



JUL 24 2009

DepED ORDER  
No. 79, s. 2009

REVISED STANDARD CONSTITUTION AND BY-LAWS OF THE SUPREME STUDENT  
GOVERNMENTS IN SECONDARY SCHOOLS

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Secondary Schools

1. In recognition of the significant role and contributions of the Supreme Student Governments (SSG) in the schools and in line with the Student Government Program (SGP) of the Department of Education-Center for Students and Co-Curricular Affairs (DepED-CSCA), the enclosed Revised Standard Constitution and By-Laws is hereby issued for implementation in all secondary schools.
2. The objectives for the issuance of this Revised Standard Constitution and By-Laws are to:
  - a. strengthen the student governments and the studentry in all secondary schools;
  - b. standardize this significant instrument in school student governance in all secondary schools;
  - c. provide easy reference in monitoring and evaluating the performance of student governments;
  - d. harness the student governments as a partner in achieving quality education and academic excellence in schools; and,
  - e. make available real exposure, experience and learning in responsible and participative democracy and leadership.
3. Beginning School Year 2009-2010 and every year thereafter, all public secondary schools nationwide shall strictly adopt this Revised Standard Constitution and By-Laws in its entirety. Private secondary schools may freely adopt the same as they see fit.
4. The election of the Supreme Student Government officers every February shall already reflect all the revisions herein indicated.
5. All School Heads are tasked to ensure and oversee the implementation of this Order in their respective schools. All Division and Regional Coordinators of the Student Government Program are required to report compliance with this Order to the DepED-CSCA.
6. All previous DepED Orders and Memoranda issued in regard to the Student Government Program or the Supreme Student Government not inconsistent with this Order shall remain in force and effect.

7. For queries and clarifications, please get in touch with the DepED-CSCA c/o Executive Director Joey G. Pelaez at tel. nos. (02) 636-3603 or 631-8495 or at email [joeypelaez@ymail.com](mailto:joeypelaez@ymail.com) or thru **website [www.deped-csca.com](http://www.deped-csca.com)**.

8. Immediate and widest dissemination of this Order is enjoined.



**JESLI A. LAPUS**  
Secretary

Encl:

As stated

References:

DepED Order: Nos. 43, s. 2005 and 34, s. 2008

Allotment: 1- -(D.O. 50-97)

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

POLICY  
SECONDARY EDUCATION

R-Maricar/DO-Revised CBL of SSG  
07-14-09

**Enclosure to DepED Order No. 79, s. 2009**

**REVISED STANDARD CONSTITUTION AND BY-LAWS OF THE SUPREME STUDENT GOVERNMENTS IN SECONDARY SCHOOLS**

**PREAMBLE**

We, the students of \_\_\_\_\_ HIGH SCHOOL, with the help of Almighty God, believing in the need for a better organized student government and in the development of the youth as future leaders of the nation, do hereby promulgate and adopt this Revised Standard Constitution and By-Laws of the Supreme Student Government 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 the academic standards of our Alma Mater.

Article I

**General Provisions**

- Sec. 1 This Constitution and By-Laws shall be known as the Constitution and By-Laws of the Supreme Student Government of (name of school).  
Sec. 2 For purposes of this Constitution and By-Laws, SSG refers to the Supreme Student Government of (name of school).

Article II

**Name and Domicile**

- Sec. 1 The name of the organization shall be known as the Supreme Student Government.  
Sec. 2 The office of the SSG shall be located inside the premises of the school.

Article III

**Declaration of Principles and Objectives**

- Sec. 1 The SSG of (name of school) shall promote mutual understanding through social, civic, intellectual, recreational and scientific programs and activities.  
Sec. 2 The SSG shall have the following objectives:  
a. Develop love of God and country, moral character, personal discipline, leadership and efficiency among its members;  
b. Train members for effective and efficient leadership;  
c. Help the students develop self-confidence;  
d. Promote unity among leaders and the studentry;  
e. Maintain school aspirations to promote quality education and academic excellence  
f. Serve and protect students' rights and welfare; and,  
g. Represent the studentry in the policy-making body of the school concerning students' welfare.

