



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 18 2023

MEMORANDUM

**INTERIM GUIDELINES OF THE LEARNER GOVERNMENT PROGRAM (LGP)
FOR THE SCHOOL YEAR 2023-2024**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is Unnumbered Regional Memorandum, dated May 16, 2023, on the above-captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the indicative schedules and annexes of the aforementioned Memorandum, relative to the interim guidelines.
3. All public schools are hereby directed to adapt the said interim guidelines in the implementation of the learner government program.
4. Moreover, in relation to the Learner Government Elections for SY 2023-2024, and to ensure compliance to the said guidelines, an on-site monitoring shall be conducted from May 29 to June 2, 2023. Attached is the composition of the division monitoring team and school assignments, for reference.
5. Immediate and wide dissemination of and compliance to this Memorandum is desired.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

Enclosure: As stated

References: None

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS ORGANIZATIONS

KSJT/INTERIM GUIDELINES OF THE LEARNER GOVERNMENT PROGRAM (LGP) FOR THE SCHOOL YEAR 2023-2024
156 / MAY 17, 2023

UN-2023-156



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



MAY - 412

#1 2405



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**MONITORING AND EVALUATION
OF THE LEARNER GOVERNMENT ELECTIONS SY 2023-2024**
May 29 to June 2, 2023

District 1	
School	Monitoring Team
Muntinlupa NHS – Main	Dr. Zoren Pepito Gubalane, SEPS Mr. Eduardo Kondo, PDO II Mr. King Solidini Torres, PDO I
Itaas ES	
Poblacion NHS	
Victoria Homes ES	
Poblacion ES	
Tunasan National HS	Ms. Rochelle A. Jimenez, SEPS Ms. Cecilia Teresa Claudel, EPSp II Ms. Sue Ann Yago, PDO I
Tunasan ES	
Muntinlupa Science HS	
Muntinlupa ES	
Putatan ES	
Bayanan ES - Main	Ms. Chelo DG. Rongavilla, EPSp II Mr. Eduardo Kondo, PDO II Mr. King Solidini Torres, PDO I
F. De Mesa ES	
Soldiers' Hills ES	
Lakeview Integrated School	

District 2	
School	Monitoring Team
Bayanan ES – Unit I	Ms. Rochelle A. Jimenez, SEPS Ms. Cecilia Teresa Claudel, EPSp II Ms. Sue Ann Yago, PDO I
Pedro E. Diaz HS	
Alabang ES	
Cupang ES – Main	
Cupang Senior HS	
Muntinlupa BHS - Main	Mr. Andres F. Sicam, EPSp II Ms. Chelo DG. Rongavilla, EPSp II
Buli ES	
Sucat ES – Main	
Muntinlupa BHS - Sucat Annex	
Sucat ES – Zone 3 & 4	Mr. Eduardo Kondo, PDO II Mr. King Solidini Torres, PDO I
Bagong Silang ES	
Cupang ES – Annex	
Filinvest Alabang ES	





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



CN-2023-5-15-3969

REGIONAL MEMORANDUM

ORD. 2023-372

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : WILFREDO E. CABRAL, CESO III
Regional Director

**SUBJECT : INTERIM GUIDELINES OF THE LEARNER GOVERNMENT
PROGRAM (LGP) FOR THE SCHOOL YEAR 2023-2024**

DATE : May 16, 2023

1. Pursuant to the attached Unnumbered Memorandum dated May 5, 2023 from Atty. Revsee A. Escobedo Undersecretary for Operations, the Department hereby issues the Interim Guidelines of the Learner Government Program (LGP) for the School Year 2023-2024. Attached as well are the Constitution and By-Laws of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG), Learner Government Election and Appointment Code (LGEAC) and Guidelines and Procedures in the Election of Division and Regional Federation of SELG and SSLG, for reference.
2. Attention is invited to paragraph 5 of the said Memorandum which requires compliance following the indicative schedule.
3. Clarification/s, if there is /are any on the Interim Guidelines and attachments may be sent through this link : <https://bit.ly/3W5QEEq> for technical assistance. For further and immediate concerns, you may coordinate with Dr. Gina L. Cruz, Senior Education Program Specialist, Regional Youth Formation Coordinator at gina.cruz002@deped.gov.ph
4. For immediate dissemination and compliance.



Misamis St. Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <https://www.depedncr.com.ph>



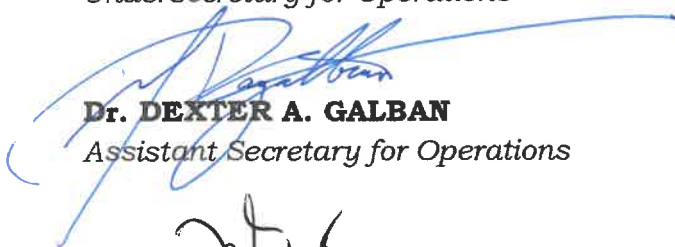
Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-03-

MEMORANDUM

TO : **Undersecretaries**
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Regional Directors
Bureau and Service Directors
Regional and Division Youth Formation Coordinators
Schools Division Superintendents
Public and Private School Heads
All Others Concerned

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations


Dr. DEXTER A. GALBAN
Assistant Secretary for Operations


NENNETH ESPLANA-ALAMA
Director IV, Bureau of Learner Support Services

SUBJECT : **INTERIM GUIDELINES OF THE LEARNER GOVERNMENT PROGRAM (LGP) FOR SCHOOL YEAR 2023-2024**

DATE : **05 May 2023**

In accordance with Department 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 recognize the significant roles and contributions of learner-led clubs and organizations in schools, the Office of the Undersecretary for Operations (OUOPS), through the Bureau of Learner Support Services–Youth Formation Division (BLSS–YFD), commits to provide support to all learners to instill effective leadership which shall contribute to their holistic development.

