



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
 Schools Division of Biñan City
 RECORDS SECTION
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 APR 15 2024
 By: *[Signature]* 04:33pm

15 Apr 2024

DIVISION MEMORANDUM

No. **133**, s. 2024

SCHEDULE OF ACTIVITIES RELATIVE TO ELECTIONS OF SCHOOL-BASED ORGANIZATIONS FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 All Schoolheads
 All Others Concerned

1. Relative to DM-OUOPS-2024 re: Schedule of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Elections for School Year 2024-2025, this Office, through the Learner Formation Section of the School Governance and Operations Division, informs all schools on the **Schedule of Activities Relative to Elections of School-Based Organizations for School Year 2024-2025**.

2. All schools shall strictly observe the following indicative schedules:

DATE	ACTIVITY
April 17, 2024	Division Orientation on Learner Government Election and Appointment Code (LGEAC) for SY 2024-2025
April 19, 2024	Uploading of signed School Memorandum for the Designation of Learner Government Commission on Elections and Appointments (LG COMEA) for SY 2024-2025
April 22 – May 17, 2024	School-Based Elections of Supreme Elementary and Secondary Learner Government (SELG & SSLG) for SY 2024-2025 Field Monitoring of School-Based Elections of SELG & SSLG, YES-O, and BKD for SY 2024-2025
May 13 – 17, 2024	School-Based Elections of Youth for Environment in Schools Organization (YES-O) and Barkada Kontra Droga (BKD) for SY 2024-2025
May 20, 2024	Uploading of All Documentary Requirements
May 21, 2024	Division Federated Elections of SELG and SSLG for SY 2024-2025
May 22, 2024	Division Federated Elections of YES-O for SY 2024-2025
May 23, 2024	Division Federated Elections of BKD for SY 2024-2025
May 24, 2024	Issuance of Division Memorandum for the Official List of Newly Elected SELG & SSLG, YES-O, and BKD Officers and Advisers for SY 2024-2025

3. Schoolheads shall designate LG COMEA Commissioners through a School Memorandum to be uploaded until **April 19, 2024**, through this link: **tinyurl.com/SchoolMemoLGCOMEA** with **School Name as the file name**.



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Certificate No. PHP QMS 22 83 0085

4. LG COMEA shall be composed of the following:

COMPOSITION OF THE LEARNER GOVERNMENT COMMISSION ON ELECTIONS AND APPOINTMENTS (LG COMEA)	
Chief Commissioner	Schoolhead
Commissioner on Grievance	Preferably the Guidance Counselor or Guidance Designate, or any teaching and non-teaching personnel who is a member of the Child Protection Committee
Commissioner on Screening and Validation	Teaching and non-teaching personnel not handling any school-based organization
Commissioner on Electoral Board	
Commissioner on Appointment	

5. Relative to this, **two (2) commissioners of the LG COMEA (preferably Commissioner on Screening and Validation and Electoral Board)** shall attend the **Division Orientation on Learner Government Election and Appointment Code (LGEAC) for SY 2024-2025** on **April 17, 2024, 1:00 p.m. – 4:00 p.m.** at **SDO Training Hall**.

6. Participants are reminded of the strict observance of **Time-On-Task** or the **No Disruption of Classes Policy** of the Department.

7. Templates are accessible via official website of DepEd Biñan Youth Formation at **depedbinanyfd.weebly.com**

8. Expenses relative to the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.

9. Enclosed herewith is DM-OUOPS-2024-11-02487 for other details.

10. For queries and concerns, contact Ms. Maureen Jane Q. Alangco, Project Development Officer I – Learner Formation, at (049) 547-0105 or email at sdobinan.youthformation@deped.gov.ph.

11. Immediate and widest dissemination of this Memorandum is desired.

MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated

Reference: DM-OUOPS-2024-11-02487

SGOD/YF / MJQA / / DM - Schedule of Activities Relative to Elections of School-Based Organizations for School Year 2024-2025
/ 04/15/2024



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-11- 02487

TO : **Regional Directors**
Minister, Basic, Higher, and Technical Education, BARMM
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
All Others Concerned

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


DR. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : **SCHEDULE OF THE SUPREME ELEMENTARY LEARNER**
GOVERNMENT (SELG) AND SUPREME SECONDARY LEARNER
GOVERNMENT (SSLG) ELECTIONS FOR SCHOOL YEAR (S.Y.)
2024-2025

DATE : March 25, 2024

Under the **Department of Education Order (DO) No. 47 s, 2014** titled, “*Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools,*” the Department of Education (DepEd) recognizes that the Student Government Program (SGP), through the Supreme Pupil Government (SPG) and Supreme Student Government (SSG), is the foremost co-curricular learner-led organization authorized to operate and implement pertinent programs, projects, and activities in all schools nationwide.

To ensure consistency under **DO No. 21, s. 2019**, the SGP shall be named Learner Government Program (LGP), while SPG and SSG will be known as the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG), respectively.

The pivotal role of student-led clubs and organizations within the LGP serves as the lifeblood of effective leadership that contributes to the learners’ holistic development. Through the SELG and SSLG Elections, the Department aims to amplify the voices of learners for representation and decision-making.

In line with this, the Bureau of Learner Support Services, through the Youth Formation Division (BLSS–YFD), commits to provide support to all learners to instill effective leadership which shall contribute to their holistic development.

BLSS- YFD- 2024- 03- 105



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Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 2



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Aligned with the preparations for the School Year (S.Y.) 2024–2025, the elections for the SELG and SSLG shall be conducted in the last quarter of S.Y. 2023–2024, following the indicative schedule(s) outlined below:

Suggested Date(s)	Activity
April 15 – May 10, 2024	School-Based Elections
May 13 – 24, 2024	District/Division Elections
May 27 – 31, 2024	Regional Federation Elections
July 11, 2024	National Federation Elections

This activity aims to establish learner representations through the SELG/SSLG across all levels of governance for S.Y. 2024-2025 through an election.

In pursuit of the optimal engagement of all learners, all Schools Division Superintendents (SDSs) and School Heads, through their respective Youth Formation Coordinators (YFCs) and SELG/SSLG Teacher-Advisers, are hereby requested to provide technical assistance and adhere to the Learner Government Election and Appointment Code stipulated on **Annexes A-B**.

Moreover, please be guided that additional provisions were included to highlight the eligible voters for the said elections as well as the inclusion of a unified template for the crafting of the General Plan of Action (GPOA).

For questions or clarifications, you may contact the BLSS-LFD at blss.lfd@deped.gov.ph.

Immediate and wide dissemination of this Memorandum is desired.

[BLSS-LFD/MGMMGE]

Annex A.

LEARNER GOVERNMENT ELECTION AND APPOINTMENT CODE (LGEAC)

Rationale

Stipulated in Article II, Section XIII of the 1987 Philippine Constitution, the State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism and encourage their involvement in public and civic affairs.

The promulgation of Republic Act No. 9155 (RA 9155), or the Governance of Basic Education Act of 2001, provided the returns framework for decentralizing the governance of education to the field. The Department of Education (DepEd), through its key reform thrust of School-Based Management (SBM), has continuously strived to empower schools and learning centers to effectively address access and quality issues in basic education. Through this policy, it is envisioned that the principles of shared governance, efficient and effective School-Based Management shall be applied in all schools, ensuring the delivery of quality education that is relevant to the context and needs of every learner.

In accordance with the DepEd Order No. 31, s. 2022, titled Child Rights Policy: Adopting the Right-Based Education (RBE) Framework in Basic Philippine Education states that in RBE-DepEd, programs pertaining to child protection, student governance and participation, health and nutrition, and gender sensitivity, for example, are not viewed as extra, disparate or peripheral programs in basic education. Instead, these programs are cohesively and consistently treated as an integral part of basic education where the right to access education, right to quality education and right to respect and well-being in the learning environment are indispensable, interrelated, and interdependent, and should all be realized through both the performance of obligations by duty-bearers, and the active participation of children as rights-holders.

With the efforts to recognize the role of the youth in nation-building, to encourage public and civic affairs involvement, to promote student governance and participation, to decentralize the governance of education to the field, to empower the schools to effectively address access and quality issues in basic education, and to mandate all schools to conduct the youth elections and appointments, the Department of Education, through the Bureau of Learner Support Services–Learner Formation Division (BLSS–LFD), has issued the Learner Government Election and Appointment Code (LGEAC).

Scope and Functions

- Section 1 These guidelines shall apply to all public elementary and secondary schools nationwide. It shall cover the establishment of Learner Government Commission on Elections and Appointments (LG COMEA) under the management and supervision of DepEd Office of Undersecretary for Operations-Bureau of Learner Support Services-Learner Formation Division.
- Section 2 Private schools and other institutions offering the K to 12 Basic Education Program are also encouraged to implement these learner government elections and appointment guidelines.

