 12, 2024	Afternoon
Tinambacan 2	9	April 12, 2024	
Tinambacan 3	14	April 12, 2024	

4. All other provisions stipulated in the Division Memorandum No. 050, s. 2024, dated January 25, 2024, remains in effect.
5. The participants in the Division Federated Elections are all **district-based** SELG, SSLG, YES-O, and BKD **elected presidents**. Along with them are their respective Teacher-Advisers. All Teacher-Advisers must secure a duly signed *Parental Consent Form* of the learners and shall advise the learners to present it upon registration at the venue. Moreover, all teacher-advisers who will attend shall secure a *Displacement Form* to ensure that classes will be taken charge of by someone in adherence to the provisions of *DepEd Order No. 34, s. 2022* and *DepEd Order No. 9, s. 2005*. The school head shall sign the form and supervise the displacement of classes.
6. Please see Annexes A, B, and C for the registration form, parental consent form, and guidelines and procedures of the elections. Furthermore, this office hereby requests all teacher-advisers to provide technical assistance to the learners to ensure full participation in the election process.
7. All expenses incurred relative to the conduct of this activity shall be charged to **Learner Formation Program Support Funds** (OC-23-BLSS-YFD-LSP) subject to the usual accounting and auditing rules and regulations. While meals and travel expenses of the participants from the field shall be self-provision, however, these shall be charged against School MOOE and/or other local funds subject to proper accounting and auditing rules and regulations.
8. For questions and related concerns please coordinate with, **Ms. Marian Cabonegro-Advincula @ 09953692499** or **Ms. Joanna Lou V. Portura @ 09271312151**, Learner Formation Coordinators, SGOD Office, this division.
9. Immediate dissemination of and compliance with this Memorandum are desired.

**MARGARITO A. CADAYONA JR. PhD. CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



For the Schools Division Superintendent:

**GRACE S. PAGUNSAN**  
Administrative Officer  
Office In-Charge  
Office of the Schools Division Superintendent  
SO # 018 S. 2024



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Annex A:

REGISTRATION FORM

Category :  Supreme Secondary Learner Government (SSLG)  
 Supreme Elementary Learner Government (SELG)

PLEASE ATTACH ID  
PICTURE

Part I : ( To be filled out by the President / Candidate)

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex : \_\_\_\_\_

Facebook Account : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Email Address : \_\_\_\_\_

School : \_\_\_\_\_

District : \_\_\_\_\_



Part II : Endorsement Letter ( To be filled out by the SELG/SSLG School Youth Formation Coordinator)

This is to certify that Mr. /Ms. \_\_\_\_\_ of

(Name of School) \_\_\_\_\_,

(District ) \_\_\_\_\_, is elected as President of the

Supreme Elementary Learner Government (SELG) /  Supreme Secondary Learner Government (SSLG) for classroom and school level.

\_\_\_\_\_  
Name & Signature of  
SELG/SSLG Teacher-Adviser

\_\_\_\_\_  
Name & Signature of  
School Youth Formation Coordinator

\_\_\_\_\_  
Name & Signature of School Head

\*\*\*\*\*Your personal information as a student is protected and is for the sole purpose of the Division Federation Election by the Learners Formation Division (YFD). Disclosure and sharing of the above information shall only be upon your consent, or as required by law, with relevant private or public persons, offices, or entities.



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calbayogcity.division@deped.gov.ph



ANNEX B

\_\_\_\_\_  
Date

**PARENTAL CONSENT FORM**

I/We hereby willingly and voluntarily give consent to the participation of my/our son/daughter \_\_\_\_\_ in the **Face-to-Face 2024 Division Federation Elections of the Supreme Elementary Learners Government and Supreme Secondary Learners Government** on May \_\_, 2024 at the Division Conference Hall, Division Old Building.

I have considered the benefits that my son or daughter will derive from his/her participation in this activity provided that due care and precaution will be observed to ensure the comfort and safety of my son/daughter and that DepEd employees and personnel may not be held responsible for any untoward incident that may happen beyond their control.

\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Name of Father

\_\_\_\_\_  
Name of Mother

\_\_\_\_\_  
Signature of Guardian over Printed Name

\_\_\_\_\_  
Relationship with the Learner



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(055) 530-0059 | [bit.ly/depedcalbayog](https://bit.ly/depedcalbayog)  
[calbayogcity.division@deped.gov.ph](mailto:calbayogcity.division@deped.gov.ph)



**ANNEX C**

**Guidelines and Procedures in the Election of Division and Regional Federation of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers**

1. The Election in the division federations of the SELG and SSLG is only exclusive for the following set of student-leaders:

<b>Activity</b>	<b>Participants</b>
DFSELG/DFSSLG elections	District-based elected SELG/SSLG Presidents

2. The setup (virtual and/or face-to-face) and date of the elections shall be determined by the Division Youth Formation Coordinator (DYFC) for the DFSELG/DFSSLG following the timeline given by the Central Office.
3. The division shall elect the following positions:
- 3.1 President;
  - 3.2 Vice-President;
  - 3.3 Secretary;
  - 3.4 Treasurer;
  - 3.5 Auditor;
  - 3.6 Public Information Officer (PIO); and
  - 3.7 Protocol Officer (former Peace Officer)
4. All candidates must possess the following qualifications:
- 4.1 currently enrolled in School Year 2023-2024;
  - 4.2 with good academic standing and no failing grades in all subjects
  - 4.3 with good moral character and have not been subjected to any disciplinary action; and
  - 4.4 must be elected as SELG/SSLG President in the school level to be eligible for the division level elections; DFSELG/DFSSLG President to be eligible for the regional level elections
  - 4.5 any other qualifications determined by the DYFC, if applicable
5. The rest of the body that will not be elected in any position will be designed as Board Members.
6. First-past-the-post or single-member plurality voting must be applied in the electoral process, wherein voters cast their vote for a candidate of their choice, and the candidate who receives the most votes wins.
7. Candidates for elective positions shall be determined through nomination procedures.
8. No candidate can refuse to be nominated for any position.
9. When the election starts and during the election proceedings, Presidents are not allowed to take calls and send private messages.
10. Any violation of the above-mentioned rules will be subjected to disqualification in any of the elective positions. The disqualification procedures shall be set by the Election Core Group prior to the start of the elections.





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**SUBJECT DISPLACEMENT FORM**

Name of Teacher : \_\_\_\_\_ School Year : \_\_\_\_\_  
Subject/s Taught : \_\_\_\_\_ Date of Leave : \_\_\_\_\_  
Leave Duration : \_\_\_\_\_  
Reason/Purpose of Leave/Absence: \_\_\_\_\_  
\_\_\_\_\_

**Directions:**

To be complied before the leave or absence of the concerned teacher. For the teachers who are on leave or absent for a certain purpose, ask the assistance of the Department Head/School Head in filling out the needed information.

TIME & SCHEDULE (DAYS)	GRADE & SECTION	SUBJECT/S	TEMPORARY TEACHER TO HANDLE THE SUBJECT	HAND OVER OF EXISTING INSTRUCTIONAL MATERIAL/S	SIGNATURE	REMARKS
<b>Morning Session</b>						
<b>Afternoon Session</b>						

Note: Furnish 3 copies duly signed by the respective signatory/ies.

Prepared by:

\_\_\_\_\_  
(Position)

Approved:

\_\_\_\_\_  
(School Head)