To ensure consistency pursuant to DepEd Order No. 21, s. 2019, the SGP shall be

YFD_MGM/02052023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600

Email: oure@deped.gov.ph; Website: www.deped.gov.ph

Tel. No.: (02) 8633-5313; (02) 8631-8492

named as 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.

For the last three (3) school years, the said elections were conducted during the first quarter of the school year. However, with the goal to transition smoothly and prepare accordingly for the succeeding school years, the conduct of the said elections shall be moved back to the last quarter of its preceding school year.

In line with the preparations for School Year (SY) 2023–2024, the SELG and SSLG elections shall be conducted on the last quarter of SY 2022–2023 following the indicative schedule(s) below:

Suggested Date(s)	Activity
May 15 – June 2, 2023	School-Based Elections
June 5 – 16, 2023	District/Division Elections
June 16 – July 10, 2023	Regional Federation Elections
August 1, 2023	National Federation Elections

The Department ensures to provide guidance to field offices for the effective implementation of the LGP. Thus, the OUOPS issues this Memorandum titled **Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024** which includes the following Annexes:

1. Annex A: **Constitution and By-Laws of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG)**
2. Annex B: **Learner Government Election and Appointment Code (LGEAC)**
3. Annex C: **Guidelines and Procedures in the Election of Division and Regional Federation of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers**

Through this issuance, all public elementary and secondary schools nationwide are mandated to facilitate learner-led clubs and organizations' elections and other relevant practices that will meaningfully support learners' initiatives and respond to varied contexts.

To establish the supremacy and representation of the SELG and SSLG among all clubs and organizations, it is recommended that only federations of the SELG and SSLG be established within the field offices. However, field offices may still establish federations for other clubs and organizations depending on the context of their locality, upon the approval of the Schools Division Superintendent for Division/District-level federations, and the Regional Director for Regional-level federations.

Private schools, technical and vocational institutions, and higher education institutions, including state and local universities and colleges offering K-12 Basic Education Program are encouraged to implement these guidelines according to their philosophy, vision, and mission, with the approval of their respective DepEd Regional Offices. Educational schools and institutions are allowed to contextualize the guidelines according to their mandates and own structure.

The BLSS-YFD is authorized to monitor and evaluate the implementation and enforcement of this issuance and formulate other programs and activities to strengthen learner-led clubs and organizations in all elementary and secondary schools nationwide. All Regional Directors and Schools Division Superintendents, through their respective Youth Formation Coordinators and School Heads, are enjoined to support and monitor the implementation of the SELG and SSLG elections for SY 2023-2024.

All expenses incurred relative to the conduct of all activities related to SELG and SSLG elections for SY 2023-2024 shall be charged to School Maintenance and Other Operating Expenses (MOOE), local funds or other available funds subject to the usual accounting and auditing rules and regulations.

For questions or clarifications, please contact **Mr. Rovin James F. Canja**, Officer-In-Charge, Project Development Officer IV of the BLSS-YFD, through email blss.yfd@deped.gov.ph or telephone number (02) 8637-9814.

Immediate and wide dissemination of this Memorandum is desired.

Annex A.

THE CONSTITUTION AND BY-LAWS OF SUPREME ELEMENTARY LEARNER GOVERNMENT AND SUPREME SECONDARY LEARNER GOVERNMENT

Preamble

We, the learners of [name of school], imploring the aid of Divine Providence, believing in the need for a better organized Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) and in the development of the learners as future leaders of the nation, do hereby promulgate and adopt this Constitution and By-Laws of the Supreme Elementary Learner Government and Supreme Secondary Learner Government in Elementary and Secondary Schools that shall advance, implement, and maintain our goals and aspirations, embody the ideals and principles of freedom, equality, justice and democracy, and promote the welfare of all students and academic standards of our Alma Mater.

Article I **General Provisions**

- Section 1 This Constitution and By-Laws shall be known as the Constitution and By-Laws of Supreme Elementary Learner Government and Supreme Secondary Learner Government of [name of school, complete address].
- Section 2 The SELG/SSLG is the government of learners entitled to enjoy rights and privileges pursuant to this Constitution and By-Laws specially to exercise the right of suffrage and participate in all SELG/SSLG programs, projects, and activities.

Article II **Name and Domicile**

- Section 1 The name of this Supreme Elementary Learner Government / Supreme Secondary Government shall be known as the Supreme Elementary Government / Supreme Secondary Learner Government of [name of school] which shall hereinafter be referred to as the SELG/SSLG.
- Section 2 The seat of the SELG/SSLG shall be exercised in the school's jurisdiction.

Article III **Definition of Terms and Naming Convention**

- Section 1 Terms and acronyms used throughout this Constitution and By-Laws of Supreme Elementary Learner Government/Supreme Secondary Learner Government are defined in the following:

- 1.1 **Ad Hoc** refers to a committee created for a specific or one-time purpose to address issues that fall outside the scope of other existing committees.
- 1.2 **An Absolute Majority** refers to a voting system that requires more than half of all the officers (including those officers who are absent and those present but not voting) to vote in favor of a proposition in order for it to pass. In practical terms, it may mean that abstention from voting could be equivalent to a no vote.
- 1.3 **Annual Implementation Plan (AIP)** refers to the school's detailed plan for improving learner outcomes encompassing actions, roles, responsibilities, timelines and success criteria for the next twelve (12) months, leading to the achievement of the academic goals.
- 1.4 **Bona fide learner** refers to individuals enrolled in elementary and secondary schools.
- 1.5 **Division Youth Formation Coordinator (DYFC)** refers to the designated Project Development Officer handling the Student Government Program, stationed in the Schools Division Office.
- 1.6 **External Sources of Funds** refers to the financial support or funds coming from donations and fund-raising activities.
- 1.7 **General Plan of Action (GPOA)** refers to the annual plan of co-curricular and extra-curricular programs, projects and activities crafted by the officers of the SELG/SSLG and in consultation with all school clubs and organizations.
- 1.8 **Internal Sources of Funds** refers to the financial support provided by schools but not limited to School's Maintenance and Other Operating Expenses (MOOE).
- 1.9 **Learners** refer to individuals in elementary and secondary levels who are the constituents of the SELG/SSLG.
- 1.10 **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.
- 1.11 **Learner Government on Elections and Appointments (LG COMEA)** refers to the governing and implementing commission that solely manages the elections and appointments of the Learner Government.

