



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

March 13, 2025

MEMORANDUM
DM-OSGOD-YFD 159, S. 2024

**CHANGE OF SCHEDULE ON THE CONDUCT OF THE DIVISION FEDERATION
OF THE SUPREME ELEMENTARY LEARNERS GOVERNMENT (SELG) AND
SUPREME SECONDARY LEARNERS GOVERNMENT (SSLG) FOR THE SCHOOL
YEAR 2025-2026**

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 to the conduct of Division Federation Elections of SELG, SSLG, set of officers for S.Y. 2025-2026, this Office, through the SGOD-Learner Formation Division, announces that the aforementioned activity is moved from March 14, 2025 to **March 28, 2025** at 8:00 in the morning, to be held at the Division Conference Hall, DO old building. This is due to the equally important administrative matter. Furthermore, Induction and Orientation of the new set of officers will be followed after the said elections.
2. All other provisions stipulated in the Division Memorandum No. 060, s. 2024, dated February 12, 2024, remains in effect.
3. The participants in the Division Federation Elections are all **district-based** SELG, and SSLG **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.
4. Please see Annexes A, B, C, and Consent, Waiver, Indemnity and Release form for the registration, parental consent form, permission to take pictures, videos and recording voice, and guidelines and procedures of the elections. Furthermore, this



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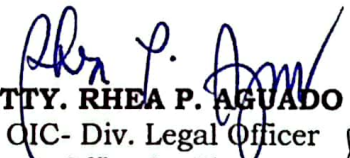
office hereby requests all teacher-advisers to provide technical assistance to the learners to ensure full participation in the election process.

5. All expenses incurred relative to the conduct of this activity shall be charged to **Learner Formation Program Support Funds** (SARO #RO-8-24-0592) 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.
6. For questions and related concerns please coordinate with, **Ms. Marian Cabonegro @ 09752155434** or **Ms. Joanna Lou V. Portura @ 09271312151**, Learner Formation Coordinators, SGOD Office, this division.
7. 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:




ATTY. RHEA P. AGUADO
OIC- Div. Legal Officer
Office In-Charge
Office of the Schools Division Superintendent
EO # 015 s. 2025

Enclosure: Annex A, B, C and Consent, Waiver, Indemnity and Release Form
Reference: Memorandum DM-OUOPS-2025-11-00442
To be indicated in the Perpetual Index under the following subjects:
Learner Government Program/Youth Formation Programs

DEPARTMENT OF EDUCATION
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

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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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 2025 Division Federation Elections of the Supreme Elementary Learners Government and Supreme Secondary Learners Government** on March 28, 2025 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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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:

Activity	Participants
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 2024-2025;
 - 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/district 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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Department of Education

Republic of the Philippines

CONSENT, WAIVER, INDEMNITY and RELEASE

I, _____, M/ F, _____ years of age, hereby grant permission to the Department of Education (DepEd) and its representatives to make recordings of my voice and to take photographs and /or videos in which I appear in, to be used for the communications and various public campaigns of the Agency be it in print, broadcast, and/or electronic media, at the event and location stated below:

Production name/ Project title: _____

Location: _____

I acknowledge that the DepEd owns all rights to these images and recordings. I further grant the DepEd and its representatives the right to use, display, exhibit, reproduce, distribute, and create derivative works of these images and recordings in any media now known or later developed.

I hereby waive any right to inspect or approve the use of the images or recordings or of any written derivatives. I further waive all moral rights. I also waive any right to royalties or other compensation arising from or related to the use of the materials.

I hereby release, defend, indemnify, and hold harmless the DepEd and its representatives from and against any claims, damages, or liability arising from or related to the use of the images, recordings, or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older/ I am accompanied by my legal guardian, and I am competent to enter into this contract/ NAME OF GUARDIAN: _____ has legal authority to enter into this contract. I have read this document before signing below, and I fully understand the contents, meaning and impact of this consent, waiver, indemnity and release.

This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators and assigns.

Signature

____/____/____
mm dd yyyy

Signature over printed name of Parent /Guardian/ Teacher

____/____/____
mm dd yyyy

Address: _____

Home phone: _____ Mobile phone: _____

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