Article IV

**Membership**

- Sec. 1 All bonafide students of the school are members of the studentry to whom the SSG shall be accountable at all times.

Article V

**Rights of Students**

- Sec. 1 Every student has the right to enjoy responsible freedom of speech and expression.  
Sec. 2 Every student has the right to avail of all the services offered by the SSG.  
Sec. 3 Every student has the right to conduct and participate in all school activities.  
Sec. 4 Every student has the right to information on all the issues and matters concerning them.  
Sec. 5 Every student has the right to vote, to be nominated and be elected into office.  
Sec. 6 Every student has the right to be represented in the different meetings and assemblies of the school on issues affecting the welfare of the studentry.  
Sec. 7 Every student has the right to due process.

Article VI

**Duties and Obligations of Students**

- Sec. 1 Every student has the responsibility to observe the laws of the Republic of the Philippines, and the rules and regulations of the School at all times.

- Sec. 2 Every student shall pay the SSG Developmental Fee as regulated and approved by appropriate DepED issuances.
- Sec. 3 Every student shall support and promote the thrusts and objectives of the SSG and the School.
- Sec. 4 Every student shall abide by the SSG constitution and by-laws.
- Sec. 5 Every student shall participate actively in all DepED-recognized school activities and strive for academic excellence.
- Sec. 6 Every student shall exercise his/her rights and do his/her responsibilities as an SSG member.

#### Article VII

#### **Powers and Duties of the Supreme Student Government**

- Sec. 1 The Supreme Student Government shall be the highest governing body of the entire studentry.
- Sec. 2 The SSG shall have the following functions and responsibilities:
  - a. Formulate and recommend programs that will address relevant issues/concerns of the studentry;
  - b. Plan and implement policies and programs designed to protect and promote students' rights and welfare;
  - c. Monitor and evaluate the students' activities in the school and in the community;
  - d. Create committees necessary to address the needs of the students;
  - e. Make recommendations to school authorities regarding student matters, affairs and activities;
  - f. Serve as a representative of the studentry in voicing their opinions, suggestions and grievances;
  - g. Participate in the crafting/formulation of School Improvement Plans (SIPs);
  - h. Act as Coordinating Council of all campus co-curricular organizations;
  - i. Have such other powers and duties as the school authorities and the studentry may, from time to time, grant or delegate, consistent with stated principles, objectives and school policies;
  - j. Spearhead all DepED-mandated thrusts, programs and activities of the SSG, such as but not limited to anti-drug abuse, anti-smoking, Brigada Eskwela, Tutorial Services for Challenged Learners, and environmental programs;
  - k. Monitor and supervise the elections of Supreme Student Government Officers for the succeeding school year;
  - l. Monitor and coordinate elections of other recognized campus co-curricular organizations;
  - m. Recommend to the School Head the granting, renewal or revocation of accreditation of campus student organizations;
  - n. Turn-over financial assets, papers, documents, properties and other responsibilities to the incoming Student Government Officers, and,
  - o. Submit financial and accomplishment reports to the school authorities on a monthly basis. Terminal report must be submitted to the school authorities and the incoming SSG officers during the turn-over of responsibilities.

#### Article VIII

#### **Composition, Election, Qualifications and Term of Office of the SSG**

- Sec. 1 The officers of the SSG are the duly elected President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, Year Level Chairperson if applicable and the Year Level Representatives.
- Sec. 2 The Year Level Representative/s shall be elected depending on the number of enrollees in the school pursuant to DECS Order No. 37, s. 2001.
- Sec. 3 The Year Level Representative who shall get the highest number of votes among the elected Year Level Representatives in their respective year level shall serve as the Year Level Chairperson of the year level concerned.
- Sec. 4 All SSG elections shall be conducted school-wide every third and/or fourth week of February annually.
- Sec. 5 Elections for the First Year Level Representative/s shall be conducted every 1<sup>st</sup> week of July annually.
- Sec. 6 The campaign period shall not be more than five (5) school days prior to the SSG elections, unless otherwise stipulated in an appropriate DepED issuance.
- Sec. 7 Candidates for all SSG elective positions shall:
  - a. Be bonafide students;

- b. Be of good academic standing with a general average of 85 and above without any failing grade during the 1<sup>st</sup> to 3<sup>rd</sup> grading period of the current school year;
- c. Be of good moral character;
- d. Have not been subjected to any disciplinary sanction; and,
- e. Have paid the SSG Developmental Fee and other related SSG contributions since his/her admission to the school.