- 1.12 **Official Documents** refer to the documents duly signed and released by the SELG/SSLG, e.g., financial reports, resolutions, minutes of the meeting, official statement, activity reports.
- 1.13 **Programs, Projects, and Activities** (PPAs) refer to mandated, recommended, and initiated programs, projects, and activities.
- 1.14 **Quorum** constitutes one half plus one of the total number of officers.
- 1.15 **Registration** refers to the process of officially recognizing an individual or group as having a particular status or being qualified to perform a particular activity.
- 1.16 **Right/s** pertain to legal, social, or ethical principles of freedom or entitlement; that is, rights are the fundamental normative rules about what is allowed of people or owed to people.
- 1.17 **State of the Learner Government Address** (SOLGA) refers to the activity to be conducted in the first and last quarter of the school year highlighting the presentation of the GPOA and accomplishments of the SELG/SSLG.
- 1.18 **School Governance and Operations Division** (SGOD) of the Schools Division Office refers to the office that supports and capacitates schools and learning centers in ensuring a conducive learning environment and in compliance with quality standards of governance and operations.
- 1.19 **Term** refers to the length of time an individual holds a position; and
- 1.20 **Youth Formation Division** (YFD) of the Department of Education (DepEd) Central Office is the office that provides youth-serving units and organizations with responsive, learner-centered, youth-oriented policies, standards, guidelines, programs, and projects which shall contribute to the holistic development of learners who are value-driven, career-oriented, culturally rooted and socially responsible.

Article IV

Declaration of Principles Objectives and Policies

- Section 1 The SELG/SSLG shall be the highest student governing body in the school.

- Section 2 The SELG/SSLG shall be the forefront of the learners' rights and welfare; model of the learners' excellence; and representation of good character and deep sense of moral values.
- Section 3 The SELG/SSLG shall have the power that emanates from the student body. It shall be autonomous, diplomatic, unified, and the highest democratic representative of the student body.
- Section 4 The SELG/SSLG shall uphold and adhere with the Mission Statement of the Department of Education which is *"to protect and to promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where students learn in a child-friendly, gender-sensitive, culturally aware, safe, and motivating environment."*
- 1.1 The Mission Statement of the Department of Education shall serve as the guide of the SELG/SSLG in working to serve the best interest of the learners.
- Section 5 The SELG/SSLG is founded on the principles of good governance, volunteerism, participatory democracy, responsible servant-leadership, collaboration, unity, accountability, and efficiency in serving the learners.
- Section 6 The SELG/SSLG shall be committed to adhere with the core values of *Maka-Diyos, Makatao, Makakalikasan* and *Makabansa*, its principles, and ideals into action through academic, socio-civic, and leadership PPAs.
- Section 7 The SELG/SSLG shall have the following objectives to:
- 7.1 uphold the values, principles, and ideals of the Department of Education;
- 7.2 empower the learners to strive for excellence in the academics, leadership, and social responsibility;
- 7.3 encourage the learners to be proactive members of the society;
- 7.4 lead learners in developing passionate love of country, values, and competencies that will enable them to realize their full potential and to contribute meaningfully to building the nation;
- 7.5 represent the learners in the School Governing Council pertaining to the learners' concerns.
- 7.5.1 To actively participate with the school management in developing a learner-friendly, safe, and motivating learning environment;

7.5.2 To actively participate with the school management in nurturing an inclusive, service-oriented, gender-sensitive, culturally aware, and environment-conscious community;

7.5.3 To actively participate with the school management in developing self-confidence, critical thinking, problem-solving, decision-making, and learning among the learners and to provide learners opportunities to utilize these skills in contributing towards nation-building;

7.6 serve, protect, and promote the rights and welfare of every learner.

Section 8 The SELG/SSLG shall pursue, practice, and uphold at all times, the principles of good governance, the value of integrity, renouncing all forms of corruption and acts which are contrary to the rules and regulations of the school and the DepEd.

Section 9 The SELG/SSLG shall encourage open communication and dialogue with all registered student organizations, learners, and other stakeholders consistent with its principles and purposes.

Section 10 The SELG/SSLG shall provide a channel for learners' opinions, suggestions, grievances, and other concerns affecting their rights and welfare in the school.

Section 11 The SELG/SSLG shall remain accountable and transparent at all times with all its transactions involving the interest of the learners.

Section 12 The SELG/SSLG shall uphold a non-partisan and non-sectarian status.

Section 13 The SELG/SSLG shall not engage in any form of or act which constitutes as commercialization pursuant to DepEd Order (DO) No. 28, s. 2001, *Prohibiting the Commercialization of the DECS Organization Through Endorsements and Accreditation of Goods and Services* and DO 39, s. 2009, *Strict Adherence to DepEd Order No. 28, s. 2001 (Prohibiting the Commercialization of the DECS Organization Through Endorsements and Accreditation of Goods and Services)*, and other relevant laws and rules.

