



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

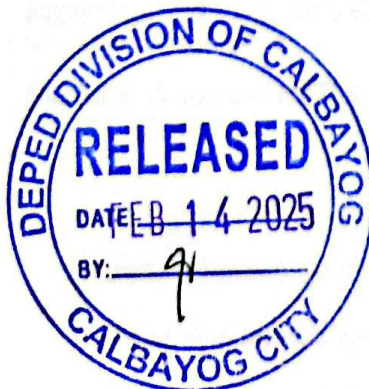
February 10, 2025

**MEMORANDUM**  
**DM-SGOD-LFD 108, S. 2025**

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

**SUBMISSION OF THE MONITORING AND EVALUATION (M & E) REPORT OF THE LEARNER GOVERNMENT PROGRAM (LGP) ELECTIONS AND THE GENERAL PLAN OF ACTION (GPOA) FOR SY 2025-2026**

1. Pursuant to Regional Memo No. 56, s. 2023, this Office through the SGOD-LFD shall hereby request on the submission of the **Monitoring and Evaluation Report of the Learner Government Program (LGP) Elections for School Year 2025-2026 on March 13, 2025** and the **General Plan of Action (GPOA) on March 14, 2025**. This is to ensure systematic monitoring and evaluation of SELG/SSLG Elections.
2. All SELG/SSLG School Teacher Advisers/Coordinators shall use the attached Learner Government (LG) COMEA Monitoring Tool and GPOA template to be utilized after the elections.
3. All expenses incurred during the said activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
4. For more inquiries you may contact **Ms. Marian Cabonegro-Advincula @ 09953692499** or **Ms. Joanna Lou V. Portura @ 09271312151**, both Division Learner Formation Coordinators, SGOD Office, this division
5. Your support and cooperation will be highly appreciated.
6. Immediate dissemination of and compliance with this Memorandum are desired.



For the Schools Division Superintendent

**MARGARITO A. CADAYONA JR. PhD. CESO VI**  
OIC-Schools Division Superintendent

*[Signature]*  
**ATTY RHEA P. AGUADO**  
Designate Legal Officer

OIC-Office of the Schools Division Superintendent  
*[Signature]*

## LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

**Data Privacy Notice:** Data and information in this form are intended exclusively for the purpose of this activity. Having other purpose not intended by the processor owner is a violation of Data Privacy Act of 2012.

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: \_\_\_\_\_  
 LG COMEA Chief Commissioner: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Date of Election: \_\_\_\_\_ Time of Election: \_\_\_\_\_  
 Learner Government Category:  SELG  SSLG

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 LG COMEA

#### LG COMEA Commissioners:

**Commissioner on Screening and Validation**

Appointed  
 Others (please specify): \_\_\_\_\_

**Commissioner Appointment**

Appointed  
 Others (please specify): \_\_\_\_\_

**Commissioner on Electoral Board**

Appointed  
 Others (please specify): \_\_\_\_\_

**Commissioner on Grievance**

Appointed  
 Others (please specify): \_\_\_\_\_

#### LG COMEA Permanent Committees:

**Executive Committee**

Number of Members: \_\_\_\_\_

**Appointment Committee**

Number of Members: \_\_\_\_\_

**Screening and Validation Committee**

Number of Members: \_\_\_\_\_

**Grievance Committee**

Number of Members: \_\_\_\_\_

**Electoral Board 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: \_\_\_\_\_

## I. Results

### List of Elected/Appointed Officers for the Learner Government (SELG/SSLG)

#### Supreme Elementary Learner Government Officers for SY: 2023-2024

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

#### Supreme Secondary Learner Government Officers for SY: 2023-2024

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

## III. Recommendations

Kindly note that recommendations shall be centered on the improvement of the issued

Members of the LG COMEA:

\_\_\_\_\_  
LG COMEA Commissioner

\_\_\_\_\_  
LG COMEA Commissioner

Prepared by:

Validated by:

\_\_\_\_\_  
LG COMEA Commissioner

\_\_\_\_\_  
LG COMEA Commissioner



Republic of the Philippines  
Department of Education

**Learners Government Program:  
General Plan of Action (LGP: GPOA)**

School Name:	School I.D.:
School Year:	Division Office:
LG Category: <input type="checkbox"/> SELG <input type="checkbox"/> SSLG	Regional Office:

<b>Quarter No.:</b> <i>(Indicate the specific quarter of the school year in which the activity is scheduled.)</i>					
<b>Name of Activity 1:</b> <i>(Provide the complete and accurate name of the activity.)</i>					
<b>DepEd Core Value:</b> <i>(Identify which DepEd Core Value/s align with the activity: Maka-Diyos/ Makakalikasan/ Makatao/ Makabansa)</i>					
<b>Description of Activity:</b> <i>(Present a concise description outlining the nature and purpose of the activity.)</i>					
<b>Time Frame</b>	<b>Objectives</b>	<b>Participants</b>	<b>Mode of Delivery</b>	<b>Resources</b>	<b>Expected Outputs</b>
<i>(Specify the exact month, date, and year during which the activity is planned.)</i>	<i>(Clearly state the objectives of the activity.)</i>	<i>(Enumerate and specify the participants involved, including any collaborating organizations/ clubs.)</i>	<i>(Clearly state the location/ platform where the activity is scheduled to take place.)</i>	<i>(Detail the resources, including funds or materials, essential for the successful execution of the activity.)</i>	<i>(Clearly define the anticipated outcomes or results of the activity.)</i>
<b>Strategies/Implementation</b> <i>(Describe in brief the steps involved in conducting the activity.)</i>			<b>Monitoring &amp; Evaluation</b> <i>(Establish metrics, data collection methods, and responsible parties for ongoing assessment. Include a feedback mechanism and criteria for adjustments.)</i>		
<b>Remarks</b> <i>(Provide any additional comments/ special notes relevant to the activity.)</i>					

Quarter No.:					
Name of Activity 2:					
DepEd Core Value:					
Description of Activity:					
Time Frame	Objectives	Participants	Mode of Delivery	Resources	Expected Outputs
Strategies/Implementation			Monitoring & Evaluation		
Remarks					

Note: Add additional tables as necessary. Ensure that each section is completed accurately and thoroughly to facilitate comprehensive planning and execution of the GPOA.

**Prepared by:**

*(Include all the Name/s and Designation/s of the SELG/SSLG Officer/s responsible for preparing the GPOA.)*

**[NAME 1]**  
Designation  
SELG/SSLG Officer

**[NAME 2]**  
Designation  
SELG/SSLG Officer

**[NAME 3]**  
Designation  
SELG/SSLG Officer

**[NAME 4]**  
Designation  
SELG/SSLG Officer

**Recommending Approval:**

*(Include the name and Designation of the Adviser responsible for overseeing the SELG/SSLG Officers' GPOA.)*

**[NAME OF SELG/SSLG ADVISER]**  
Designation  
Name of School

**Approved by:**

*(Include the Name, Designation, and Office of the approving authority for the GPOA.)*

**[NAME OF SCHOOL HEAD]**  
Designation  
Name of School