Definition of Terms

For the purposes of this policy, the following terms are defined as follows:

- a. **Candidate** refers to the learner whose application for candidacy to an elective position is qualified and is duly approved by the LG COMEA.
- b. **Canvassing** refers to the process of validating the official tally of votes of the election.
- c. **Complainant** refers to any learner who files a written complaint to LG COMEA.
- d. **Digital Election** refers to the mode of election where voting procedures and canvassing of votes are done through an online platform.
- e. **Election Help Desk** refers to a body composed of teaching and non-teaching personnel, and/or learner established by the Commissioner on Grievance to provide information, guidance, and support related to elections.
- f. **Election Paraphernalia** refers to any regulated materials used during application, campaign, election, validation, and tabulation process.
- g. **Hybrid Election** refers to the use of both digital and manual modes of elections.
- h. **Learner Government** refers to the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) which served as the highest governing body of all learners at the elementary and secondary levels respectively.

- i. **Manual Election** refers to a paper-based modality of voting procedures and canvassing of votes.
- j. **Political Party** refers to an organized group of learners that is officially recognized as being part of the electoral process and who can support candidates for elections.
- k. **Poll watcher** refers to a learner allowed by a political party or an independent candidate to observe activities at the polling precinct.
- l. **Polling Precinct** refers to a place officially designated by the LG COMEA where the voters cast their votes.
- m. **Resolution** refers to a written motion adopted by LG COMEA Commissioners.
- n. **Special Election** refers to an election process conducted due to vacancy of certain positions in the Learner Government, except for the President, either by removal of the officer, death, or resignation.
- o. **Tabulating** refers to the systematic counting, calculation and recording of election results.
- p. **Voter** refers to a learner qualified to cast a vote in learner government elections.

Article I

Declaration of Principles and Objectives

- Section 1 The LG COMEA shall be the governing and implementing commission on learner government elections and appointments.
- Section 2 The LG COMEA is founded on the principles of good governance, participatory democracy, transparency, and accountability, in serving the learner government.
- Section 3 The LG COMEA shall be the forefront of honest and clean learner government elections and appointments.
- Section 4 The LG COMEA shall be an independent, non-partisan, and non-sectarian commission in-charge of the conduct of learner government elections and appointments.

Section 5 The LG COMEA shall be the sole commission to conduct meetings and issue resolutions related to learner government elections and appointments.

Section 6 The LG COMEA has the following objectives:

- 6.1 uphold the core values, principles, and ideals of the DepEd;
- 6.2 set the rules and regulations of the learner government elections and appointments;
- 6.3 oversee the implementation of the learner government elections and appointments;
- 6.4 exercise jurisdiction over all matters pertaining to learner government elections and appointments;
- 6.5 pursue an independent and impartial stand that is congruent to the learner government's Constitution and By-Laws; and
- 6.6 safeguard the rights of learners to participate in learner government elections and appointments.

Article II

Commissioners

Section 1 Composition

The LG COMEA is composed of five (5) commissioners: Chief Commissioner, Commissioner on Screening and Validation, Commissioner on Electoral Board, Commissioner on Appointment, and Commissioner on Grievance.

Section 2 Qualification

- 2.1 The LG COMEA Chief Commissioner shall be the School Head and the other commissioners shall come from teaching and non-teaching personnel not handling any learner government.
- 2.2 The Commissioner on Grievance shall preferably be the Guidance Counselor or Guidance Designate, or any teaching or non-teaching personnel who is a member of the Child Protection Committee of the school.

Section 3 **Term of Office**

- 3.1 Each commissioner shall hold office for one (1) school year.
- 3.2 The term of office shall start effectively from the date of oathtaking until the end of the school year.

Section 4 **Appointment of Commissioners**

The Chief Commissioner shall issue a School Memorandum designating the four (4) commissioners of the LG COMEA. In the case of schools with limited personnel, the Chief Commissioner may designate personnel who will handle multiple commissions.

Section 5 **Duties and Responsibilities of the Commission**

In accordance with the existing DepEd policies, the LG COMEA shall have the following duties and responsibilities:

- 5.1 enforce rules and regulations, and administer the conduct of fair, honest, credible, systematic elections and appointments;
- 5.2 decide on the election modality to be used considering the preference of the learners;
- 5.3 administer the conduct of fair, honest, credible, systematic elections and appointments;
- 5.4 prepare and distribute the necessary LG COMEA election forms, appointment forms and other election related materials before, during, and after the elections;
- 5.5 approve or disqualify a candidate;
- 5.6 validate the electoral and appointment proceedings and results;
- 5.7 act on and resolve all complaints related to the elections and appointment processes;
- 5.8 conduct the proclamation of the new set of learner government officers; and
- 5.9 keep and secure all pertinent elections and appointment documents.

Section 6 **Duties and Responsibilities of the Commissioners**

- 6.1 The Chief Commissioner shall act as the Chief Executive Officer of the commission and shall have the following duties:
 - 6.1.1 designate and appoint the commissioners of the commission;
 - 6.1.2 call and preside all meetings and/or may designate concerned commissioner to preside for meetings related to the preparation and conduct of learner government elections and appointments;
 - 6.1.3 supervise the learner government elections and appointments;
 - 6.1.4 approve the official results and other documents of the learner government elections and appointments;
 - 6.1.5 enforce the rules and regulations of the commission;
 - 6.1.6 administer the Oath-Taking Ceremonies; and
 - 6.1.7 approve the composition of each committee and the total number of members from the teaching, non-teaching and learners recommended and determined by each commissioner.

- 6.2 The Commissioner on Screening and Validation shall have the following duties:
 - 6.2.1 evaluate all election and appointment related documents;
 - 6.2.2 prepare the final list of qualified candidates for elections;
 - 6.2.3 endorse the list of possible appointees as well as the consolidated nomination documents;
 - 6.2.4 validate the official results of the learner government elections;
 - 6.2.5 submit the results to the Chief Commissioner;
 - 6.2.6 post official results of the learner government elections in strategic places in schools or accessible platforms;
 - 6.2.7 prepare notice of meeting, minutes of the meeting and resolutions related to learner government elections and appointments;
 - 6.2.8 preside over meetings related to evaluation and validation; and
 - 6.2.9 secure and manage effective recordkeeping of all documents before, during and after the elections and/or appointment process.

- 6.3 The Commissioner on Electoral Board shall have the following duties:
 - 6.3.1 prepare the election paraphernalia;
 - 6.3.2 regulate the utilization of the campaign materials prior to posting, dissemination and publication;
 - 6.3.3 conduct and facilitate the voting process;
 - 6.3.4 ensure the confidentiality and integrity of the results;
 - 6.3.5 turn-over the Tabulation Form for canvassing of votes to Committee on Screening and Validation; and
 - 6.3.6 oversee the conduct of the tiebreaking, if deemed necessary.
- 6.4 The Commissioner on Appointment shall have the following duties:
 - 6.4.1 lead the evaluation and deliberation of the submitted documents of the possible appointees as endorsed by the Screening and Validation Committee;
 - 6.4.2 prepare and submit the deliberated list to the Chief Commissioner;
 - 6.4.3 inform the appointees of the result and post the official list in the designated places or accessible platforms.
- 6.5 The Commissioner on Grievance shall have the following duties:
 - 6.5.1 establish and manage the Election Help Desk during the election proper;
 - 6.5.2 review, validate, and conduct fact-finding on written complaints received by the committee;
 - 6.5.3 convene with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision;
 - 6.5.4 submit the initial decision of concerns to the Chief Commissioner for approval; and
 - 6.5.5 enforce sanctions based on the gravity of the offense committed by the complainant.

Article III
Permanent Committees

There shall be five (5) permanent committees of LG COMEA: Executive, Screening and Validation, Electoral Board, Appointment, and Grievance. It shall be composed of teaching, non-teaching, and learners recommended and determined by each commissioner.

Section 1 The Executive Committee, composed of the Chief Commissioner and appointed commissioners, shall act as the administrators in the conduct of elections and appointments.

Section 2 The Screening and Validation Committee shall be responsible for:

- 2.1 distributing and/or retrieving the LG COMEA Forms and all other election and appointment-related documents;
- 2.2 screening and validating Elections Application Documents and Nomination Documents;
- 2.3 canvassing the tabulated votes of the learner government elections; and
- 2.4 performing other duties and functions as may be assigned by the Commissioner on Screening and Validation.

Section 3 The Electoral Board Committee shall be responsible for:

- 3.1 organizing electoral processes on the schedule of election activities, such as:
 - 3.1.1 orientation on election processes;
 - 3.1.2 election campaign;
 - 3.1.3 distribution of sample ballots and election paraphernalia; and
 - 3.1.4 casting and tabulation of votes.
- 3.2 performing other duties and functions as may be assigned by the Commissioner on Electoral Board.

