



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

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DIVISION MEMORANDUM
No. 445, s. 2021

ADDENDUM TO DIVISION MEMORANDUM NO. 444, S. 2021 RE: 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
All Others Concerned

1. Relative to Division Memorandum No. 444, s. 2021 or the Submission of Documents and Other Related Files on the Conduct of Supreme Pupil/Student Government (SPG/SSG) Elections, this Office through the Youth Formation Section of the School Governance and Operations Division informs all schools on the **Additional Instructions and Documents on the Conduct of SPG/SSG Elections**.

2. Following are the additional instructions and documents on the conduct of SPG/SSG Elections:

- a. **Photo Documentation (PDF File)** - to be included in the Narrative Report
 - Manual and Digital Elections: documentation from the announcement of elections to all class presidents up to the conduct of oath taking
 - Appointment: documentation from nomination of possible appointees by the class adviser up to the retrieval of oath of appointment form
- b. **Parental Consents, Accomplished Oath Taking Form, Accomplished Oath of Appointment, Certificate of Appointment (PDF or JPG File)**
 - May be submitted either handwritten, softcopy, or hardcopy
- c. **COMELEC Validated Official Results (PDF File)**
 - Must submit tallied data of results
- d. **COMELEC Verified List of Newly Elected Officers (PDF File)**
 - Template used by the school (with header and footer)
- e. **SPG/SSG President's Half Body Shot Photo in White/Green Background (JPG File)**
 - Must wear Uniform or Polo Shirt Attire
- f. **Video Presentation of SPG/SSG President (MP4 File)**
 - Presidents must provide brief introduction and plans for the school year (1-minute video ONLY)

3. Below are the additional documents to be accomplished by the SPG/SSG Advisers and COMELEC Chair:

- a. Narrative Report which may be accessed thru the following links:
 - SPG: <https://tinyurl.com/SPGNarrativeReport>
 - SSG (Junior High School):
<https://tinyurl.com/JHSNarrativeReport>



- SSG (Integrated Senior High School):
<https://tinyurl.com/ISHSNarrativeReport>
- SSG (Stand Alone Senior High School):
<https://tinyurl.com/SASHSNarrativeReport>

b. CESGE: **<https://tinyurl.com/CESGEForm>**


Note: Download first to edit the form.

4. Above-mentioned documents and related files must be submitted through this link: **<https://tinyurl.com/SGElectionsDocs>** on or before **October 22, 2021**. 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.

For the Schools Division Superintendent:


MARY ANN L. TATLONGMARIA
Chief, CID
Officer of the Day

Encl: None

Reference: Division Memorandum No. 444, s. 2021

SGOD/YF / DM-Addendum to Division Memorandum No. 444, s. 2021 Re: Submission of Documents and Other Related Files
3252 / on the Conduct of Supreme Pupil/Student Government (SPG/SSG) Elections
10/19/2021

