



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



23 May 2023

DIVISION MEMORANDUM
No. **178** s. 2023

**CONDUCT OF ELECTIONS AND APPOINTMENTS FOR THE LEARNER
GOVERNMENT PROGRAM (LGP) FOR THE SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
OIC-Chief ES, CID
Chief ES, SGOD
Heads of Public Elementary and Secondary Schools
SELG and SSLG Advisers
All Others Concerned

1. Pursuant to Regional Memorandum No. 209, s. 2023 and OUOPS No. 2023-03 titled "Interim Guidelines of the Learner Government Program (LGP) for the School Year 2023-2024," please be guided by the following schedules of activities:

Date	Activities
May 29, 2023 – June 16, 2023	School-Based SELG and SSLG Elections/Appointments
June 30, 2023	Division Federation of SELG and SSLG Elections

2. Relative to this, a virtual orientation on Interim Guidelines of the Learner Government Program (LGP) for the SY 2023-2024 for SELG and SSLG Advisers will be on **May 26, 2023 (Friday), 2:00 P.M. - 4:00 P.M.** via MS Teams through this link: <https://bit.ly/LGP-Orientation>

3. Soft copies of the election/appointment reports for the School-Based Elections shall be submitted via Google Drive at <https://bit.ly/LGP-Election-Results> on or before **June 20, 2023**. The following accomplished documents shall be in PDF format:

- Accomplished Enclosure 3: Resolution
- Accomplished Enclosure 4: Notice/s of Meeting
- Accomplished Enclosure 5: Minutes of Meeting
- Accomplished Enclosure 11: Election Tabulation Form
- Accomplished Enclosure 12: Election Canvass Form
- Accomplished Enclosure 13: Registry of Elected/Appointment Officers

4. Similarly, forms and other editable documents may be downloaded through this link: <https://bit.ly/InterimGuidelines-Editable-Files>

5. The Division Youth Formation Coordinators shall conduct monitoring and evaluation to ensure the orderly conduct of the SELG and SSLG elections/appointments.



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6. For more information, all concerned may contact the SGOD-Youth Formation Coordinators, Ms. Rigie Anne S. Gozon through rigie.gozon@deped.gov.ph and Ms. Cindy S. Mejia through cindy.mejia@deped.gov.ph
7. Wide dissemination of and strict compliance to this Memorandum is earnestly desired.

RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

LEARNERS SCHOOLS ORGANIZATIONS

ORIENTATION ELECTIONS

RSG/YFP/May 23, 2023

Jesus St., Brgy. Pulungbulu, Angeles City 2009 / (045) 322-4106 / angeles.city@deped.gov.ph

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, (Providing 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) election 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 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 election to the learner government body as soon as possible after the election has concluded and shall work with the newly elected learner government leader, 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

Commissioner/Member

Commissioner/Member

Chief Commissioner

MINUTES OF THE MEETING

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

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

Prepared by:

[SIGNATURE OVER PRINTED NAME]

Designation

Learner Government COMEA

Noted by:

SIGNATURE OVER PRINTED NAME

Chief Commissioner

Learner Government COMEA

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.)

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

Commented [1]: omit manual and at section for the modality of the election

Commented [2]: Add: Canvass Form

Add a note that this form can be used per precinct or for the totality.

Commented [3R2]: Please see separate document titled, Election Canvass Form.

Commented [4]: Suggestion from Mr. Jofit: Use checkbox

Enclosure No. XX: Election Tabulation Form

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
Screening and Validation Committee**

Attested by:

**Signature over printed name of
Chief Commissioner, LG COMEA**

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**

Noted by:

**Signature over printed name of
Chief Commissioner**