Sec. 8 Once elected, all SSG Officers, except the Year Level Chairpersons and Representatives, shall be considered resigned and ineligible from all major elective or appointive positions in other clubs and organizations. Major elective or appointive positions shall refer to the positions of President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer or equivalent positions, including Editor-in-Chief, Managing Editor and Associate Editor of the School Paper or Publication.

Sec. 9 No residency shall be required of the candidates for all SSG elective positions.

Sec. 10 The officers of the SSG shall hold office for one academic year.

#### Article IX

##### **Duties and Functions of Officers**

Sec. 1 The President shall be the chief executive officer of the SSG. He/She shall have the following duties:

- a. Preside over all meetings and/or may designate another officer to preside for a specific meeting;
- b. Enforce this Constitution, By-laws and other regulations that may be promulgated;
- c. Sign all official minutes, resolutions, correspondences, and other official papers of the SSG;
- d. Represent the SSG or designate his/her representative for any external or internal affairs/functions;
- e. Head the Coordinating Council of Campus Co-Curricular Organizations;
- f. Implement SSG programs and projects;
- g. Create Ad Hoc Committees, as the need arises, the Chairperson of which shall be appointed by the SSG President; and,
- h. Perform such other functions inherent and incidental to his/her office.

Sec. 2 The Vice President shall have the following duties:

- a. Assist the President in all matters where his/her assistance is necessary;
- b. Assume the Office of the President should the position become vacant;
- c. Supervise members in planning and arranging meetings or programs of activities;
- d. Head the Internal Affairs Committee and conceptualize programs and projects and plan activities with the Year Level Representatives; and,
- e. Perform such other duties assigned by the SSG.

Sec. 3 The Secretary shall have the following duties.

- a. Keep accurate records of the minutes and document proceedings of every meeting;
- b. Keep a file of all pertinent documents and papers of the SSG and make them accessible to the studentry;
- c. Call and prepare all notices of SSG meetings;
- d. Head the Supreme Student Government Secretariat; and,
- e. Perform such other duties assigned by the SSG.

Sec. 4 The Treasurer shall have the following duties:

- a. Keep all financial records of the SSG;
- b. Serve as the disbursing officer of all the SSG's funds;
- c. Prepare the annual budget of the SSG;
- d. Prepare financial reports every month, after an activity, and at the end of term;
- e. Formulate pertinent financial guidelines for the organization;
- f. Head the Finance Committee; and,
- g. Perform such other duties assigned by the SSG.

Sec. 5 The Auditor shall have the following duties:

- a. Certify the legitimacy and correctness of the disbursement of funds;
- b. Audit all expenditures of the SSG funds;
- c. Assist the Treasurer in formulating guidelines and reports;
- d. Keep and update inventory of all the SSG's property;
- e. Act as the assistant head of the Finance Committee; and,
- f. Perform such other duties assigned by the SSG.

Sec. 6 The Public Information Officer shall have the following duties:

- a. Popularize the thrusts and objectives of the SSG;
- b. Build and maintain a credible image of the SSG;