- Section 4 The Appointment Committee shall be responsible for:
- 4.1 evaluating and deliberating the submitted documents of the possible appointees as endorsed by the Screening and Validation Committee;
 - 4.2 preparing the registry of qualified nominees;
 - 4.3 submitting the deliberated list to the Chief Commissioner;
 - 4.4 informing the appointees on the results; and
 - 4.5 posting the official list of the appointees in strategic places in schools or accessible platforms as determined by the LG COMEA.

- Section 5 The Grievance Committee shall be responsible for:
- 5.1 managing, verifying and processing issues, concerns, complaints and petitions in the conduct of the elections and appointments;
 - 5.2 providing assistance and services through the Election Help Desk;
 - 5.3 performing other duties and functions as may be assigned by the Commissioner on Grievance.

Article IV
Election Modalities

- Section 1 The LG COMEA may adopt any of the following modes of elections:
- 1.1 For manual elections, voting procedures and canvassing of votes will be done in-person.
 - 1.2 For digital elections, voting procedures and canvassing of votes will be done virtually, through an online platform, with the use of an existing electoral procedure within the school or may also be adopted from other schools.
 - 1.3 For hybrid elections, voting procedures and canvassing of votes that use both digital and manual.
- Section 2 The modality and the schedule of the election activities shall be posted in strategic places in schools or be disseminated in accessible platforms designated by the LG COMEA.

Article V
Screening

- Section 1 Any learner who intends to run or be appointed for a certain position in the Learner Government shall have the following qualifications:
- 1.1 Must be a bona fide learner of the current school year;
 - 1.2 Must have good moral character; and
 - 1.3 Must have no failing grade on the previous semester/grading.
- Section 2 The grade level qualification for an elective position in any Learner Government shall be in accordance with this Code.
- 2.1 The elective positions for the elementary level are the President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer, and Grade Level Representatives.
 - 2.1.1 Regardless of the school type (small, medium, large, or mega), only one (1) President and Vice President must be elected, and the qualified candidate must be incoming Grades 5 -6.
 - 2.1.2 Regardless of the school type (small, medium, large, or mega), only one (1) Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer must be elected, and the qualified candidate must be incoming Grades 3-6.
 - 2.1.3 For small and medium schools, one (1) Grade Level Representative for each incoming Grades 3-6 must be elected.
 - 2.1.4 For large schools, one Grade Level Representative for incoming Grade 3 and two (2) representatives for each incoming Grades 4-6 must be elected.
 - 2.1.5 For mega schools, two (2) Grade Level Representatives for each incoming Grades 3-6 must be elected.
 - 2.2 The elective positions for the secondary level are the President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, and Protocol Officer.

- 2.2.1 Regardless of the school type (small, medium, large, or mega), only one (1) President and Vice President shall be elected, and the qualified candidate(s) must be:
- a. incoming Grades 9-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 11-12 for Integrated School (offering Grades 7-12)
- 2.2.2 Regardless of the school type (small, medium, large, or mega), only one (1) Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer must be elected, and the qualified candidate(s) must be:
- a. incoming Grades 8-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 8-12 for Integrated School (offering Grades 7-12)
- 2.2.3 For small and medium schools, one (1) Grade Level Representative for each incoming grade level must be elected, and the qualified candidate(s) must be:
- a. incoming Grades 7-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 11-12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 7-12 for Integrated School (offering Grades 7-12)
- 2.2.4 For large and mega schools, two (2) Grade Level Representatives for each incoming grade level must be elected, and the qualified candidate(s) must be:
- a. incoming Grades 7-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 11-12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 7-12 for Integrated School (offering Grades 7-12)

- 2.3 For schools not offering the specified grade levels, the elective positions shall be made open to the highest grade level available.
- Section 3 Elective positions for Grade Level Representative shall be solely intended for SELG/SSLG.
- Section 4 Each of the aspiring candidates for elections shall submit the following requirements:
- 4.1 Election Application Form (EAF)
- 4.2 Introductory Profile for Elementary/Secondary
- Section 5 The LG COMEA shall regulate the establishment of political parties through a resolution. A recognized and certified group of qualified candidates may form a political party subject to the completion of candidates to the elective position. However, any candidate with no political party may run independently.
- Section 6 After the evaluation, the official list of candidates shall be posted in visible places in schools or be disseminated in accessible platforms as determined by the LG COMEA.

Article VI **Campaign**

- Section 1 **Campaign Period.** Unless otherwise fixed in special cases by the LG COMEA, the campaign period shall cover five (5) school days beginning from the announcement of the official list of candidates and ending immediately a day before the election, if such is not possible to be carried out, the campaign period may be extended to a period not more than eight (8) school days.
- Section 2 **Modes of the Election Campaign.** Schools shall adopt the modality that is applicable to their context.
- 2.1 For in-person campaigns, all candidates from a political party may engage in a classroom campaign with a maximum of ten (10) minutes, and a maximum of three (3) minutes for independent candidates.
- 2.2 For virtual campaigns, the Electoral Board Committee shall regulate any social media platform agreed upon by the LG COMEA.

- 2.3 For the combination of in-person and virtual campaigns, the Electoral Board Committee shall regulate both modalities.
- Section 3 Campaigns shall only be allowed during the prescribed period set by the LG COMEA and done in such a manner that there is no disruption of the learning process and other school functions.
- Section 4 All campaign materials must be regulated and approved by the LG COMEA prior to posting, dissemination, and publication.
- Section 5 Campaign materials shall only be posted in visible places in schools or accessible platforms as determined by the LG COMEA. Candidates shall also be responsible for the cleanup of the said materials.

Article VII
Election Proper

- Section 1 The schedule of elections shall be conducted after the third quarter examination and shall be in accordance with the DepEd Calendar of Activities and other DepEd issuances.
- Section 2 In case of disaster, calamities, pandemic, and other unforeseen events which will disrupt regular classes and subsequently affect the conduct of elections, the LG COMEA, upon determination of the appropriate modality, shall determine whether to reschedule the elections or to proceed with the appointment procedures.
- Section 3 The LG COMEA shall determine the number of polling precincts for the voters and shall be opened within school hours with no noon break.
- Section 4 Voters are only allowed to vote once. Voters can bring a list of candidates to vote for but are not allowed to discuss or influence other voters inside the precinct.
- 4.1 Regardless of the school type (small, medium, large, or mega), the eligible voters for the elementary level are all incoming Grades 3-6 learners.
- 4.2 Regardless of the school type (small, medium, large, or mega), the eligible voters for the secondary level are:
- a. incoming Grades 8-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 8-12 for Integrated School (Offering Grades 7-12)

- Section 5 Each political party or independent candidate is allowed to have one (1) poll watcher in each polling precinct.
- Section 6 Poll watchers shall secure an Appointment Form and present it to the LG COMEA during elections.
- Section 7 Voters shall present a School Identification Card, or any alternative school document as determined by the LG COMEA to the Electoral Board Committee as a requisite to vote.
- Section 8 The LG COMEA shall ensure that all polling precincts have the following:
- 8.1 an area that can accommodate voters;
 - 8.2 readily accessible equipment and materials;
 - 8.3 displayed list of candidates; and
 - 8.4 a master list of voters.
- Section 9 In case a voter violates the rules and regulations set by the LG COMEA, his/her vote will be nullified.
- Section 10 The Electoral Board Committee shall prepare the ballots which shall contain voting instructions, a list of candidates, space for the voter's thumb mark and/or signature for manual elections, and electronic identity verification for digital elections.
- Section 11 For manual elections, the ballots in the polling precincts shall remain only under the supervision of the Electoral Board Committee until the casting of votes is finished and the counting of votes begins.
- Section 12 For digital elections, the LG COMEA shall ensure the confidentiality of the partial results and shall only be announced until the casting of the votes is finished.
- Section 13 For transparency purposes, the Chief Commissioner may issue an official statement regarding the status of the polls.

Article VIII
Tabulation and Canvassing of Votes

- Section 1 The Electoral Board Committee shall tabulate the votes using the Election Tabulation Form in the following manner:
- 1.1 ballot-by-ballot for manual elections;
 - 1.2 utilization of authorized equipment, programs, or platforms for digital elections; and

- 1.3 combination of the two preceding methods in hybrid elections.
- Section 2 Regardless of the mode of elections, the partial and unofficial results containing the position, name of the candidates, and tally, may be posted in visible places in schools or be disseminated in accessible platforms as determined by the Electoral Board Committee.
- Section 3 The Screening and Validation Committee shall canvass the tabulated votes using the Election Canvass Form.
- Section 4 In case of tie, a toss coin, draw lots, or other similar methods agreed upon by all concerned candidates shall be done and facilitated by the Chief Commissioner.
- Section 5 The canvassed results shall be reflected on the Registry of Elected Officers and be endorsed by the Committee on Screening and Validation and to be approved by the Chief Commissioner.
- Section 6 Official Results shall be posted in strategic places in schools or be disseminated in accessible platforms as determined by the LG COMEA.
- Section 7 For transparency purposes, photocopies of the duly signed canvassed results may be provided by the LG COMEA to the requesting poll watcher of the political party or independent candidate.

