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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Kalihim*  
*Office of the Secretary*

DEPED MEMORANDUM

No. 5, s. 2003

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JAN 13 2003

**GUIDELINES AND SCHEDULE OF THE SYNCHRONIZED STUDENT GOVERNMENT  
ELECTIONS AND ORGANIZATION OF DIVISION AND REGIONAL FEDERATIONS**


To: Regional Directors  
Schools Division Superintendents  
Private Secondary School Principals  
Vocational High School Principals

1. Pursuant to DECS Order No. 37, s. 2001 on the Synchronized Student Government Elections every last week of February, the following guidelines and schedule shall be observed during the 2003 student government elections in all secondary schools nationwide:

- a. Filing of Certificates of Candidacy is on February 19-20, 2003.
- b. Announcement of the official list of candidates is on February 21, 2003.
- c. Election campaign period starts on February 24 and ends on February 27, during which day the campus-wide Presidential and Vice-Presidential debates shall be held.
- d. Election day and proclamation of winners is on February 28, 2003.

2. The School Principal may issue additional guidelines to ensure the successful implementation of the student government elections taking into consideration existing DepEd policies on the conduct of activities, and shall designate the Social Studies Department Head/Coordinator/Teacher to guide the student elections committee in the orderly conduct of the elections.

3. Regional Social Studies Education Supervisors and/or Regional CSCA Coordinators and Division Social Studies Education Supervisors shall be assigned to coordinate and monitor the conduct of the elections.

4. All DepEd Regional Offices are required to submit the list of the names of all Division/Regional Social Studies Supervisors as well as the complete list of duly elected Student Government Presidents and Vice Presidents, including their addresses, contact numbers, names and addresses of the schools, name of School Principals and advisers, for data banking and use for the upcoming National Student Government Training. These lists shall be collated by the respective Division and Regional Social Studies Supervisors and/or CSCA Regional Coordinators, encoded in Microsoft Excel program and saved in a 3.5 diskette duly labeled, which, together with a printed copy, shall be forwarded on or before March 21, 2003 to the Center for Students and Co-Curricular Affairs (CSCA) Attention: Mr. Joey G. Pelaez, Executive Director, DepEd Complex, Meralco Avenue, Pasig City. 

5. The Division and Regional Federation of Student Government Officers shall be organized immediately after the elections and not later than April 30, 2003. The National Student Government Training shall be conducted only after said federation officers shall have been elected or organized and their names submitted to the Center for Students and Co-Curricular Affairs not later than May 9, 2003.

6. The Center for Students and Co-Curricular Affairs, as the office in-charge of the Student Government Program, is authorized to formulate and implement other programs and activities to strengthen the student government in schools.

7. All Regional Directors and Superintendents are enjoined to support and monitor the implementation of this program.

8. Attached is DECS Order No. 37, s. 2001 for your guidance and reference.

9. Immediate dissemination of this Memorandum is desired.



**EDILBERTO C. DE JESUS**  
Secretary

Encl.:

As stated

Reference:

DECS Order: No. 37, s. 2001

Allotment: 1—(D.O. 50-97)

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

ELECTIONS  
STUDENTS



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
DECS Complex, Meralco Avenue  
Pasig City, Philippines



Sama-Sama  
sa DECS

*Tanapang ng Pangalawang Kalihim*  
*Office of the Undersecretary*

**AUG 02 2001**

**DECS ORDER**  
No. 37, s. 2001

**SYNCHRONIZED STUDENT GOVERNMENT ELECTIONS**

To: Bureau/Center Directors  
Regional Directors  
Schools Division Superintendents  
Private Secondary School Principals  
Vocational High School Principals

The student government as vehicle for developing leadership skills among the students is an essential concern in the academic setting. It fosters student empowerment, promotes harmonious relationships between student bodies and school administrations, and safeguards students' general welfare.

2. In view of this, there is a need to employ an organizational mechanism for student governments that focuses on the following objectives:

- a. to sustain student government programs directed at enhancing organizational management;
- b. to implement a systematized transition or turning over of duties and responsibilities from one batch of officers to another;
- c. to conduct a strategic planning of student activities and leadership training for student officers; and,
- d. to synchronize a national high school student government election period in order to provide a general trend of major student activities throughout the calendar year.

3. All elected student government officers for school year 2001-2002 shall serve until the end of the school year. Succeeding elections shall be held annually every last week of February.


4. The following shall guide the conduct of school elections:

- a. From February up to May 2002 and every year thereafter, outgoing and incoming officers shall work together to provide a transitional phase of leadership.
- b. Only freshmen, sophomore and junior students of the present year can qualify to run as candidates for the February election; incoming freshmen for School Year 2002-2003 and thereafter shall elect in the last week of June their batch representative/s, the number of which shall depend on the enrollment as determined by the school head.

Example:

200 – 300 enrollees	=	1 representative
301 – 400 enrollees	=	2 representatives
401 – 500 enrollees	=	3 representatives
501+ enrollees	=	4 representatives

- c. An adequate filing, screening and campaign period of two weeks must be provided to all candidates in order to ensure the observance of democratic processes;
  - d. Campus-wide Presidential and Vice Presidential Public Debates are encouraged to underscore the candidates' platforms.
5. Head teachers of Social Studies Department Coordinators are automatically designated as advisers for the Student Government in the school level, with supervision from School Principals and Division/Regional Social Studies Supervisors.
6. All regions are required to submit the names of all Division/Regional Social Studies Supervisors as well as the complete list of duly elected student officers in all schools. These lists shall be forwarded to Mr. Joey G. Pelaez, Executive Director, Center for Students and Co-Curricular Affairs, DECS Complex, Meralco Avenue, Pasig City or faxed to 636-3603 or 631-8495.
7. All Regional Directors and Superintendents are requested to support and monitor the implementation of this program.
8. Immediate dissemination of this Order is desired.

  
ISAGANI R. CRUZ  
Undersecretary

Reference:  
None

Allotment: 1—(D.O. 50-97)

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