Article V

Membership

Section 1 All bona fide learners of [name of school] shall be the members of the Learner Government.

Article VI

Bill of Rights of Learners

Section 1 The following rights of learners shall be exercised:

- 1.1 Every student has the right to be protected in a learning environment with zero-tolerance for violence in order to learn in an inclusive, child friendly, gender-responsive, safe, motivating, and healthy environment.
- 1.2 Every learner has the right to freely express and be heard his/her views on matters concerning him/her.
- 1.3 Every student has the right to avail of all the services offered by the SELG/SSLG which include but not limited to organizing, joining, and actively participating in clubs, organizations, groups, and other associations for purposes not contrary to existing policies.
- 1.4 Every student has the right to conduct and to actively participate in all school curricular, co-curricular, and extra-curricular activities and programs that are child-friendly and conducive to the optimum development of children's capacities.
- 1.5 Every student has the right to information on the policies, plans, programs, projects, processes, systems, and other matters concerning him/her.
- 1.6 Every student has the right to suffrage, to apply for a position, to nominate, and to be elected to office, and to exercise other electoral practices.
- 1.7 Every student has the right to responsible and independent and peaceful student elections and student publications.
- 1.8 Every student has the right to proper representation and participation to different meetings and assemblies of the school on issues affecting the welfare of the student body, to conduct child-led and peaceful meetings and assemblies; and to be heard in the decision-making processes affecting his/her education and welfare.
- 1.9 Every student has the right to recall his/her chosen SELG/SSLG representatives.
- 1.10 Every learner has the right to due process, which includes the right to be informed and the right to be heard on matters affecting him/her.

- 1.11 Every student has the right to professional competence from teachers and school administration.
- 1.12 Every student has the right to be academically evaluated based on equal and objective criteria.
- 1.13 Every student has the right to an open and regular student-teacher and student-school administration dialogue.
- 1.14 Every student has the right to express his/her concerns, views, and grievances freely and responsibly in all matters affecting him/her.
- 1.15 Every student has the right to equal, legitimate, and responsible use of adequate, safe, clean, and efficient school facilities.

Section 2 All other rights as specified in **DO No. 40, s. 2012** entitled *DepEd Child Protection Policy* and other issuances which are not specified herein are included as rights of the learners.

Article VII

Duties and Obligations of Learners

- Section 1 Every learner has the responsibility to observe and uphold the laws of the Republic of the Philippines, the school rules and regulations, and this Constitution at all times.
- Section 2 Every learner shall exercise one's rights responsibly and in good faith.
- Section 3 Every learner shall support and promote the ideals, principles, thrusts, and objectives of the SELG/SSLG, the School, and the DepEd.
- Section 4 Every learner shall uphold the principles of good governance and value of integrity.
- Section 5 Every learner shall endeavor to achieve academic excellence and shall abide by the rules and regulations governing his/her academic responsibilities.
- Section 6 Every learner shall pursue to nurture an inclusive, service-oriented, gender-sensitive, culturally aware, and environment-conscious community.
- Section 7 Every learner shall abide by the Constitution and By-Laws of the SELG and SSLG.
- Section 8 Every learner shall support the SELG/SSLG mandated PPAs and the official issuances of DepEd.

- Section 9 Every learner shall strive to become a proactive and enabling member of society and to contribute to the development of one's community.

Article VIII

Powers, Duties and Responsibilities of the SELG/SSLG

- Section 1 The SELG/SSLG shall have the following functions and responsibilities:
- 1.1 To uphold and enforce the Philippine Legal Codes, DepEd issuances, and the provisions of the Constitution and By-Laws of the Supreme Elementary Learner Government/ Supreme Secondary Learner Government;
 - 1.2 To support and to promote the ideals, principles, thrusts, and objectives of the SELG/SSLG, the School, and the DepEd;
 - 1.3 To ensure efficient and effective implementation of SELG/SSLG PPAs;
 - 1.4 To spearhead PPAs anchored in the DepEd Core Values: *maka-Diyos, maka-tao, makakalikasan and makabansa*;
 - 1.5 To act as the Executive Committee of the Coordinating Council;
 - 1.6 To make recommendations to concerned units/individuals at the school level on issues/concerns affecting the learners;
 - 1.7 To serve as representative of learners in voicing their opinions, suggestions, and grievances;
 - 1.8 To spearhead the crafting of the SELG/SSLG General Plan of Action (GPOA) and to participate in the formulation of the School Improvement Plan (SIP) and School Annual Implementation Plan (SAIP);
 - 1.9 To represent learners in school matters as deemed necessary;
 - 1.10 To monitor and coordinate with the LG COMEA every election period;
 - 1.11 To recommend to the School Head for the granting, renewal, or revocation of registration of clubs and organizations;
 - 1.12 To turn over financial assets, documents, properties, and other responsibilities to the incoming SELG/SSLG Officers at least two (2) weeks before the end of their term; and

- 1.13 To submit an activity/accomplishment report/s in a unified template to the School Head a week after every implementation of the SELG/SSLG PPAs.

Article IX

Composition and Term of Office of the SELG/SSLG

- Section 1 The Officers of the SELG/SSLG are the duly elected President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer, and Grade Level Representatives.
- Section 2 Any SELG/SSLG Officer, except the Grade Level Representatives, shall not be holding any other elective or appointive positions in other student clubs/organizations.
- Section 3 The officers of the SELG/SSLG shall hold office for a period of one (1) school year.
- Section 4 The term of office shall start from the date the officer takes his/her oath, until the successor takes his/her oath of office or until the end of the incumbent SELG/SSLG's residency in the school as may be applicable.
- Section 5 Oath Taking Ceremonies of elected SELG/SSLG Officers must be conducted on the next regular Monday after the SELG/SSLG Elections.