Article IX
Special Elections

- Section 1 The LG COMEA shall conduct special elections under any of the following circumstances only:
- 1.1 There is a vacancy of a certain position/s except for presidency during the term of office.
- 1.2 The vacancy of position may be caused by removal from office, death or resignation.
- Section 2 Special elections shall adopt the rules and procedures of the elections from previous articles.

Article X
Appointment Guidelines

- Section 1 The LG COMEA shall appoint the learner government officer/s under any of the following circumstances only:
- 1.1 No learner filed an Election Application Form for all positions before the election proper.
- 1.2 There is/are remaining elective position/s which is/are not filled before the election proper because there are no candidates for the position.
- Section 2 If appointment is necessary, the Commissioner on Appointment shall post the remaining elective position/s for appointment in strategic places in schools or be disseminated in accessible platforms as determined by the LG COMEA immediately after the release of official list of candidates.
- Section 3 Any learner may nominate possible appointees and submit a Nomination Form to the Screening and Validation Committee. Self-nomination is not allowed.
- Section 4 The Screening and Validation Committee shall consolidate all Nomination Forms and inform the nominated learners through a Communication for Nominee.
- Section 5 Any learner who accepts the nomination shall submit a photocopy of his/her School Form 9 (Learner's Progress Report Card), Certificate of Good Moral Character, and Introductory Profile of their respective level within three (3) school days upon receipt of letter of nomination to the Screening and Validation Committee.
- Section 6 The Screening and Validation Committee shall screen the submitted documents to the Appointment Committee.
- Section 7 The Appointment Committee shall proceed with the deliberation for the purpose of shortlisting. The qualification for appointment shall be the same as the qualification for election candidacy.
- Section 8 The Appointment Committee shall record the shortlisted learners in the Registry of Qualified Nominees and prepare respective individual Appointment Forms.

- Section 9 The Appointment Committee shall issue a Communication for Appointee to the shortlisted nominees in the Registry of Qualified Nominees for the signing of individual Appointment Form.
- Section 10 All Appointment Forms shall be consolidated and submitted to the Chief Commissioner for approval.
- Section 11 The LG COMEA shall proclaim the appointees after the approval of Appointment Forms.

Article XI
Proclamation and Oath of Office

- Section 1 The LG COMEA shall proclaim the new set of officers after meeting the following conditions:
- 1.1 Registry of Elected Officers has been approved; and/or
 - 1.2 appointment process has been conducted (if applicable)
- Section 2 The LG COMEA shall proclaim the new set of officers as witnessed by all learners in ascending order of positions, thus Grade Level Representatives first, then Protocol Officer, followed by the Public Information Officer, until the President is proclaimed.
- Section 3 Oath Taking of the new set of learner government officers shall take place within school premises during a general assembly of learners as scheduled by the LG COMEA and may also be done through an online platform or livestream as approved.
- Section 4 A newly elected or appointed learner government officer with special needs may request assistance from the LG COMEA before the oathtaking.
- Section 5 The Chief Commissioner or any authorized representative shall lead the oathtaking of the new set of elected and/or appointed learner government officers using the Oath of Office.
- Section 6 Subsequently for the in-person oathtaking, the newly elected and/or appointed learner government officers shall sign their oath using a blue wet ink and submit a duplicate copy thereof to the Screening and Validation Committee.

Section 7 In case of virtual Oath Taking Ceremony, the newly elected and/or appointed learner government officers shall submit an electronic copy of their oath affixed with their signature using a blue wet ink in portable document format (PDF) through email addressed to the Screening and Validation Committee within three (3) school days.

Article XII
Complaints and Disputes

- Section 1 The Commissioner on Grievance shall accommodate with utmost confidentiality all complaints, whether anonymous or with identified complainant, and disputes regarding learner government elections and appointments starting from the release of the official list of the candidates, during the campaign period and election proper.
- Section 2 Any learner or political party who has the knowledge on the alleged violation or offense, as described or defined in the article on Offenses and Sanctions, shall fill out the Grievance Form, as assisted by any member of the Grievance Committee, whether anonymously or with his/her name, and submit it to the Commissioner on Grievance. However, verbal complaints shall not be entertained.
- Section 3 Upon receipt of the accomplished Grievance Form, the Commissioner on Grievance must inform the respondent about the complaint through the Communication for Respondent, copy furnished the class adviser, legal guardian or parent. Upon receipt of the letter, the respondent shall provide a written explanation regarding the complaint within 48 hours. However, if the complaint has been submitted on the last school day of the week, the meeting must be held on the next school day.
- Section 4 Whether the Commissioner on Grievance found the respondent/s guilty or not guilty, the attention of the complainant/s, the respondent/s, and their parents/legal guardians shall be immediately called.
- 4.1 The Commissioner on Grievance shall convene separately the complainant/s and the respondent/s together with their respective parents or legal guardians and class advisers to discuss the findings, final verdict, and the corresponding sanctions or penalties if found guilty.
- Section 5 For recordkeeping purposes, the Commissioner on Grievance shall endorse all documents related to the filed complaints to the Commissioner on Screening and Validation. Confidentiality must be strictly observed.

Article XIII
Offenses and Sanctions

- Section 1 The offenses considered in this code are as follows, but not limited to:
- 1.1 Any candidate who, directly or indirectly, gives, offers, or makes promises involving money or other valuables with the intention of convincing someone to vote in favor of the said candidate or his/her party; or opposes his/her opponent and/or the other party in elections; or to cause to abstain from voting, or to oppose a candidate during a convention or other similar political party selection processes;
 - 1.2 Any candidate who directly or indirectly, intimidates, threatens, or commits act of violence against another candidate or causes harm, punishment, loss, or disadvantage;
 - 1.3 Any candidate who engages in any form of vote-soliciting or propaganda activity for or against any candidate or political party on the day of the elections;
 - 1.4 Any candidate or political party who directly impersonates a candidate or political party shall be considered an election violation and lead to disqualification;
 - 1.5 Any candidate or political party who removes, destroys, or slanders campaign materials of any candidate and/or political party; and
 - 1.6 Any candidate who discusses or influences other voters inside the precinct/s is strictly prohibited.
- Section 2 The Commissioner on Grievance shall discuss and determine what the appropriate sanction is needed to be imposed based on the offenses described in Section 1 of this Article and on the gravity of the offense committed by the respondent.
- Section 3 The following are the possible sanctions:
- 3.1 Verbal Warning
 - 3.2 Reprimand through Writing
 - 3.3 Disqualification
- Section 4 Other offenses defined on the school localized child protection policy (CPC) that may occur during the elections are subject to investigation for sanction by the Grievance Committee.

Annex B.

Enclosure 1. Summary of Elections and Appointment Procedures

Election Procedures			
No.	Process	Timeline	Documents needed:
1	a. Establishment of the School's Learner Government COMEA: 1. Identification of Commissioners 2. Composition of Committees b. Identification of modality and schedule of election activities	A week after the issuance of this Memorandum	School Memorandum Resolution (Encl. 3) Notice of Meeting (Encl. 4) Minutes of the Meeting (Encl. 5)
2	Application Period: Submission of required forms and documents	The duration of each process shall be determined by the LG COMEA. It must be ensured that the schedule is compliant with the allotted period to conduct the LG Elections.	a. Election Application Form (Encl. 6) b. Introductory Profile (Encl. 7.1) c. Certificate of Good Moral d. Photocopy of School Form 9 (Learner's Progress Report Card)
3	Screening Process		Screening Form (Encl. 8.1)
4	Posting of Official List of Candidates		Resolution (Encl. 3)
5	Campaign Period: Setting of campaign modality and guidelines		Resolution (Encl. 3) Notice of Meeting (Encl. 4) Minutes of the Meeting (Encl. 5)
6	Pre-election: a. Identification of polling precincts b. Authorization of Poll Watchers c. Preparation of ballots, master list of voters, and displayed list of candidates		a. Resolution (Encl. 3) b. Poll Watcher Authorization Form (Encl. 9) c. Sample Ballot (Encl. 10)
7	Post-election: a. Tabulation of votes b. Canvassing of votes		a. Election Tabulation Form (Encl. 11) b. Election Canvass Form (Encl. 12)
8	Issuance of Official Results of Winners		Registry of Elected Officers (Encl. 13)
9	Oath Taking Ceremony		Oath of Office (Encl. 14)

