



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-005

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **CONDUCT OF DIVISION FEDERATION ELECTIONS OF SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME SECONDARY LEARNER GOVERNMENT (SSLG) OFFICERS AND TEACHER-ADVISERS FOR SY 2025-2026**

DATE: February 25, 2025

1. In compliance with DepEd Order No. 47 s. 2014 "**Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools**" and DM-OUOPS No. 2025-11-00442 from Malcolm S. Garma, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations dated January 20, 2025 titled "**Learner Government Elections for School Year (S.Y.) 2025-2026,**" the Schools Division of Marinduque, through the School Governance and Operations Division-Youth Formation Section, shall conduct a **Division Federation Elections of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers and Teacher-Advisers for SY 2025-2026** at the Schools Division Office Conference Hall, Malusak, Boac, Marinduque, on **March 14, 2025 at 8:00 am to 4:00 pm.**
2. Participants in this activity are elected presidents of the **District Federation of SELG and SSLG** and the **elected presidents of the District Federation of SELG and SSLG Teacher-Advisers.**
3. Attached are the Program Matrix, Election Guidelines and Procedures, and Consent Form for the participating Student-Leaders to be accomplished and submitted upon registration.
4. Travel expenses to be incurred by the participants shall be charged against School MOOE, Canteen Fund or other local funds subject to usual accounting and auditing rules and regulations. A simple lunch will be provided for all the participants but they are advised to bring their own snacks.



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5. Further, all schools, are reminded to submit their School-Based **SELG/SSLG Election Reports** through the link <https://tinyurl.com/LGelection2025reports> and accomplish a **School-Based Learner Government (LG) COMEA Monitoring Tool** through the link <https://tinyurl.com/Election2025Monitoring> on or before **March 3, 2025**.

6. School Heads and participating teachers are reminded of the no-disruption of classes policy as stipulated in DepEd Order No. 9, s. 2005 titled "Instituting Measures to Increase Time-on-Task and Ensuring Compliance Therewith." hence schools with participating teachers shall submit an Action Plan for the no disruption of classes.

7. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

**Division Federation Elections of Supreme Elementary Learner Government (SELG)
and Supreme Secondary Learner Government (SSLG) Officers and Teacher-
Advisers for SY 2025-2026**

SDO Conference Hall, Malusak Boac, Marinduque
March 14, 2025- 8:00am-4:00 pm

PROGRAM MATRIX

| Time | Sessions | Speaker/Person Responsible |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00-9:00 am | Arrival and Registration | |
| 9:00 – 9:30 am | Opening Program <ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • SDO Marinduque Hymn • DepEd Quality Policy Statement • Acknowledgement of Participants • Welcome Remarks • Messages | AVP GLAIZA T. PALATINO Project Development Officer I MA. CECILIA S. MANAY Chief Education Supervisor, SGOD LYNN G. MENDOZA, EdD OIC, Schools Division Superintendent |
| 9:30 am-11:00 am | Introduction of Participants | Elected District SELG/SSLG Student-Leaders and Teacher-Advisers |
| 11:00 am-12:00 nn | Getting to Know You (GTKY) Activity | Program Management Team |
| 12:00 nn-1:00 pm | Lunch | |
| 1:00 pm- 3:00 pm | Election Proper | SELG: GLAIZA T. PALATINO Youth Formation Coordinator SSLG: JOSEFINA P. BRUAL Youth Formation Coordinator |
| 3:00 pm onwards | Closing Program <ul style="list-style-type: none"> • Announcement of Newly-Elected Division Federation Officers • Oath-Taking Ceremony • Vote of Thanks | GLAIZA T. PALATINO Youth Formation Coordinator LYNN G. MENDOZA, EdD OIC, Schools Division Superintendent JOSEFINA P. BRUAL Youth Formation Coordinator |
| MARY ROSE M. ATIENZA JERLY F. LADLAD On-the-Job Trainees Bachelor of Science in Business Administration-Human Resource Management Marinduque State University Masters of Ceremonies | | |



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

1. The division federation shall elect the following positions:
 - a. President;
 - b. Vice-President;
 - c. Secretary
 - d. Treasurer;
 - e. Auditor;
 - f. Public Information Officer (PIO); and
 - g. Protocol Officer (former Peace Officer).
2. All candidates must possess the following qualifications:
 - a. currently enrolled in School Year 2024-2025;
 - b. with good academic standing and no failing grades in all subjects;
 - c. with good moral character and have not been subjected to any disciplinary action; and
 - d. must be elected as SELG/SSLG President in the school level to be eligible for the division level elections.
3. The rest of the body who will not be elected in any position will be designated as Board Members.
4. 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.
5. Candidates for the elective positions shall be determined through nomination procedures.
6. No candidate can refuse to be nominated for any position.
7. When the election starts and during the election proceedings, Presidents are not allowed to take calls and send private messages.
8. 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 Electoral Core Group prior to the start of the elections.



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PAHINTULOT

Ako si _____, _____ taong gulang ng _____, magulang/legal na tagapatnubay ni _____ na isang mag-aaral sa _____ ay malugod at kusang pinahihintulutan ang aking anak/inaalagaan upang makilahok **Division Federation Elections of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers and Teacher-Advisers for SY 2025-2026** na gaganapin sa Marso 14, 2025 sa Schools Division Office Conference Hall, Malusak, Boac Marinduque.

Kaugnay nito, pinahihintulutan ko rin ang Kagawaran ng Edukasyon na mangolekta, magproseso at magpost ng mga larawan at personal na impormasyon ng aking anak na naaayon sa *Data Privacy Act of 2012*.

Nilagdaan ngayong ika-_____ ng buwan ng _____ taong _____.

Nagbibigay ng pahintulot,

(Pangalan at Lagda)