Article X

Duties and Functions of Learner Government Officers

- Section 1 The SELG/SSLG **President** shall be the chief executive officer of the SELG/SSLG. He/she shall have the following duties:
- 1.1 facilitate, through his/her leadership and good governance, the efficient and effective overall operations of the SELG/SSLG;
 - 1.2 represent the learners on official functions or in any learner-related activities on or off the campus;
 - 1.3 call and preside over all meetings and/or may designate another officer to preside over a specific meeting;
 - 1.4 serve as an ex-officio member of all created Ad-Hoc Committees;
 - 1.5 enforce this Constitution and By-Laws, and other rules and policies that may be promulgated;
 - 1.6 sign all the official minutes, project proposals, resolutions, correspondences, and other official documents of the SELG/SSLG;

- 1.7 represent the SELG/SSLG or designate his/her representative for any external or internal affairs/functions;
- 1.8 head the Coordinating Council composed of different registered student organizations;
- 1.9 lead in implementing SELG/SSLG mandated, recommended, and initiated PPAs;
- 1.10 create and/or dissolve Ad Hoc Committees as necessary for the efficiency of operations of the SELG/SSLG. The Chairperson of which shall be appointed by the SELG/SSLG President;
- 1.11 conduct a State of the Learner Government Address (SOLGA) during the first and last quarter of the school year;
- 1.12 turn over his/her responsibilities to the Vice President or to the officer next in rank in case of his/her absence; and
- 1.13 perform other functions inherent and incidental to his/her office.

Section 2 The **Vice-President** shall have the following duties:

- 1.1 assist the President in all matters where his/her assistance is necessary;
- 1.2 assume the Office of the President should the position become vacant;
- 1.3 supervise members in planning and arranging meetings or programs of activities;
- 1.4 serve as Chairperson of the Internal Affairs Committee; and
- 1.5 perform other duties assigned by the SELG/SSLG President in case of his/her absence.

Section 3 The **Secretary** shall have the following duties:

- 3.1 keep accurate records of the minutes and document proceedings in every meeting;
- 3.2 prepare and provide documentation and reports for every implemented and initiated PPA to be submitted to the School Head;
- 3.3 prepare all notices of SELG/SSLG meetings;

3.4 serve as Chairperson of the Secretariat Committee; and

3.5 perform other duties assigned by the majority of the SELG/SSLG officers.

Section 4 The **Treasurer** shall have the following duties:

4.1 prepare regularly the financial reports of the SELG/SSLG and safe keep all documents for transparency and accountability;

4.2 serve as the disbursing officer of all the SELG/SSLG's funds;

4.3 prepare the annual budget of the SELG/SSLG;

4.4 serve as the Chairperson of the Finance Committee; and

4.1 perform other duties assigned by the majority of the SELG/SSLG officers.

Section 5 The **Auditor** shall have the following duties:

5.1 verify the legitimacy of the disbursement of SELG/SSLG funds and certify the correctness of the financial reports;

5.2 audit and submit reports of all expenditures of the SELG/SSLG funds;

5.3 assist the Treasurer in preparing financial reports;

5.4 act as the co-chairperson of the Finance Committee; and

5.5 perform other duties assigned by the majority of the SELG/SSLG officers.

Section 6 The **Public Information Officer (PIO)** shall have the following duties:

6.1 disseminate and promote the thrusts and objectives of the SELG/SSLG;

6.2 build and maintain a credible image for the SELG/SSLG;

6.3 spearhead in the promotion of SELG/SSLG PPAs and DepEd Core Values;

6.4 publish activities, accomplishment reports, and updates through the SELG/SSLG Bulletin Board, press releases and social media;

6.5 serve as the Chairperson of the Public Relations Committee; and

6.6 perform other duties assigned by the majority of the SELG/SSLG officers.

Section 7 The **Protocol Officer** shall have the following duties:

7.1 assist the presiding officer in enforcing proper decorum during the meetings;

7.2 assist in maintaining peace and order within the premises of the school, if necessary;

7.3 act as Chief Sergeants-At-Arms of subordinate organizations and classes;

7.4 serve as the chairperson of the Learners' Welfare Committee and appoint its members; and

7.5 perform other duties assigned by the majority of the SELG/SSLG officers.

Section 8 The **Grade Level Representative(s)** shall have the following duties:

8.1 represent his/her grade level in all the meetings of the SELG/SSLG;

8.2 Grades 11 and 12 representatives shall create a mechanism to ensure all concerns and issues in respective grade levels, as well as strands and tracks, are raised and addressed;

8.3 serve as liaison to respective grade levels on updates and directives from SELG/SSLG;

8.4 assist in the effective implementation of the SELG/SSLG PPAs; and

8.5 perform other duties assigned by the majority of the SELG/SSLG officers.

Article XI

Homeroom Class Organizations

Section 1 There shall be a homeroom class organization in every section composed of executive officers only parallel to the organizational structure of the SELG/SSLG.

Section 2 The homeroom class organization shall assist the SELG/SSLG in implementing its PPAs.