Appointment Procedures

No	Process	Timeline	Documents needed:
1	a. Establishment of the School's Learner Government COMEA: 1. Identification of Commissioners 2. Composition of Committees b. Appointment Guidelines	A week after the issuance of this memorandum	School Memorandum Resolution (Encl. 3) Notice of Meeting (Encl. 4) Minutes of the Meeting (Encl. 5)
2	Nomination Period	The duration of each process shall be determined by the LG COMEA. It must be ensured that the schedule is compliant with the allotted period to conduct the LG Elections.	Nomination Form (Encl. 15)
3	Consolidation of submitted nomination forms; Informing the nominated learners		Communication for Nominee (Encl. 16)
4	Submission of Required Documents		a. Certificate of Good Moral b. Photocopy of School Form 9 [Learner's Progress Report Card] c. Introductory Profile (Encl. 7.2)
5	Screening Process		Screening Form (Encl. 8.2)
6	Shortlisting of Learners for Appointment		Registry of Qualified Nominees (Encl. 17)
7	Informing the shortlisted learners about their appointment		Communication for Appointee (Encl. 18)
8	Accomplishment of Appointment Form		Appointment Form (Encl. 19)
9	Proclamation and Oath Taking Ceremony		Oath of Office (Encl. 14)

Grievance Procedures

No	Process	Timeline	Documents needed:
1	Filing of Complaint	The duration shall be determined by LG COMEA, provided that all complaints shall be resolved before the proclamation of the new set of Learner Government Officers.	Grievance Form (Encl. 20)
2	Informing the Respondent and Concerned parties (Teacher, Parent, etc.)		Communication for Respondent (Encl. 21)
3	Investigation/Deliberation		Notice of Meeting (Encl. 4) Minutes of the Meeting (Encl. 5)
4	Final Verdict		Resolution (Encl. 3)

Enclosure 2.

A. Tabular Summary of Grade Level Qualifications

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
A. ELEMENTARY LEVEL (with Grade 3 – 6)				
A.1. President	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6
A.2. Vice President	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6
A.3. Secretary	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.4. Treasurer	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.5. Auditor	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.6. Public Information Officer	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.7. Protocol Officer	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 6	One (1) incoming Gr. 6	Two (2) incoming Gr. 6	Two (2) incoming Gr. 6
	One (1) incoming Gr. 5	One (1) incoming Gr. 5	Two (2) incoming Gr. 5	Two (2) incoming Gr. 5
	One (1) incoming Gr. 4	One (1) incoming Gr. 4	Two (2) incoming Gr. 4	Two (2) incoming Gr. 4
	One (1) incoming Gr. 3	One (1) incoming Gr. 3	One (1) incoming Gr. 3	Two (2) incoming Gr. 3
TOTAL	11	11	14	15
B. JUNIOR HIGH (Grade 7 – 10)				
B.1. President	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10
B.2. Vice President	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10
B.3. Secretary	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.4. Treasurer	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.5. Auditor	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.6. Public Information Officer	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.7. Protocol Officer	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 10	One (1) incoming Gr. 10	Two (2) incoming Gr. 10	Two (2) incoming Gr. 10
	One (1) incoming Gr. 9	One (1) incoming Gr. 9	Two (2) incoming Gr. 9	Two (2) incoming Gr. 9
	One (1) incoming Gr. 8	One (1) incoming Gr. 8	Two (2) incoming Gr. 8	Two (2) incoming Gr. 8
	**One (1) incoming Gr. 7	**One (1) incoming Gr. 7	**Two (2) incoming Gr. 7	**Two (2) incoming Gr. 7

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
TOTAL	11	11	15	15
C. INTEGRATED HIGH (Grade 7 – 12)				
C.1. President	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12
C.2. Vice President	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12
C.3. Secretary	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.4. Treasurer	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.5. Auditor	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.6. Public Information Officer	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.7. Protocol Officer	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 12	One (1) incoming Gr. 12	Two (2) incoming Gr. 12	Two (2) incoming Gr. 12
	One (1) incoming Gr. 11	One (1) incoming Gr. 11	Two (2) incoming Gr. 11	Two (2) incoming Gr. 11
	One (1) incoming Gr. 10	One (1) incoming Gr. 10	Two (2) incoming Gr. 10	Two (2) incoming Gr. 10
	One (1) incoming Gr. 9	One (1) incoming Gr. 9	Two (2) incoming Gr. 9	Two (2) incoming Gr. 9
	One (1) incoming Gr. 8	One (1) incoming Gr. 8	Two (2) incoming Gr. 8	Two (2) incoming Gr. 8
	**One (1) incoming Gr. 7	**One (1) incoming Gr. 7	**Two (2) incoming Gr. 7	**Two (2) incoming Gr. 7
TOTAL	13	13	19	19
D. STAND-ALONE SENIOR HIGH (Grade 11 – 12)				
D.1. President	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.2. Vice President	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.3. Secretary	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.4. Treasurer	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.5. Auditor	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.6. Public Information Officer	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.7. Protocol Officer	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 12	One (1) incoming Gr. 12	Two (2) incoming Gr. 12	Two (2) incoming Gr. 12
	**One (1) incoming Gr. 11	**One (1) incoming Gr. 11	**Two (2) incoming Gr. 11	**Two (2) incoming Gr. 11
TOTAL	9	9	11	11
**Subject for special election in the opening of classes within the Grade level ONLY				

B. Tabular Summary of Eligible Voters per Elective Position

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
A. ELEMENTARY LEVEL (with Grade 3 – 6)				
A.1. President	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.2. Vice President	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.3. Secretary	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.4. Treasurer	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.5. Auditor	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.6. Public Information Officer	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.7. Protocol Officer	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.8. Grade Level Representatives (for SELG/SSLG only)	Incoming Gr. 6 learners	Incoming Gr. 6 learners	Incoming Gr. 6 learners	Incoming Gr. 6 learners
	Incoming Gr. 5 learners	Incoming Gr. 5 learners	Incoming Gr. 5 learners	Incoming Gr. 5 learners
	Incoming Gr. 4 learners	Incoming Gr. 4 learners	Incoming Gr. 4 learners	Incoming Gr. 4 learners
	**Incoming Gr. 3 learners	**Incoming Gr. 3 learners	**Incoming Gr. 3 learners	**Incoming Gr. 3 learners
TOTAL	11	11	14	15
B. JUNIOR HIGH (Grade 7 – 10)				
B.1. President	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.2. Vice President	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.3. Secretary	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.4. Treasurer	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.5. Auditor	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.6. Public Information Officer	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.7. Protocol Officer	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.8. Grade Level Representatives (for SELG/SSLG only)	Incoming Gr. 10 learners	Incoming Gr. 10 learners	Incoming Gr. 10 learners	Incoming Gr. 10 learners
	Incoming Gr. 9 learners	Incoming Gr. 9 learners	Incoming Gr. 9 learners	Incoming Gr. 9 learners
	Incoming Gr. 8 learners	Incoming Gr. 8 learners	Incoming Gr. 8 learners	Incoming Gr. 8 learners
	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners
TOTAL	11	11	15	15

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
C. INTEGRATED HIGH (Grade 7 – 12)				
C.1. President	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.2. Vice President	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.3. Secretary	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.4. Treasurer	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.5. Auditor	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.6. Public Information Officer	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.7. Protocol Officer	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.8. Grade Level Representatives (for SELG/SSLG only)	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
	Incoming Gr. 11 learners	Incoming Gr. 11 learners	Incoming Gr. 11 learners	Incoming Gr. 11 learners
	Incoming Gr. 10 learners	Incoming Gr. 10 learners	Incoming Gr. 10 learners	Incoming Gr. 10 learners
	Incoming Gr. 9 learners	Incoming Gr. 9 learners	Incoming Gr. 9 learners	Incoming Gr. 9 learners
	Incoming Gr. 8 learners	Incoming Gr. 8 learners	Incoming Gr. 8 learners	Incoming Gr. 8 learners
	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners
TOTAL	13	13	19	19
D. STAND-ALONE SENIOR HIGH (Grade 11 – 12)				
D.1. President	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.2. Vice President	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.3. Secretary	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.4. Treasurer	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.5. Auditor	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.6. Public Information Officer	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.7. Protocol Officer	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.8. Grade Level Representatives (for SELG/SSLG only)	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
	**Incoming Gr. 11 learners	**Incoming Gr. 11 learners	**Incoming Gr. 11 learners	**Incoming Gr. 11 learners
TOTAL	9	9	11	11
**Subject for special election in the opening of classes within the Grade level ONLY				

