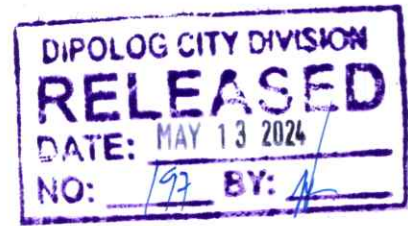




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



May 13, 2024

DIVISION MEMORANDUM

No. 197, s. 2024

CONDUCT OF DIVISION FEDERATION SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME SECONDARY LEARNER GOVERNMENT (SSLG) ELECTIONS FOR SY 2024-2025

To: Division Learner Formation Coordinators
 Project Development Officers
 Public Schools District Supervisors
 All Public Elementary and Secondary School Heads
 All SELG/SSLG Advisers
 All School-level SELG/SSLG Presidents
 All Others Concerned
This Division

1. In accordance with the memorandum issued by the Office of the Undersecretary for Operations (DM-OUOPS-2024-11-02487), titled *Schedule of the SELG and SSLG Elections for SY 2024-2025*, which specifies that Division Federation Elections shall be held from May 13 to 24, 2024, this Division hereby announces that on **May 20, 2024**, the Dipolog Division Federation Supreme Elementary Learner Government (DPL-DFSELG) and Dipolog Division Federation Supreme Secondary Learner Government (DPL-DFSSLG) will conduct their elections to determine the new set of officers for SY 2024-2025.

2. The following is the schedule and venue:

Learner Government	Date, Time, and Venue
1. Dipolog Division Federation of Supreme Elementary Learner Government (DPL-DFSELG) Election	Monday, May 20, 2024 8:00 a.m. to 11:30 a.m. 2F Dipolog Training Center, Miputak
2. Dipolog Division Federation of Supreme Secondary Learner Government (DPL-DFSSLG) Election	Monday, May 20, 2024 1:00 p.m. to 4:30 a.m. 2F Dipolog Training Center, Miputak

3. As per Section 1 of Article XVI of the Constitution and By-laws of SELG/SSLG, the participants eligible for the division federation elections are the newly elected **school-level SELG/SSLG Presidents**. This Division also extends an invitation to their respective **SELG/SSLG Advisers** to serve as official chaperones for the activity. Enclosure 1, providing the comprehensive list of participants, is attached herewith for reference. The parent/guardian's consent is also available in Annex A.





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4. See Enclosure 2 for the procedures in the conduct of the elections. The indicative program of the activity is also attached as Enclosure 3.
5. The roles of the working committee are outlined in Enclosure 5. Furthermore, teaching personnel participating in this activity are instructed to coordinate with their immediate heads regarding the arrangement of their classes for May 20, 2024.
6. The 2024 DSPC winning team for TV Script Writing and Broadcasting in English for the Secondary level is also extended an invitation to cover the event. The team's coach, Teacher Priscilla T. Anotado, is advised to coordinate with the LFU.
7. The working committee will convene a meeting to plan, prepare, and execute the activity. Details of the meeting will be announced in a separate advisory.
8. Traveling and other incidental expenses to/from the venue shall be charged to School Maintenance and Other Operation Expenses (MOOE), local funds or other available funds, subject to the usual accounting and auditing rules and regulations.
9. For clarifications and inquiries regarding this issuance, all concerned parties are directed to coordinate with the SGOD-LFU. Contact:
PDO I Cielbert E. Dondoyano Jr.
Mobile (Globe): 0956 590 9773
Email: cielbert.dondoyano@deped.gov.ph
Facebook/Messenger: Cielbert Dondoyano Jr.
10. Immediate dissemination of this Memorandum is directed.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



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(Enclosure 1 to Division Memorandum No. 197, s. 2024)