- c. Take charge in the promotion of SSG projects and activities;
  - d. Head the Publicity Committee; and,
  - e. Perform such other duties assigned by the SSG.
- Sec. 7 The Peace Officer shall have the following duties:
- a. Help the presiding officer to maintain peace and order during meetings;
  - b. Act as disciplinary officer, if needed;
  - c. Maintain peace and order within the premises of the school;
  - d. Act as chief peace officer and over all Sergeant-At-Arms of subordinate organizations and classes;
  - e. Chair the Students' Welfare Committee and appoint its members; and,
  - f. Perform such other duties assigned by the SSG.
- Sec. 8 The Year Level Chairperson/s shall have the following duties, apart from the duties enumerated in Section 9:
- a. Act as the year level head coordinator of all SSG programs and projects in his/her year level.
- Sec. 9 The Year Level Representative/s shall have the following duties:
- a. Represent his/her year level in all of the meetings of the SSG;
  - b. Serve as the grievance desk for their respective year level;
  - c. Conceptualize and implement programs and projects, and recommend policies for their respective year level;
  - d. Assist in the effective implementation of the SSG's programs and projects; and,
  - e. Perform such other duties assigned by the SSG.

#### Article X

##### **Permanent Committees in the Supreme Student Government**

- Sec. 1 There shall be seven (7) permanent committees in the SSG; namely, the Executive Committee, Internal Affairs Committee, Secretariat, Finance Committee, Publicity Committee, Students' Welfare Committee and the Special Projects Committee. Members of each committee in the SSG shall be appointed by the President from among the officers of the homeroom organizations upon the recommendation of the chairperson of the committee.
- Sec. 2 The Executive Committee shall be headed by the President and shall act as the administrative arm of the SSG.
- Sec. 3 The Internal Affairs Committee shall be headed by the Vice President and shall take charge of all the matters regarding the members of the SSG and their functions.
- Sec. 4 The Secretariat shall be headed by the Secretary and shall be the official SSG work group.
- Sec. 5 The Finance Committee shall be headed by the Treasurer and shall be assisted by the Auditor. This committee shall take charge of all monetary matters and properties of the SSG.
- Sec. 6 The Publicity Committee shall be headed by the Public Information Officer and shall be responsible for disseminating information on matters concerning the SSG.
- Sec. 7 The Students' Welfare Committee shall be headed by the Peace Officer and shall look after the rights of the students and act upon their complaints.
- Sec. 8 The Special Projects Committee shall be headed by a person appointed by the President and shall implement programs and projects on anti-drug abuse, anti-smoking, Brigada Eskwela, Reading and Tutorial Services for Challenged Learners, and environment.
- Sec. 9 Other committees, permanent or ad hoc in nature, may be created by the SSG as the need arises.

#### Article XI

##### **Homeroom Class Organizations**

- Sec. 1 There shall be a homeroom class organization in every section composed of officers parallel to the organizational structure of the SSG.
- Sec. 2 The homeroom class organization shall be responsible in implementing programs and projects of each class.
- Sec. 3 The homeroom class organization shall assist the SSG in implementing its programs and projects.
- Sec. 4 The homeroom class organization shall be guided by the designated class adviser who must be part of the teaching staff of the school.

#### Article XII

##### **Coordinating Council of Campus Co-Curricular Organizations**

- Sec. 1 The Coordinating Council shall be headed by the President of the Supreme Student Government as the Chairperson.

- Sec. 2 The Coordinating Council shall be composed of the different Presidents of all recognized legitimate campus co-curricular organizations.
- Sec. 3 The Coordinating Council shall have the following functions:
- a. Coordinate school-wide activities, which need the participation and involvement of the whole studentry;
  - b. Provide a consultative mechanism and support for the implementation of the various programs and projects of all co-curricular organizations;
  - c. Plan programs and synchronize student activities in the campus;
  - d. Serve as a venue to present accomplishment reports, financial reports and such other reports of the SSG and other organizations as are necessary or required; and,
  - e. Set rules and standards for the collection of membership fees or contributions by recognized campus co-curricular clubs or organizations for the approval of the School Head.
- Sec. 4 The Coordinating Council shall meet at least once every quarter or upon notice of the Chairperson or upon the request of any of its members or as often as the council may deem necessary.
- Sec. 5 The School Head shall serve as the Adviser of the Coordinating Council. As such, all resolutions and agreements arrived at by the Coordinating Council shall be noted by the School Principal.

