



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

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DIVISION MEMORANDUM
No. 410, s. 2021

**SUBMISSION OF DOCUMENTS AND OTHER RELATED FILES ON THE CONDUCT
OF SUPREME PUPIL/STUDENT GOVERNMENT (SPG/SSG) ELECTIONS**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. Relative to Division Memorandum No. 410, s. 2021 or the Schedule of Activities for the Supreme Government Organizations, this Office through the Youth Formation Section of the School Governance and Operations Division announces the **Submission of Documents on the Conduct of Supreme Pupil/Student Government (SPG/SSG) Elections** on or before **October 22, 2021**.

2. SPG and SSG COMELEC Chairpersons shall take charge on the submission of the necessary documents and related files on the conduct of school-based elections. The following documents shall be submitted:

For Manual and Digital Elections	For Appointment
<ul style="list-style-type: none">Photo DocumentationParental ConsentsAccomplished Oath Taking FormCOMELEC Validated Official ResultsCOMELEC Verified List of Newly Elected Officers	<ul style="list-style-type: none">Photo DocumentationParental ConsentsAccomplished Oath of Appointment FormCertificate of Appointment

3. SPG and SSG Teachers-Advisers are also directed to submit the SPG/SSG President's half body shot photo in white/green background and video presentation of SPG/SSG Presidents.

4. Above-mentioned documents and related files must be submitted through this link: <https://tinyurl.com/SGElectionsDocs>. These documents must be uploaded on their respective school folder.

5. For queries, please contact Ms. Maureen Jane Q. Alangco, Project Development Officer I/Division Youth Formation Coordinator thru tel. no.: (049) 511-4191 or email at depedbinan.youthformation@deped.gov.ph.



6. Immediate dissemination of this Memorandum is desired.


EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: None

Reference: Division Memorandum No. 410, s. 2021

SGOD/YF / DM-Submission of Documents and Other Related Files on the Conduct of Supreme Pupil/Student Government
3243 / (SPG/SSG) Elections
10/18/2021



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