LIST OF PARTICIPANTS FOR THE DIVISION FEDERATION SELG AND SSLG ELECTIONS

School	LG	Name of President	Name of LG Adviser
Alberto Q Ubay Memorial Agri-Tech Science High School (AQUMATSHS)	SSLG	Cielo B. Lordan	Ruthie C. Alba
Barra Elementary School (BARES)	SELG	Sharina Marie C. Saraga	Lyn S. Saladaga
Biasong Elementary School (BIAES)	SELG	Maria Michaela N. Acevedo	Khevin B. Sumalpong
Cayasan Integrated School (CIS)	SELG	Jake Arzien C. Oberio	Jovelyn S. Romero
Cayasan Integrated School (CIS)	SSLG	Kyril Josh N. Oberio	Arthur Willson Sumatra
Cogon Elementary School (COGES)	SELG	Niño Angelo A. Lampasa	Dem Blaire S. Pancho
Cogon National High School (CNHS)	SSLG	Marven D. Tumigao	Margelita J. Quinto
Dicayas Elementary School (DES)	SELG	Cristy C. Baynosa	Florence M. Rael
Dipolog City National High School (DCNHS)	SSLG	Ryanne Patricia A. Calimutan	Kathlyn A. Bendaño
Dipolog Pilot Demonstration School (DPDS)	SELG	Readema Fegie S. Acevedo	Edilberto M. Kipkip
Diwan Elementary School (DES)	SELG	Chlloe J. Salazar	John Mark A. Yu-ag
Estaka Central School (ECS)	SELG	Emhyr Ryley Arkin C. Basis	Danilo C. Dela Cruz Jr.
Galas Elementary School (GES)	SELG	Jaz M. Zamoras	Joan T. Flores
Galas National High School (GNHS)	SSLG	Shanelance Pepania	Alvin B. Apostol
Guinsangaan Elementary School (GUINES)	SELG	Irish Nicole A. Malawot	Ronald G. Mandas
Gulayon Integrated School (GIS)	SELG	Zekia R. Catubay	Maricris L. Madorable
Gulayon Integrated School (GIS)	SSLG	Jayla B. Hernale	Jonathan C. Lumacang
Kepiyanan Elementary School (KES)	SELG	Anica G. Aloy	Jason M. Buzarang
Laoy Olingan Elementary School (LOES)	SELG	Venice Rae E. Caboverde	Concepcion E. Bustaliño
Linabo Elementary School (LINABOES)	SELG	Khrystal Faye P. Acyatan	Richalrey T. Cutas
Linay Elementary School (LINAYES)	SELG	Mike San Q. Dumandan	Lady Mae S. Papon



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School	LG	Name of President	Name of LG Adviser
Lugdungan Elementary School (LUGES)	SELG	Alain Anderson V. Flores	Balbino E. Chiong
Magsaysay Elementary School (MAGES)	SELG	Prince Meyoh B. Daymiel	Sheryl P. Tabo
Minaog Elementary School (MINAES)	SELG	Prince Louise Clark Renacia	Raisa Ann V. Amoranto
Miputak East Central School (MECS)	SELG	Tamyka C. Undog	Chona A. Avilla
Miputak National High School (MNHS)	SSLG	Chealthaliah Music Paundog	Irish A. Kilat
Olingan Elementary School (OES)	SELG	Chairo Adeen M. Sortes	Joel M. Epat
Olingan South Elementary School (OSES)	SELG	Francin P. Ballon	Ma. Cristina C. Balios
Pamansalan Eco-Tech High School (PETHS)	SSLG	Jurimon E. Esmade	Kim E. Bustaliño
Pamansalan Elementary School (PES)	SELG	April Hope B. Turno	Darwin S. Enderez
Punta Central School (PCS)	SELG	Elisha Valerie M. Eldian	Julie Ann P. Lagas
Punta National High School (PNHS)	SSLG	Kricia P. Agan	Rose Vick E. Talic
San Alfonso Elementary School (SAES)	SELG	Fate Marie E. Tapales	Cardad M. Celada
San Jose Elementary School (SANJES)	SELG	Idel M. Rot	Alma Mae A. Caboverde
Sangkol Elementary School (SES)	SELG	Colen A. Villegas	Lynnet J. Tangapa
Sicayab Elementary School (SICES)	SELG	Bea Brietta B. Batino	Paul Ariel S. Badiang
Sicayab National High School (SNHS)	SSLG	Mayco G. Tuballa	Charles Ryan A. Calacat
Sinaman Integrated School (SIS)	SELG	Gilmariejen V. Pajaren	Juderic A. Batulan
Sinaman Integrated School (SIS)	SSLG	Celyn O. Balladares	Jay D. Vagilidad
St. John Elementary School (STJES)	SELG	Chrishel Blaze E. Panday	Rizel O. Gica
Sta. Cruz Elementary School (SCZES)	SELG	Chalenni May L. Padrones	Marissa R. Lazaro
Sta. Filomena Integrated School (SFIS)	SELG	Hyuna Camilla E. Gumalal	Lilibeth B. Obnimaga
Sta. Filomena Integrated School (SFIS)	SSLG	Aj Riza B. Portacion	Junessa Gilea D. Paler
Sta. Isabel Elementary School (SIES)	SELG	Nexen Joy Duhaylungsod	Anabelle A. Abao
Sto. Niño Elementary School (SNES)	SELG	Pia Jhanine A. Mangulabnan	Mary Mercedith A. Paluca