RESOLUTION NO. _____

A RESOLUTION _____
(Subject of the Resolution)

WHEREAS, (Provide the legal basis to support the content of the resolution.)
Ex. The Supreme Secondary Learner Government (SSLG) of [Name of School] recognizes the importance of representative leadership in promoting the interests and welfare of the learners;

WHEREAS, (Provide the details of the agreement of the body)
Ex. The election of learner government members is an important part of the democratic process and provides an opportunity for learner to participate in the governance of the school;

WHEREAS, (Provide a concluding statement and approval of the body)
Ex. The candidates for the Supreme Learner Government have demonstrated their commitment to serving the student body and have presented their platforms and ideas for improving learners' life;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, (Restating the agreement and approval)
Ex. That the Supreme Secondary Learner Government (SSLG) elections shall be held on [Date] in accordance with the procedures and guidelines established by the Learner Government COMEA Commissioner;

RESOLVED FURTHER (Additional considerations for the agreements)
Ex: That the Learner Government COMEA Commissioner on Electoral Board shall oversee the election process and ensure that all candidates are afforded equal opportunities to present their platforms of government and ideas to their fellow learners;

RESOLVED FURTHER (Additional considerations for the agreements)
Ex. That the Learner Government COMEA Commissioner on Electoral Board shall announce the results of the elections to the learner government body, as soon as possible after the elections have concluded and shall work with the newly elected learner government leaders, and members to implement their initiatives and programs for the betterment of the learner government body.

Resolved UNANIMOUSLY this _____ of _____ at
_____.

I HEREBY CERTIFY the correctness of the above-quoted resolution.

Commissioner on _____

Commissioner/Member

Commissioner/Member

Commissioner/Member

Commissioner/Member

Chief Commissioner

NOTICE OF MEETING

TO : **NAME/COMMITTEE**
Designation
Learner Government COMEA

FROM : **NAME**
Designation
Learner Government COMEA

SUBJECT : **TITLE**

VENUE : Location of the Meeting
(e.g. Learner Government COMEA Conference Room)

DATE : DD MM YYYY

TIME : HH:MM a.m./p.m.

AGENDA : (1)
(2)

MINUTES OF THE MEETING

Subject:		
Venue:		
Date:		Actual Time Started: Actual Time Ended:
Agenda:	1. 2. 3.	
Attendees <i>(may add rows if necessary)</i>		
Name	Designation	Committee
Meeting Highlights <i>(may add rows if necessary)</i>		
Agenda	Discussion points	Agreements

Attachment/s: Notice of Meeting and Photos as Means of Verification (MOV)

Prepared by:

SIGNATURE OVER PRINTED NAME

Designation
Learner Government COMEA

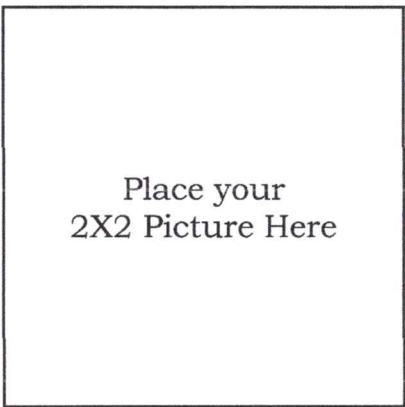
Noted by:

SIGNATURE OVER PRINTED NAME

Chief Commissioner
Learner Government COMEA

ELECTION APPLICATION FORM

The Learner Government Program embodies the ideals, principles, and practices of participatory democracy. It represents and steers the learner towards the fulfillment of LG Program goals promoting learners' rights and welfare. As a learner government leader, this Election Application Form is a statement of your best knowledge and understanding of a position you are applying for.



Instruction: Please supply the information requested in the space provided.

I. PROFILE

Learner's Name: _____
(Surname, Given Name, Middle Name, & Extension Name e.g., Jr., I, II..)

Grade Level: _____

Elective Position Applied: _____

Party Affiliation (if applicable): _____

Gender: _____ **Age:** _____ **Date of Birth:** _____

Email Address: _____ **Mobile No.:** _____ **Landline:** _____

Home Address: _____

II. LEARNER'S ACADEMIC AND BEHAVIORAL STATUS

1. Has no failing grades in all subject areas		Yes	No
Attested by:	Class Adviser Name & Signature	Date:	
2. Is of good moral character		Yes	No
Attested by:	EsP/Guidance Coordinator Name & Signature	Date:	

Kindly attach a photocopy of your School Form 9 [Learner's Progress Report Card and Certificate of Good Moral.

III. PARENTAL CONSENT

I, _____ as a parent/ guardian of _____ will support his/her commitment to the Learner Government to the best of my ability.

I am allowing him/her to participate in the programs, projects, and activities of the Supreme Learner Government.

I agree and understand the commitment of my son/daughter and will support his/her endeavor to the Supreme Learner Government.

Name and Signature of the Parent/Guardian

Contact Number

IV. CERTIFICATION

I am filing this Election Application Form of the Supreme Learner Government for the school year _____.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate over Printed Name

Verified by:

Approved by:

Screening and Validation Commissioner
Date: _____

LG COMEA Chief Commissioner
Date: _____

INTRODUCTORY PROFILE FOR ELEMENTARY LEVEL

DISCLAIMER: This form, which contains the introductory profile of the learner shall be utilized by Learner Government COMEA for election purposes in the Supreme Learner Government. This also informs the concerned learner that this form shall be published, posted, or disseminated in any form or format, whichever is deemed appropriate. By signing this form, the concerned learner gives his/her consent to utilize all information herein by the LG COMEA.

The following statements serve as your profile showing your interest and uniqueness that allow you to share your clear understanding about what you can do as part of the Learner Government.

I _____ from _____ running
for _____.
(Surname, Given Name, Middle Initial) (Grade Level and Section) (Position)

Instruction: Complete the following statements.

1. My hobby/hobbies is/are

2. My ambition/s is/are

3. As a learner, I can develop a learner-friendly and motivating environment by

INTRODUCTORY PROFILE FOR SECONDARY LEVEL

DISCLAIMER: This form, which contains the introductory profile of the learner shall be utilized by Learner Government COMEA for election purposes in the Supreme Learner Government. This also informs the concerned learner that this form shall be published, posted, or disseminated in any form or format, whichever is deemed appropriate. By signing this form, the concerned learner gives his/her consent to utilize all information herein by the LG COMEA.

The following statements serve as your profile showing your interest and uniqueness that allow you to share your clear understanding about what you can do as part of the Learner Government.

I _____ from _____ running
(Surname, Given Name, Middle Initial) (Grade Level and Section)
for _____.
(Position)

General Guide Questions for All Candidates

Instruction: Answer the following questions.

Personal Leadership

1. What qualities do you possess as an aspiring student leader?

Organizational Leadership

2. Check (/) the organizational skills that are applicable to you as an aspiring leader and why.

() Motivation () Problem Solving () Values-Oriented
() Communication () Goal-Oriented () Service-Oriented

Public Leadership

3. What is your vision of the Learner Government in 3 years' time?

SCREENING FORM [Election]

(Note: This Screening Form shall be accomplished by the Screening and Validation Committee.)

Name of Learner: _____

Grade Level & Section: _____

Position: _____

Direction: Please check the appropriate box to determine if the aspiring candidate possesses all the qualifications to be elected as a Learner Government Officer.

DESCRIPTION	REMARKS		
Required Documents	Yes	No	
1. The learner completely fills out the <i>Election Application Form (Encl. 6)</i> and submits it on or before the deadline			
2. The learner submits the following documents.			
a. <i>Introductory Profile (Encl. 7)</i>			
b. Photocopy of School Form 9 [Learner's Progress Report Card]			
c. Certificate of Good Moral			
Qualifications			
1. The learner is enrolled in the current school year.			
2. He/She has no failing grades in all subject areas.			
3. He/She is of good moral character.			
4. The grade level of the aspiring candidate is appropriate to the requirement of the desired elective position. (<i>Refer to Encl. 2.</i>)			
With all the required documents submitted by the aspiring candidate, the Learner Government COMEA hereby declares him/her ____ QUALIFIED ____ NOT QUALIFIED to run for the elections.			

Verified by:

_____ **Commissioner on Screening and Validation**

Date: _____

SCREENING FORM [Appointment]

(Note: This Screening Form shall be accomplished by the Screening and Validation Committee.)

Name of Learner: _____

Grade Level & Section: _____

Position: _____

Direction: Please check the appropriate box to determine if the possible appointee possesses all the qualifications to be appointed as a Learner Government Officer.