Article XII
Coordinating Council

- Section 1 The Coordinating Council shall be headed by the President of the SELG/SSLG as the Chairperson.
- Section 2 The Coordinating Council shall be composed of all SELG/SSLG officers, and Presidents of all registered clubs and organizations.
- Section 3 The Coordinating Council shall have the following functions:
- 3.1 coordinate school wide PPAs that require the participation and involvement of the learners;
- 3.2. provide support mechanisms in the implementation of various PPAs of all registered clubs and organizations; and
- 3.3. synchronize PPAs of all registered clubs and organizations in the school.
- Section 4 The School Head shall automatically be the Adviser of the Coordinating Council. All resolutions and agreements arrived at by the Coordinating Council shall be approved by the School Head.
- Section 5 The Coordinating Council shall meet at least once every quarter or as often as the council may deem necessary. Copy of the Minutes of the Meeting and resolutions must be submitted to the School Head.
- Section 6 There shall be six (6) permanent committees in the Coordinating Council namely, Executive Committee, Internal Affairs Committee, External Affairs Committee, Secretariat, Rules and Constitution Committee, and Learners' Welfare Committee.
- Each committee shall be chaired and co-chaired by the SELG/SSLG Officers. Except for the Executive Committee, members of other committees shall be appointed by the Chairperson of the Coordinating Council from among the Presidents of the registered clubs and organizations.
- Section 7 The Executive Committee shall act as the administrative arm of the Coordinating Council.
- Section 8 The Internal Affairs Committee shall be chaired by the Vice President and co-chaired by the Treasurer and Auditor. This committee shall be responsible for organizational matters such as finance management, resource mobilization, budgeting and auditing, and training.
- Section 9 The External Affairs Committee shall be chaired by the Public Information Officer. This committee shall be responsible for linkages, partnerships, and publicity.

- Section 10 The Secretariat Committee shall be chaired by the Secretary and shall be responsible for documentation, record-keeping, and filing.
- Section 11 The Rules and Constitution Committee shall be chaired by the Protocol Officer and shall ensure compliance with the Constitution and By-Laws of this organization and all existing DepEd issuances related to youth affairs.
- Section 12 The Learner Activities Committee shall be chaired by the officer appointed by the Chairperson. This committee shall be responsible for the harmonization and coordination of all student-led activities.

Article XIII **Adviser**

- Section 1 The School Head shall designate a qualified teacher as the SELG/SSLG Adviser and endorse a copy of the designation to the Schools Division Office through the School Governance Operations Division.
- Section 2 The endorsement and designation of SELG/SSLG Adviser shall be done every school year.
- Section 3 The SELG/SSLG Adviser must have the following qualifications:
- 3.1 direct experience in youth organizational management;
 - 3.2 good character and reputation in the school and community;
 - 3.4 competent, able, and willing to work with the student leaders from planning to implementation of PPAs; and
 - 3.5 shall have at least one (1) year residency in the school.
- Section 4 The SELG/SSLG adviser shall have the following duties and responsibilities:
- 4.1 Monitor all programs, projects, activities, and meetings of the SELG/SSLG at all times;
 - 4.2 Act as the SELG/SSLG's mentor in good governance and leadership;
 - 4.3 Oversee all the SELG/SSLG's internal and external processes and leadership practices;
 - 4.4 Ensure the academic excellence, as well as the holistic welfare and development of the SELG/SSLG officers;
 - 4.5 Conduct consultations with SELG/SSLG officers to gather feedback on the efficiency and effectiveness of performance as an officer and/or the overall performance of the SELG/SSLG;

4.6 Propose recommendations for improvement based on the information gathered from the consultations;

4.7 Actively participate and coordinate with the Division Youth Formation Coordinators through the School Head in the implementation and management of SELG/SSLG-related activities in all levels of governance;

4.8 Facilitate the crafting of the General Program of Action (GPOA) for approval of the School Head.

4.9 Submit reports and other pertinent documents for approval of the School Head, and copy furnish the Schools Division Office through the Division Youth Formation Coordinators, if necessary.

4.10 The Advisership in the SELG/SSLG shall be equivalent to one (1) teaching load pursuant to Republic Act No. 4670 and other relevant DepEd issuances.

Article XIV **Elections**

- Section 1 The Learner Government Commission on Elections and Appointments, herein referred to as the LG COMEA, shall solely manage the elections and appointments of the Learner Government.
- Section 2 The LG COMEA shall enforce all rules and regulations; and administer all proceedings and regulations relative to the conduct of any other matter that requires suffrage.

Article XV **The General Assembly**

- Section 1 The General Assembly shall be composed of all bona fide learners of the school.
- Section 2 The General Assembly shall be a forum for information dissemination.
- Section 3 The General Assembly shall be convened by the SELG/SSLG during the opening and closing of classes, and as deemed necessary.

Article XVI **Federations of the Supreme Elementary Learner Government and Supreme Secondary Learner Government**

- Section 1 The Division Federation of SELG/SSLG is composed of all School Presidents of SELG/SSLG.

Section 2 The Regional Federation of SELG/SSLG is composed of all Division Presidents of SELG/SSLG.

Section 3 The National Federation of SELG/SSLG is composed of all Regional Presidents of SELG/SSLG.

Article XVII
Meeting and Quorum

Section 1 The SELG/SSLG shall conduct regular monthly meetings or as agreed upon by the officers of the SELG/SSLG.

Section 2 Majority of the officers of the SELG/SSLG (50%+1) shall constitute a quorum.

Section 3 Each member of the SELG/SSLG is entitled to only one vote.

Section 4 If the votes end in a draw, the SELG/SSLG President or the Acting Chair of the meeting shall cast the vote to break the tie.

Section 5 No proxy shall be allowed when voting.

Article XVIII
Finance

Section 1 The school may allocate a portion of the MOOE to support the SELG/SSLG operations, subject to usual accounting and auditing rules and regulations.

Section 2 The following are the guidelines for handling internal and external sources of funds:

2.1 A monthly report on the receipts and/or collections made duly signed by the Treasurer and the President and noted by the SELG/SSLG Adviser shall be posted on the SELG/SSLG bulletin board and be submitted to the School Head.

2.2. The SELG/SSLG shall maintain safekeeping measures of all funds received in coordination with the School Head and designated Disbursing Officer.