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School	LG	Name of President	Name of LG Adviser
Tubod Integrated School (TUBIS)	SELG	Jayden Jaycob R. Agustin	Karen C. Tura
Tubod Integrated School (TUBIS)	SSLG	Jay Ann Sardan	Russel S. Omandam
Turno Elementary School (TES)	SELG	Justin Brandon R. Baes	Jovelyn S. Romero
Upper Dicayas Integrated School (UDIS)	SELG	Rosejie D. Banda	Keziah Louise M. Enguito
Upper Dicayas Integrated School (UDIS)	SSLG	Axl Rose O. Recamara	France Lawrence P. Bustaliño
Virginia Elementary School (VES)	SELG	Carla A. Samalo	Pamela Raye P. Regencia
Zamboanga del Norte National High School - Main (ZNNHSM)	SSLG	Wyne Diamante Jr.	
Zamboanga del Norte National High School - Turno (ZNNHST)	SSLG	Juvimee G. Bustaliño	



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(Enclosure 2 to Division Memorandum No. 197, s. 2024)

**PROCEDURES AND OTHER IMPORTANT INSTRUCTIONS IN THE CONDUCT OF
THE SELG AND SSLG ELECTIONS (SY 2024-2025)**

1. During the elections, school-level presidents will have a maximum of 90 seconds to deliver their campaign speeches among their peers. These speeches should encompass the president's profile, the programs of Learner Formation Unit they want to focus and implement on during their term, and the position they aspire to hold.
2. Presidents are encouraged to bring campaign pamphlets to share with colleagues, facilitating a better understanding of each other's platforms.
3. Similar to homeroom elections, the face-to-face federation elections will be conducted during a quorum meeting following parliamentary procedure.
4. Teacher-advisers are encouraged to motivate their presidents to self-nominate for positions that best align with their personal qualities and skill set, their range of skills and abilities. Please refer to Enclosure 4 for the list of vacant positions and their qualities and skill set.
5. Teacher-advisers are also requested to bring a hard copy of the school memorandum outlining their designated teaching-related assignment as SELG/SSLG Adviser for SY 2024-2025 during the elections and submit it to the working committee.
6. All SELG and SSLG presidents are encouraged to wear their official school uniforms during the elections. Teacher-advisers are likewise requested to wear their official Monday uniform. A pictorial session will follow the elections for documentation and publication purposes.
7. The presidents are also encouraged to familiarize themselves with the Constitution and By-laws of the SELG/SSLG, as well as the programs implemented by the Learner Formation and Learner Rights and Protection Units. A Q&A portion will be included in the activity, allowing learner-leaders to demonstrate their knowledge and earn "Erudite Leader" badges, which will be counted as benefit points for their respective schools.
8. SELG and SSLG presidents are also adjured to bring a personal journal to aid in their self-development. Journaling will facilitate self-reflection and introspection, enabling them to delve into their thoughts, feelings, and experiences as student leaders in a structured manner.