#### Article XIII

##### **Supreme Student Government Adviser**

- Sec. 1 The SSG Adviser shall be designated by the School Head from among the three (3) teacher-nominees submitted by the newly-elected SSG officers through a resolution.
- Sec. 2 The SSG Adviser shall have the following qualifications:
- a. preferably Social Studies Teacher or Department Head or any competent, able and willing teacher; and,
  - b. with good moral character and reputation in the school and community.
- Sec. 3 The SSG Adviser shall monitor all programs, projects, activities and meetings of the SSG at all times.
- Sec. 4 The Advisorship in the SSG shall be equivalent to one teaching load (DepED Order No. 43, s. 2002).

#### Article XIV

##### **Commission on Elections**

- Sec. 1 The Commission on Elections, herein referred to as the SSG COMELEC, shall be established within forty-five (45) days before the day of the election.
- Sec. 2 The SSG COMELEC shall be the only agency that will manage the electoral process, including the campaign.
- Sec. 3 The SSG COMELEC shall be composed of eleven (11) members represented by each year level who do not have vested interest in the election, or in any way related to any of the candidates, and who shall select a chairperson among themselves.
- Sec. 4 The composition of the members shall be three (3) from the First Year Level (incoming Second Year), four (4) from the Second Year Level (incoming Third Year) and four (4) from the Third Year Level (incoming Fourth Year).
- Sec. 5 The members of the SSG COMELEC shall be appointed by the adviser of the SSG.
- Sec. 6 The SSG COMELEC shall have the following duties and responsibilities:
- a. Conduct fair, honest, and systematic elections;
  - b. Formulate an Election Code or modify an existing Election Code if necessary subject to the approval of the School Head;
  - c. Validate the electoral proceedings and results;
  - d. Accept or revoke candidacy;
  - e. Proclaim the new set of officers;
  - f. Keep all pertinent election papers/documents;
  - g. Decide on protest relative to the conduct and results of the elections;
  - h. Prepare and distribute the necessary election paraphernalia, certificate of candidacy forms and other election related materials before, during, and after the election; and,
  - i. Disqualify candidates who have violated any of the guidelines, which have been promulgated.

Article XV

**The General Assembly**

- Sec. 1 The General Assembly of the SSG shall be composed of all elected Homeroom Class Organization Presidents of the school.
- Sec. 2 The General Assembly shall be a forum for information and consultations, which decisions shall be significantly considered.
- Sec. 3 The General Assembly shall be convened by the President once every two months starting in the month of July and as the need arises.

Article XVI

**Membership to the Division, Regional and National Federations of Supreme Student Governments**

- Sec. 1 As a duly constituted SSG, and having adopted the standard Constitution and By-Laws, this SSG shall be, and shall remain to be, an automatic member of the Division, Regional and National Federation of Supreme Student Governments.
- Sec. 2 As such, this SSG shall abide by the rules and regulations issued by the proper federation consistent with the policies and guidelines of the Department of Education.

Article XVII

**Meetings and Quorum**

- Sec. 1 The SSG shall conduct regular meetings every first and third week of the month or as agreed upon by the officers of the SSG.
- Sec. 2 Special meetings of the SSG may be called upon by the President or by a majority of the SSG officers.
- Sec. 3 Majority of the officers of the SSG (50% + 1) shall constitute a quorum.
- Sec. 4 Each officer of the SSG is entitled to only one vote.
- Sec. 5 No proxy shall be allowed when voting.