2.3 The SELG/SSLG may accept donations from any member or any public or private person or institution, for as long as it will not affect or compromise the integrity of the SELG/SSLG, provided that all donations received shall be in accordance with the existing Department of Education policies and rules, as well as regulations on accepting and recording, and reporting donations. Copies of such shall be submitted to the School Head.

2.4 The SELG/SSLG may undertake fundraising activities to subsidize its projects and activities as long as it will not affect or compromise the integrity of the SELG/SSLG; provided that the SELG/SSLG must submit and seek approval of their project proposal to the SGOD through the School Head, to be reviewed by the Division Youth Formation Coordinators and approved by the Schools Division Superintendent prior to implementation of fundraising activities.

2.5 No officers of the SELG/SSLG, as well as the SELG/SSLG Adviser shall have the power to make any bill, payable note or any negotiable instrument or endorse the same in the name of SELG/SSLG, or contract or cause to be contracted any debt or liability in the name or on behalf of the SELG/SSLG.

2.6 All disbursement shall be made in accordance with the programs, projects and activities of the SELG/SSLG embodied in the annual General Plan of Action (GPOA) endorsed by the SELG/SSLG Adviser and duly approved by the School Head.

2.7 The SELG/SSLG shall enjoy the freedom to determine its priorities in the disbursement of its funds, provided that it shall be, directly, and exclusively used to support and/or finance the SELG/SSLG programs, projects, and activities aligned with the school's priority PPAs'.

2.8 The SELG/SSLG President and the Treasurer shall be the signatory of all fund disbursements of the SELG/SSLG. All fund disbursements must be accompanied with an SELG/SSLG resolution noted by the SELG/SSLG Adviser and approved by the School Head. All expenses must be supported by official and/or acknowledgement receipts. The School Head shall be provided with a copy of all the resolutions relative to the disbursements made.

2.9 The SELG/SSLG, through the Treasurer and the Auditor, shall promulgate financial guidelines for proper financial management.

2.10 At the end of every activity, the SELG/SSLG shall liquidate expenses before another disbursement. Without this, succeeding disbursements shall not be authorized. Funds of the SELG/SSLG shall be audited by the Auditor and rechecked and verified by the school's administrative officer or assistant at the end of the term of the SELG/SSLG and at the end of every activity. In the absence of an administrative officer or assistant, the SELG/SSLG adviser shall do the rechecking and verification.

2.11 Financial statements shall be duly noted by the SELG/SSLG Adviser, posted on the designated bulletin board every month, printed in every issue of the school paper, furnishing the School Head with a copy.

2.12 The SELG/SSLG shall submit a bi-annual financial report duly noted by the SELG/SSLG Adviser to the School Head.

ARTICLE XIX

Transparency and Accountability

Section 1 Elected SELG/SSLG officers shall always uphold the best interest of the organization and act in accordance with existing laws, regulations, policies, guidelines, and of this Constitution. They shall serve as role models for the learners, demonstrating the DepEd Core Values of *maka-Diyos, Maka-tao, makakalikasan, at makabansa*.

Section 2 For the purpose of accountability and transparency of all organizational planning, operations, implementations and review of the SELG/SSLG, the following shall always be observed:

2.1 Prepare a GPOA collectively conformed by at least a majority (one-half plus one) of the officers of the SELG/SSLG through a resolution;

2.2 Conduct meetings and committee deliberations with the consensus of a majority of the SELG/SSLG officers;

2.3 Conduct PPAs duly approved by the school head for the school year;

2.4 Deliberate on matters involving recognitions, appreciations, and special citation for internal or external parties that contributed to the success of the implementation of the SELG/SSLG PPAs, provided that such deliberations have been graced by the majority;

2.5 Prepare, document, process, file, and record all financial transactions of the SELG/SSLG, as required by this constitution;

2.6 Create, develop, or by any means, find ways to provide a transparency board for the SELG/SSLG for the purposes of information dissemination (notices, action plan, PPAs brief, resolutions, and relevant DepEd issuances affecting learner's welfare;

2.7 Posting of duly approved after-activity accomplishment and financial reports;

2.8 Posting of duly audited and approved monthly financial reports; and

2.9 Disseminate other relevant announcements and information not within the scope of the above cited purposes.

Article XX

Removal, Resignation and Vacancies

Section 1 Any officer may be removed from office for and conviction of, culpable violation of this Constitution, excessive absences, failure to fulfill duties, breach of confidentiality, other offenses that affect or compromise the integrity of the SELG/SSLG.

- Section 2 The following procedures shall be observed in the impeachment of a SELG/SSLG Officer:
- 2.1 A formal written complaint shall be filed to the Office of the School Head;
- 2.2 The Office of the School Head through the SELG/SSLG Adviser shall inform the concerned SELG/SSLG officer within three (3) school days upon receipt of the written complaint; and require the latter to respond in writing within three (3) school days after the receipt of the complaint. Failure on the part of the concerned SELG/SSLG officer to respond to the complaint after receipt thereof shall allow the school head to proceed with the investigation and decide on the complaint for removal.
- 2.3 Upon receipt of the written response of the concerned SELG/SSLG officer, the Office of the School Head shall investigate within ten (10) school days to determine the strength and/or gravity of the complaint;
- 2.4 The Office of the School Head shall prepare a report of its findings and decision, and copy furnish the SELG/SSLG Adviser and the concerned SELG/SSLG officer with his/her parents'/guardians' attention a day after the conclusion of the investigation.
- Section 3 Any SELG/SSLG Officer who has been removed from office shall be disqualified from running for a position in any SELG/SSLG elections to be conducted in the next two (2) school years, except for any registered school clubs and organizations.
- Section 4 Any SELG/SSLG officer may file a resignation letter to the Office of the School Head.
- Section 5 The school head shall verify the justification or validity of the reasons for resignation of an SPG/SSG officer. The school head shall determine whether to approve or disapprove the resignation within five (5) school days upon receipt of the letter.
- Section 6 Resignation of an elected SELG/SSLG officer shall take effect five (5) school days after the approval of the Office of the School Head.
- Section 7 In the event of vacancy of the position of the SELG/SSLG President for the reason of resignation, expulsion, impeachment, sickness, permanent disability, or death, the Vice-President shall immediately assume the position.
- Section 8 In the event of vacancy of the position/s of the SELG/SSLG Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, and Protocol Officer, for the reason of resignation, expulsion,

impeachment, sickness, permanent disability, or death, a special election shall be conducted within ten (10) school days upon the request of the SELG/SSLG Adviser.