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(Enclosure 3 to Division Memorandum No. 197, s. 2024)

INDICATIVE PROGRAM FOR THE DIVISION FEDERATION SELG AND SSLG ELECTIONS

DepED
MATATAG
BAGONG PILIPINAS

MAKA-DIYOS • MAKA-TAO • MAKAKALIKASAN • MAKABANSA • MAKAKARUNGDAN

**DIVISION FEDERATION
SELG AND SSLG ELECTIONS
FOR SY 2024-2025**

🕒 SELG - MAY 20, 2024, AT 8:00 A.M. TO 11:30 A.M.
🕒 SSLG - MAY 20, 2024 AT 1:00 P.M. TO 4:30 P.M.
📍 DEPED DIPOLOG TRAINING CENTER, MIPUTAK

#BatangDipag
#BatangMatatag

f DEPED TAYO - YOUTH FORMATION DIPOLOG CITY DIVISION



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FLOW

Preliminaries

AVP National Anthem
AVP Prayer

Opening Remarks

Nur N. Hussien DM
Chief Education Supervisor of the Schools Governance and Operations

Statement of Purpose

Cielbert E. Dondoyano MPM
Project Development Officer of Learner Formation Unit

Talk: The Importance of Journaling on Student-Leaders

Yuri Nathaniel B. Nadala MBA
Project Development Officer of DPDS

Election Preliminaries

Cielbert E. Dondoyano MPM
Project Development Officer of Learner Formation Unit

ELECTION PROPER

PICTORIALS

Host

Chris Rey VIII A. Herrera RN, LPT
Division Information Officer; Nurse II of School Health and Nutrition Unit





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(Enclosure 4 to Division Memorandum No. 197, s. 2024)

**QUALITIES AND SKILL SET OF THE DIVISION FEDERATION LEARNER
GOVERNMENT OFFICERS**

Positions	Qualities and Skill Set
President and Vice President	<ul style="list-style-type: none">• is humble, honest, kind, and empathetic• has integrity and reliability• has transparency and accountability• has strong leadership abilities• has effective communication skills, including public speaking• has attitude and skills of a diplomat; diplomatic, meaning having or showing an ability to deal with people in a sensitive and effective way• has problem-solving capabilities• is organized; and has very good organizational skills• knows how to manage time efficiently and effectively• adaptable• has the ability to collaborate with diverse groups of students and administrators• adept at decision-making, time management, and conflict resolution• able to represent the division student body's interests and concerns effectively• has undying commitment to serving others• has the willingness and openness to be taught and trained
Secretary	<ul style="list-style-type: none">• is humble, honest, kind, and empathetic• has integrity and reliability• has transparency and accountability• has excellent organizational skills• is attentive to detail and loves paperwork• proficient in record-keeping and documentation• has consistent and legible penmanship• strong written and verbal communication abilities• proficient in administrative tasks such as scheduling meetings and maintaining correspondence• good at multitasking, managing deadlines, and coordinating with various stakeholders within the division learner government• has the willingness and openness to be taught and trained





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Treasurer	<ul style="list-style-type: none">• is humble, honest, kind, and empathetic• has integrity and reliability• has transparency and accountability• proficient in financial management, budgeting, and accounting principles• possesses strong mathematical skills• attentive to detail• has the ability to maintain accurate financial records• has effective communication skills to liaise with vendors, club leaders, and administrators regarding financial matters• has the willingness and openness to be taught and trained
Auditor	<ul style="list-style-type: none">• is humble, honest, kind, and empathetic• has integrity, reliability, and impartiality• has transparency and accountability• proficient in financial auditing procedures• has good analytical skills and attention to detail• able to review financial records systematically to ensure compliance with regulations and DepEd policies• identify any discrepancies or irregularities• must always uphold the financial integrity and accountability of the learner government• has the willingness and openness to be taught and trained
Public Information Officer	<ul style="list-style-type: none">• is humble, honest, kind, and empathetic• has integrity, reliability, and impartiality• has transparency and accountability• has good emceeing skills, good modulation of voice• has effective communication skills, written and verbal• proficient in various communication channels, including social media, newsletters, and public speaking• knows how to navigate/utilize Canva• creative and innovative in designing communication strategies• attentive to detail• must be proactive in disseminating information to the division student body and other stakeholders• has the willingness and openness to be taught and trained





