



Tanggapan ng Kalihim
Office of the Secretary

JAN 20 2005

DEPED MEMORANDUM
No. 17, s. 2005

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

To: Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Secondary Schools
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 2005 student government elections in all secondary schools nationwide:
 - a. Filing of Certificates of Candidacy (COC) is on February 1-4, 2005;
 - b. Announcement of the final and official list of candidates is on February 10, 2005;
 - c. Election campaign period starts on February 21 and ends on February 25, 2005. Campus-wide Presidential and Vice-Presidential debates shall be held during the last day of the campaign period; and
 - d. Election Day and proclamation of winners is on February 28, 2005.
2. The School Principal may issue additional specific guidelines and policies to ensure the fair and successful conduct of the student government elections taking into consideration existing DepED policies on the conduct of activities, and shall designate the Araling Panlipunan Department Head/Coordinator/Teacher-Adviser, or any qualified, able and willing Department Head/Coordinator/Teacher-Adviser, to guide the elections committee in the orderly conduct of the elections.
3. Regional and Division Araling Panlipunan Education Supervisors/Coordinators shall be assigned to coordinate and monitor the conduct of the elections in their respective areas of responsibility.
4. All DepEd Regional Offices are required to submit the complete list of duly elected Student Government Presidents including their addresses, contact numbers, names and addresses of the schools, names of School Principals, and teacher-advisers, for data banking and use for the upcoming National Leadership Training for Student Government Officers. These lists shall be collated by the respective Division and Regional Araling Panlipunan Supervisors, 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 April 29, 2005 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 elected officers shall undergo a school-based training on the basic skills of leadership and the responsibilities of the student government which will be facilitated by the teacher-advisers and the outgoing student government officers anytime during the summer vacation. Planning of activities of the student government for the coming school year, which shall include Brigada Eskwela, Anti Drugs activities, Smoke-Free-Schools, Environmental Programs and Voluntary Tutorial Services for challenged learners, shall also be undertaken during the school-based training.

6. The Division and Regional Federation of Student Government Officers shall also be organized immediately after the elections but not later than June 20, 2005. The National Leadership Training for Student Government Officers (NLTSGO) shall be conducted after the said Division and Regional federation officers shall have been elected or organized and their names submitted to the CSCA not later than July 4, 2005.

7. The Department of Education-Center for Students and Co-Curricular Affairs (DepED-CSCA), 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.

8. All Regional Directors and Schools Superintendents are encouraged to support and monitor the implementation of this program.

9. Enclosed are DECS Order No. 37, s. 2001 and the report format as Enclosure Nos. 1 and 2 respectively for your guidance and reference.

10. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Sheila, MPPD, DM Synchronized Student Gov't. Elections
January 10, 2005

Encls.:
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, Meraleo Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

*Tanggapan 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

1. 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. Pelacz**, 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)

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

ELECTIONS
STUDENTS

STUDENT GOVERNMENT ELECTION CONSOLIDATED REPORT
 (Per DECS Order No. 37, s. 2001)

REGION _____

NAME OF SCHOOL	ADDRESS/CONTACT NUMBER	NAME OF PRINCIPAL	NAME OF ADVISER	ELECTED PRESIDENT	DATE OF ELECTION
MAKATI CITY DIVISION					
MARIKINA CITY DIVISION					
QUEZON CITY DIVISION					
MANILA DIVISION					

SYNCHRONIZED CALENDAR OF ACTIVITIES

- February 1-4 - Filing of Certificates of Candidacy
Synchronized Elections of School-Based Student Government Officers
- February 10 - Announcement of Official List of Candidates
- February 21-24 - Election Campaign
- February 25 - Campus-wide Debates
- February 28 - Election Day and Proclamation of Winners
- March 7 - Turn-over of the Student Government
- Briefing of Incoming Student Government Officers
- March 21 - Submission of Winners to CSCA
- April 2005 - Planning and School Training
- June 20 - Election and Organization of the Division and Regional Federation of Student Government
- July 4 - Submission of names of the Division and Regional Officers to the CSCA.
- Formulation of Regional Action Plan
- Submission of the Student Government Implementation Report for Previous School Year
- August 15-19 - National Leadership Training for Student Government
- September 2005 - Post Evaluation and Planning Conference
- October 2005 - Regional Training for Student Government Officers
- November 2005 - Division Training for Student Government Officers
- December 2005 - Search for Outstanding Student Government Organizations