Article XXI

Amendments of the Constitution and By Laws

- Section 1 This Constitution and By-Laws may be amended or modified in full or in part as deemed necessary from its issuance.
- Section 2 The Youth Formation Division (YFD) of the DepEd shall be the sole office to recommend the amendment or modification in full or in part of this Constitution and By-Laws to the Secretary of the Department of Education. The YFD shall call for proposed amendments with attached duly signed resolutions from the National Federation of SELG/SSLG.
- Section 3 The YFD through its Technical Working Group, composed for the purpose, and shall assess the proposed amendments received for possible inclusion to the Draft Revised Constitution and By-Laws.
- Section 4 Final Draft of the Revised Constitution and By-Laws formulated by the YFD shall be concurred by at least two-thirds (2/3) of all Division Federation of SELG/SSLG nationwide through a duly signed Resolution from respective Divisions.

Article XXII

Separability Clause

If part of this Constitution and By-Laws of Supreme Elementary Learner Government and Supreme Secondary Learner Government is invalid, all parts that are separable from the invalid part remain in effect. On the other hand, if a certain part, and if one part is held unconstitutional or invalid, all other parts are valid.

Article XXIII

Repealing Clause

Any provision or part of this Constitution and By-Laws of Supreme Elementary Learner Government and Supreme Secondary Learner Government shall be found to be in contrary or inconsistent with the Constitution and Laws of the Republic of the Philippines, as well as with established or legitimate implementing rules and guidelines and issuances caused or ordered to be formulated or issued by the same to the related offices of the Department of Education shall be deemed null and void.

Article XXIV

Effectivity

Amendments to this Constitution and By-Laws shall take effect immediately upon its issuance.

Annex B.

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–Youth Formation Division (BLSS–YFD), 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-Youth 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. **Polling Precinct** refers to a place officially designated by the LG COMEA where the voters cast their votes.
- l. **Poll watcher** refers to a learner allowed by a political party or an independent candidate to observe activities at the polling precinct.
- 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.

- 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.

Article VII

Election Proper

Section 1 The schedule of elections 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 allowed to bring the list of candidates to vote for but are not allowed to discuss or influence other voters inside the precinct.

- 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.

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. 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
TOTAL	11	11	15	15

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
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				

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.

Place your
2X2 Picture Here

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
for _____.
(Surname, Given Name, Middle Initial) (Grade Level and Section)
(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		
	Yes	No	
Required Documents			
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> .			
2. The possible appointee has submitted the <i>Nomination Reply Slip (Encl. 16)</i> to the LG COMEA.			
3. The learner has submitted the following documents.			
a. <i>Introductory Profile (Enc. 7)</i>			
b. Photocopy of School Form 9 [Learner's Progress Report Card]			
c. Certificate of Good Moral			
Qualifications	Yes	No	
1. The learner has been 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 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 ____ - ____

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 ____ - ____

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.)

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
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 _____
Division _____

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
NAME OF REGION
NAME OF DIVISION
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

Annex C.

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

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

Activity	Participants
DFSELG/DFSSLG elections	School-based elected SELG/SSLG Presidents
RFSELG/RFSSLG elections	DFSELG/DFSSLG elected Presidents

2. The setup (virtual and/or face-to-face) and date of the elections shall be determined by the Division Youth Formation Coordinator (DYFC) for the DFSELG/DFSSLG and Regional Youth Formation Coordinator (RYFC) for the RFSELG/RFSSLG following the timeline given by the Central Office.
3. The division and regional federations shall elect the following positions:
 - 3.1. President;
 - 3.2. Vice-President;
 - 3.3. Secretary;
 - 3.4. Treasurer;
 - 3.5. Auditor;
 - 3.6. Public Information Officer (PIO); and
 - 3.7. Protocol Officer (former Peace Officer)
4. All candidates must possess the following qualifications:
 - 4.1. currently enrolled in School Year 2022-2023;
 - 4.2. with good academic standing and no falling grades in all subjects;
 - 4.3. with good moral character and have not been subjected to any disciplinary action; and
 - 4.4. must be elected as SPG/SSG President in the school level to be eligible for the division level elections; DFSELG/DFSSLG President to be eligible for the regional level elections.
 - 4.5. any other qualifications determined by the DYFC and RYFCs, if applicable.
5. The rest of the body that will not be elected in any position will be designated as Board Members.
6. First-past-the-post or single-member plurality voting must be applied in the electoral process, wherein voters cast their vote for a candidate of their choice, and the candidate who receives the most votes wins.
7. Candidates for elective positions shall be determined through nomination procedures.
8. No candidate can refuse to be nominated for any position.
9. When the election starts and during the election proceedings, Presidents are not allowed to take calls and send private messages.
10. Any violation of the above-mentioned rules will be subjected to disqualification in any of the elective positions. The disqualification procedures shall be set by the Election Core Group prior to the start of the elections.