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Protocol Officer	<ul style="list-style-type: none">• is humble, honest, kind, and empathetic• has integrity and reliability• has transparency and accountability• has strong understanding of formal procedures and protocols for events and meetings• possesses excellent organizational skills to coordinate logistics such as venue arrangements, seating plans, and guest lists• has effective communication skills to liaise with dignitaries, guests, and other stakeholders to ensure events run smoothly and according to protocol• displays professionalism at all times• has the willingness and openness to be taught and trained
Program Secretaries	<ul style="list-style-type: none">• is humble, honest, kind, and empathetic• has integrity and reliability• has transparency and accountability• knows the various programs that DepEd is offering, including, but not limited to: YES-O, BKD, Peer Health, other health-related programs, sports-related programs, DRRM-related programs, and Learner Rights and Protection programs• has strong communication skills, both verbal and written, to effectively convey the goals and messages of the advocacy campaigns• has the willingness and openness to be taught and trained





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(Enclosure 5 to Division Memorandum No. 197, s. 2024)

**WORKING COMMITTEE FOR THE CONDUCT OF THE DIVISION FEDERATION
LEARNER GOVERNMENT ELECTIONS**

Roles	Names
Chief Commissioner	PDO I Cielbert Dondoyano Jr. , Learner Formation Coordinator
Member	EPS II Jesel Chiu , SMMN/Former YFC
Member	PO III Marie Antoinette Nazareth , P&R
Emcee	DIO Chris Rey VIII Herrera RN , SHNU
Technical	EPS II Marie Refugio , HRD
Technical	ITO Jose Mari Apilan , OSDS-IT
Decorations & Aftercare	ADAS III Jocel Bantoto , OSDS-Budget
Decorations & Aftercare	AA VI Devine Rosal , OSDS-Admin
Decorations & Aftercare	AA VI Nilgane Baraquia , OSDS-Admin
Decorations & Aftercare	Mr. Jodan Timbasal , OSDS-Admin
Decorations & Aftercare	Mr. Dave Villasencio , OSDS-Admin
Content Consultant and Photographer	Teacher Bianca Isabylla Acuram , <i>The Mainstream</i> teacher-adviser
ZNNHS Turno's TV Script Writing and Broadcasting Team	Teacher Priscilla T. Anotado , as team coach, and select students
Welcoming Remarks	Dr. Nur N. Hussien , Chief Education Supervisor of SGOD
Talk on The Importance of Journaling on Student-Leaders	PDO I Yuri Nathaniel B. Nadala , School Programs Coordinator



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ANNEX A

PARENT/GUARDIAN'S CONSENT FORM

Name of learner: _____
Date of birth: _____ Sex: _____
Allergies: _____
Blood type: _____

Parent/Guardian's Name: _____
Relationship to learner: _____
Home address: _____
Contact number: _____

Adviser/Teacher's Name: _____
School: _____
Contact Number: _____

Activity: **DIVISION FEDERATION SELG AND SELG ELECTIONS**
Venue: DepEd Dipolog Training Center
Date: SELG – May 20, 2024 at 8:00 a.m. to 11:30 a.m.
SSLG – May 20, 2024 at 1:00 p.m. to 4:30 p.m.

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

I also authorize the oversight proponent of the activity to gather and utilize the data and information, including personal information and images, that may arise during the activity, in accordance with the Data Privacy Act of 2012.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all of the foregoing. I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

Parent/Guardian's Printed Name & Signature

Date



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