Article XVIII

**Finance**

- Sec. 1 The SSG's funds shall be classified into Trust Funds and Special Funds. Trust Funds shall consist of the SSG Developmental Fee, the amount of which shall be regulated by the SSG in consultation and with the approval of the School Head but in no case shall it exceed the limit set by the Department of Education in an appropriate official issuance. The Special Funds are funds that come from donations, sponsorship, fund-raising projects or any amount derived from legitimate sources.
- Sec. 2 All receipts of moneys from all sources shall be evidenced by acknowledgement receipts.
- Sec. 3 A monthly report on the receipts and/or collections made duly signed by the Treasurer and the President and noted by the SSG Adviser shall be posted on the SSG bulletin board and submitted to the School Head.
- Sec. 4 The SSG shall deposit all funds received and collected immediately to a reputable bank under the account of the SSG President and Treasurer.
- Sec. 5 The organization may accept cash donations from any member or any public or private person or institution, as long as it will not affect or compromise the integrity of the SSG.
- Sec. 6 The SSG may undertake fund-raising activities to subsidize its projects or activities.
- Sec. 7 The SSG shall enjoy the freedom to determine its priorities in the disbursement of its funds, provided that it shall be actually, directly and exclusively used to support and/or finance the SSG programs, projects and activities.
- Sec. 8 All disbursements and bank withdrawals shall be made in accordance with the programs, projects and activities of the SSG as embodied in the yearly action plan duly approved by the School Head.
- Sec. 9 The SSG President and the Treasurer shall be the signatory of all fund disbursements and bank withdrawals of the SSG. All fund disbursements and bank withdrawals must be accompanied with an SSG resolution duly noted by the SSG Adviser and all expenses supported by official receipts. The School Head shall be provided a copy of all resolutions relative to the disbursements made.
- Sec. 10 The SSG, through the Treasurer and the Auditor, shall promulgate financial guidelines for proper financial management.
- Sec. 11 At the end of every activity, the SSG shall liquidate expenses before another disbursement or bank withdrawal shall be authorized. Funds of the SSG shall be audited at the end of the term of the SSG and at the end of every activity.
- Sec. 12 Financial statements shall be posted in the SSG Bulletin Board every month, printed in every issue of the school paper, and furnished the School Head.



Article XIX

**Impeachment, Resignation and Vacancies**

- Sec. 1 The officers of the SSG may be impeached on the following grounds:
- a. Culpable violations of the Constitution and By-laws;
  - b. Gross misconduct, violence to person in authority, negligence, and disloyalty to the cause of the SSG and the school;
  - c. Non-attendance in both regular and special meetings for three (3) times without valid cause; and,
  - d. Abuse or misuse of power and authority.
- Sec. 2 Two-thirds (2/3) vote of the General Assembly shall be necessary to decide after hearing a case of impeachment.
- Sec. 3 The decision of the General Assembly shall be final. However, the officer charged shall be informed twenty (20) days prior to his/her impeachment case proceedings, of the charge/charges against him/her, to afford him/her the opportunity to be heard with or without a counsel in his/her defense.
- Sec. 4 Resignation of an elected officer shall be in writing and shall take effect five (5) days after the approval of the majority of the SSG officers.
- Sec. 5 Resignation of an appointed officer shall be in writing and shall take effect immediately after the approval of the appointing authority.
- Sec. 6 Any vacancy in any of the positions for the reason of death, resignation, impeachment, shall be filled, subject to the recommendation of the SSG.
- Sec. 7 Any vacancy in the SSG, except the position of the President, shall be filled, within ten (10) school days from the day the position is rendered or considered vacant, by appointment of the President from among the qualified members of the SSG. Immediately upon appointment, the appointee shall serve the remaining period.
- Sec. 8 The SSG COMELEC shall certify as to the vacancy occurring in the SSG and the SSG Adviser shall certify the fact of appointment of the officer to the vacant position.

Article XX

**Amendments**

- Sec. 1 This Constitution and By-Laws may be amended or modified in full or in part once every three (3) years from its official issuance through a DepED Order or Memorandum.
- Sec.2 The school SSG, the Division and/or Regional Federations of Student Governments may propose amendments. Such proposal shall be carried through a resolution duly signed and concurred in by a majority vote of the School SSG officers, the Division or Regional Federation officers concerned voting separately.
- Sec. 3 Proposed amendments shall be transmitted to the Center for Students and Co-Curricular Affairs (CSCA) at least one (1) month before the holding of the National Leadership Training for Student Government Officers or any national conference organized for the purpose, where the same shall be submitted for consultation, discussion and deliberation.
- Sec. 4 Amendments to this Constitution and By-laws shall take effect immediately upon approval of the Secretary of the Department of Education.