DESCRIPTION	REMARKS	
Required Documents	Yes	No
1. The learner has been nominated through a <i>Nomination Form (Encl. 15)</i> .	<input type="checkbox"/>	<input type="checkbox"/>
2. The possible appointee has submitted the <i>Nomination Reply Slip (Encl. 16)</i> to the LG COMEA.	<input type="checkbox"/>	<input type="checkbox"/>
3. The learner has submitted the following documents.		
a. <i>Introductory Profile (Enc. 7)</i>	<input type="checkbox"/>	<input type="checkbox"/>
b. Photocopy of School Form 9 [Learner's Progress Report Card]	<input type="checkbox"/>	<input type="checkbox"/>
c. Certificate of Good Moral	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications	Yes	No
1. The learner has been enrolled in the current school year.	<input type="checkbox"/>	<input type="checkbox"/>
2. He/She has no failing grades in all subject areas.	<input type="checkbox"/>	<input type="checkbox"/>
3. He/She is of good moral character.	<input type="checkbox"/>	<input type="checkbox"/>
4. The grade level of the aspiring candidate is appropriate to the requirement of the desired elective position. (<i>refer to Encl. 2</i>)	<input type="checkbox"/>	<input type="checkbox"/>
With all the required documents submitted by the possible appointee, the Learner Government COMEA hereby declares him/her _____ QUALIFIED _____ NOT QUALIFIED to be appointed.		

Verified by:

Commissioner on Screening and Validation

Date: _____

POLL WATCHER AUTHORIZATION FORM

(Authorization form for poll watchers is a document that allows designated learners to serve as poll watchers during an election.)

I, _____ *(insert name)*, authorize the following individuals to act as poll watchers on my behalf during the _____ *(insert name of school)* Learner Government Election on _____ *[insert date]*:

1. Name: _____
Grade Level & Section: _____ Age: _____ Gender: _____
Contact Number: _____ Email Address: _____
Home Address: _____

2. Name: _____
Grade Level & Section: _____ Age: _____ Gender: _____
Contact Number: _____ Email Address: _____
Home Address: _____

I certify that these individuals are acting on my behalf and are authorized to observe the election process at the designated polling stations.

I understand that these individuals are not allowed to interfere with the voting process and must adhere to all rules and regulations set forth by the Learner Government COMEA.

Signed,

Signature of the Candidate Over Printed Name
Date:

I do hereby state that I am knowledgeable of the rights and responsibilities of a poll watcher as attached in this Poll Watcher Authorization Form and will, in good faith, comply with the provisions stated.

Signature of the Poll Watcher over Printed Name

DUTIES AND RESPONSIBILITIES OF POLL WATCHERS

Poll watchers are individuals who are designated to observe the voting process during an election to ensure fairness and transparency. In learner government elections, poll watchers may have the following roles and responsibilities:

- a. Observe the voting process: Poll watchers should be present at the polling station during the entire voting process - from setting up to the closing of the polls. In case of a tiebreaker, the poll watchers shall also be present during the process of the determination of the winning candidate.
- b. Ensure fairness: Poll watchers should ensure that the election is conducted fairly and impartially, and that all eligible voters are allowed to cast votes.
- c. Monitor the voting equipment: Poll watchers should monitor the voting equipment to ensure that it is functioning properly and that no tampering or manipulation takes place.
- d. Report any irregularities: Poll watchers should report any irregularities or violations of election rules to the Grievance Committee.
- e. Uphold integrity: Poll watchers shall maintain a good character or behave accordingly and shall not do any campaign activities inside the polling precinct.
- f. Keep records: Poll watchers may request a copy of canvassed results.

Overall, the role of poll watchers in the election is to ensure that the election process is conducted in a fair, transparent, and impartial manner.

**Name of School
Learner Government Elections
for SY 2024 – 2025**

SAMPLE BALLOT

General Instructions: Shade the circle beside the name of the candidate of your choice. Vote wisely!

President

- Surname, First Name M.I. (Candidate A)
- Surname, First Name M. I. (Candidate B)

Vice President

- Surname, First Name M.I. (Candidate C)
- Surname, First Name M. I. (Candidate D)

Secretary

- Surname, First Name M.I. (Candidate E)
- Surname, First Name M. I. (Candidate F)

Treasurer

- Surname, First Name M.I. (Candidate G)
- Surname, First Name M. I. (Candidate H)

Auditor

- Surname, First Name M.I. (Candidate I)
- Surname, First Name M. I. (Candidate J)

Public Information Officer

- Surname, First Name M.I. (Candidate K)
- Surname, First Name M. I. (Candidate L)

Protocol Officer

- Surname, First Name M.I. (Candidate M)
- Surname, First Name M. I. (Candidate N)

Grade () Representative

- Surname, First Name M.I. (Candidate O)
- Surname, First Name M. I. (Candidate P)

Grade () Representative

- Surname, First Name M.I. (Candidate Q)
- Surname, First Name M. I. (Candidate R)

Grade () Representative

- Surname, First Name M.I. (Candidate S)
- Surname, First Name M. I. (Candidate T)

Grade () Representative

- Surname, First Name M.I. (Candidate U)
- Surname, First Name M. I. (Candidate V)

cut here

Name: _____

Grade and Section: _____

Signature: _____

Right Thumbmark: _____

**Name of School
Learner Government Elections
for SY 2024 – 2025**

SAMPLE BALLOT

General Instructions: Shade the circle beside the name of the candidate of your choice. Vote wisely!

President

- Surname, First Name M.I. (Candidate A)
- Surname, First Name M. I. (Candidate B)

Vice President

- Surname, First Name M.I. (Candidate C)
- Surname, First Name M. I. (Candidate D)

Secretary

- Surname, First Name M.I. (Candidate E)
- Surname, First Name M. I. (Candidate F)

Treasurer

- Surname, First Name M.I. (Candidate G)
- Surname, First Name M. I. (Candidate H)

Auditor

- Surname, First Name M.I. (Candidate I)
- Surname, First Name M. I. (Candidate J)

Public Information Officer

- Surname, First Name M.I. (Candidate K)
- Surname, First Name M. I. (Candidate L)

Protocol Officer

- Surname, First Name M.I. (Candidate M)
- Surname, First Name M. I. (Candidate N)

Grade () Representative

- Surname, First Name M.I. (Candidate O)
- Surname, First Name M. I. (Candidate P)

Grade () Representative

- Surname, First Name M.I. (Candidate Q)
- Surname, First Name M. I. (Candidate R)

Grade () Representative

- Surname, First Name M.I. (Candidate S)
- Surname, First Name M. I. (Candidate T)

Grade () Representative

- Surname, First Name M.I. (Candidate U)
- Surname, First Name M. I. (Candidate V)

cut here

Name: _____

Grade and Section: _____

Signature: _____

Right Thumbmark: _____

ELECTION TABULATION FORM

Level of Learner Government: Elementary Secondary

Mode of Election: Manual Digital Hybrid

Tally of Votes per Position: (Note: Add rows if necessary.)

	Tally	Total	Rank
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			
Grade ___ Representative			

Grade _____	Representative		
Grade _____	Representative		
Grade _____	Representative		
Grade _____	Representative		
Grade _____	Representative		

Prepared by:

 Signature over printed name of
 Electoral Board Committee Member

Attested by:

 Signature over printed name of
 Commissioner on Electoral Board

ELECTION CANVASS FORM

Level of Learner Government: Elementary Secondary

Mode of Election: Manual Digital Hybrid

Tally of Votes per Position: (Note: Add rows if necessary.)

Name	Tally	Total	Rank
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			
Grade ___ Representative			

Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			

Prepared by:

 Signature over printed name of
 Commissioner on Screening and Validation

Attested by:

 Signature over printed name of
 LG COMEA Chief Commissioner

REGISTRY OF ELECTED OFFICERS

Level of Learner Government: Elementary Secondary

Name of School: _____ **School ID:** _____

Position	Name	Gender	Grade Level
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			

(Note: For representatives, add rows if necessary.)

Prepared by:

Signature over printed name of
Commissioner on Screening and Validation

Attested by:

Signature over printed name of
Commissioner on Electoral Board

Approved by:

Signature over printed name of
LG COMEA Chief Commissioner



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
City Schools Division of Biñan City

Oath of Office

I _____ of _____,
(State your Full Name) *(Name of School)*
having been elected/appointed as _____ of
(your current position)
_____, do hereby solemnly swear that I will faithfully
(Name of Organization)
discharge, to the best of my ability, the duties and responsibilities of my present
position; that I have clearly understood and will abide by the guidelines governing
this organization and of the issuances by the Department of Education; and that I
impose this obligation upon myself voluntarily, without mental reservation or
purpose of evasion.

So, help me God.

Signature Over Printed Name

Administering Officer

Nomination Form

This nomination form allows a learner to formally declare his/her candidacy for the Supreme Learner Government elections. It includes personal information, qualifications, goals, and reasons for running. A candidate may also need to obtain signatures from fellow learners to qualify. The purpose of this form is to provide a structured process and equal opportunity for all candidates, inform voters about the candidates' platforms, and ensure a fair and transparent election that encourages learners' participation in school governance.

Date: _____

Learner Government COMEA Chief Commissioner

To whom it may concern:

I hereby nominate _____ from _____ (Grade Level/Section) for the position of _____ in the Learner Government of _____ (Name of School).

As a bona fide learner of this school, I solemnly swear that through this nomination, every learner's voice is heard and represented in decision-making processes. I believe that *he/she* has the necessary skills, experience, and qualities to serve in this position and make a positive impact on the student body.

Very truly yours,

Name and Signature over printed name of the nominator

Contact Number:

Grade Level and Section:

COMMUNICATION FOR NOMINEE

Date: _____

NAME OF NOMINATED LEARNER

Mr./ Ms. _____

Greetings!

This is to inform you that you have been nominated as _____ of the Learner Government of _____ for School Year _____.

To proceed with the process, you are hereby requested to submit the **Nomination Reply Slip** indicating your take on the nomination within three (3) days upon receipt of this letter.

Furthermore, if you are amenable of the nomination, kindly submit the following requirements:

- a. Photocopy of School Form 9 (Learner's Progress Report Card);
- b. Certificate of Good Moral Character; and
- c. Introductory Profile (Elementary/Secondary)

The LG COMEA highly encourages your utmost support and participation on this matter.

Thank you.

Very truly yours,

NAME OF COMMISSIONER

NOMINATION REPLY SLIP

To : **LEARNER GOVERNMENT COMEA COMMISSIONER**

Date : _____

Ma'am/Sir:

Thank you very much for notifying me about my nomination for the position of _____ in the Learner Government of _____ for School Year _____.

For and in consideration of my possible appointment, I hereby

_____ Accept _____ Waive

my nomination.

Sincerely yours,

NAME OF NOMINATED LEARNER

REGISTRY OF QUALIFIED NOMINEES

Level of Learner Government: Elementary Secondary

Name of School: _____ **School ID:** _____

Position	Name	Gender	Grade Level
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			

(Note: For representatives, add rows if necessary.)

Prepared by:

Signature Over Printed Name of
Commissioner on Appointment

Attested by:

Signature Over Printed Name of
Commissioner on Screening and Validation

Approved by:

Signature Over Printed Name of
LG COMEA Chief Commissioner

COMMUNICATION FOR APPOINTEE

Date: _____

NAME OF APPOINTEE

Mr./ Ms. _____

Greetings!

After careful deliberation of the Learner Government Commission and Elections and Appointment (LG COMEA), and considering all qualifications required for the position, you are hereby appointed as _____.

Upon consideration of this possible appointment, you are hereby requested to submit the **Appointment Reply Slip** to the LG COMEA.

If you are amenable to your appointment and upon submission of your Appointment Reply Slip, you will be requested by LG COMEA to sign your Appointment Form.

Thank you and congratulations.

Very truly yours,

NAME OF COMMISSIONER
Learner Government COMEA

APPOINTMENT REPLY SLIP

To : **LEARNER GOVERNMENT COMEA COMMISSIONER**

Mr./ Ms.

Thank you very much for the opportunity of being part of the Learner Government of _____ for School Year _____.

For and in consideration of my possible appointment, I hereby

_____Accept _____Waive

my appointment as _____ of the Organization.

Again, thank you for this opportunity!

Sincerely yours,

NAME OF APPOINTEE

Date: _____

Republic of the Philippines
REGION IV-A CALABARZON
City Schools Division of Biñan City
NAME OF SCHOOL _____
LEARNER GOVERNMENT OF _____

APPOINTMENT FORM

Mr./ Ms.

After a series of deliberation, you are hereby appointed as _____
of the Learner Government of _____ for School Year
_____.

This appointment shall take effect immediately on the date of signing by the
appointing authority.

Very truly yours,

NAME OF COMMISSIONER

Learner Government COMEA

Date of Signing: _____

CERTIFICATION

This is to certify that the appointee has undergone a series of screening,
validation, and deliberation processes as facilitated by the LG COMEA in pursuant
to the Learner Government Election and Appointment Code (LGEAC).

Moreover, all requirements and supporting documents submitted by the
appointee are valid and compliant to the standards and qualifications set by the LG
COMEA.

NAME OF COMMISSIONER

Chief Commissioner

Learner Government COMEA

Date: _____

GRIEVANCE FORM

In the processing of these data and information, the Department of Education is committed to ensure the free flow of information as required under the *Freedom of Information Act* (Executive Order No. 2, s. 2016) and to protect and respect the confidentiality and privacy of these data and information as required under the *Data Privacy Act of 2012* (Republic Act No. 10173) read: <https://www.deped.gov.ph/about-deped/data-privacy-notice/>). Data generated are not shared with any other party.

I. COMPLAINANT'S INFORMATION

Name: _____
 Address: _____
 Contact Number: _____ Age: _____
 Email Address: _____
 Date Filed: _____ Time: _____

II. COMPLAINT AGAINST

	Learner Government COMEA		Candidate
	Teacher		Political Party
	Learner		Others: _____

III. NATURE OF COMPLAINT

	Dishonesty		Falsification
	Oppression		Vote-solicitation
	Disgraceful and Immoral Conduct		Negligence of Duty
	Impersonation		Misconduct
	Others: _____		

IV. NARRATIVE REPORT

Instruction: Write in detail the incident or complaint including the persons involved, date and time. *(May use additional sheet/s of paper if necessary)*

V. ATTACHMENTS (Proofs e.g. picture, video etc.) **if available*

VI. CERTIFICATION

I hereby certify that the information stated herein is true and correct to the best of my knowledge.

Signature of Complainant over Printed Name

Received by:

Commissioner on Grievance
 Date: _____

COMMUNICATION FOR RESPONDENT

Date: _____

NAME OF RESPONDENT

Mr./ Ms. _____

Greetings of peace!

This is to inform you that the Learner Government Commission and Election and Appointment (LG COMEA) received a complaint concerning you regarding _____.

[Summary of the Complaint to be provided by the LG COMEA based on the submitted Grievance Form].

Relative to this, you are hereby requested to submit a written explanation about the complaint to the LG COMEA within forty-eight (48) hours upon receipt of this letter.

LG COMEA highly encourages your utmost cooperation regarding this matter.

Thank you.

Very truly yours,

NAME OF COMMISSIONER
Learner Government COMEA

Copy furnished: Name of Parents/Legal Guardian
Name of Class Adviser

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:

Quarter No.: <i>(Indicate the specific quarter of the school year in which the activity is scheduled.)</i>					
Name of Activity 1: <i>(Provide the complete and accurate name of the activity.)</i>					
DepEd Core Value: <i>(Identify which DepEd Core Value/s align with the activity: Maka-Diyos/ Makakalikasan/ Makatao / Makabansa)</i>					
Description of Activity: <i>(Present a concise description outlining the nature and purpose of the activity.)</i>					
Time Frame	Objectives	Participants	Mode of Delivery	Resources	Expected Outputs
<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>
Strategies/Implementation			Monitoring & Evaluation		
<i>(Describe in brief the steps involved in conducting the activity.)</i>			<i>(Establish metrics, data collection methods, and responsible parties for ongoing assessment. Include a feedback mechanism and criteria for adjustments.)</i>		
Remarks <i>(Provide any additional comments/ special notes relevant to the activity.)</i>					

<i>Quarter No.:</i>					
<i>Name of Activity 2:</i>					
<i>DepEd Core Value:</i>					
<i>Description of Activity:</i>					
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

Noted by: *(Include the Name and Designation of the Adviser responsible for overseeing the SELG/SSLG Officers' GPOA.)*

[NAME OF SELG/SSLG ADVISER]
Designation

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

[NAME OF SCHOOLHEAD]
Designation



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:

Quarter No.: <i>(Indicate the specific quarter of the school year in which the activity is scheduled.)</i>					
Name of Activity 1: <i>(Provide the complete and accurate name of the activity.)</i>					
DepEd Core Value: <i>(Identify which DepEd Core Value/s align with the activity: Maka-Diyos/ Makakalikasan/ Makatao / Makabansa)</i>					
Description of Activity: <i>(Present a concise description outlining the nature and purpose of the activity.)</i>					
Time Frame	Objectives	Participants	Mode of Delivery	Resources	Expected Outputs
<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>
Strategies/Implementation <i>(Describe in brief the steps involved in conducting the activity.)</i>			Monitoring & Evaluation <i>(Establish metrics, data collection methods, and responsible parties for ongoing assessment. Include a feedback mechanism and criteria for adjustments.)</i>		
Remarks <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