Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

07 SEPTEMBER 2022

DIVISION MEMORANDUM
No. 514 **s. 2022**

INTERIM GUIDELINES OF THE YOUTH COMMISSION ON ELECTIONS AND APPOINTMENTS (YOUTH COMEA) FOR SCHOOL YEAR 2022-2023

To: **Public Schools District Supervisors**
Public Elementary and Secondary School Heads
SPG/SSG Teacher-Advisers
All Concerned

1. Pursuant to an Unnumbered Memorandum, all concerned are hereby advised on the Interim Guidelines of the Youth Commission on Elections and Appointments (Youth COMEA) for School Year 2022-2023, which shall be used during the conduct of elections for the Supreme Pupil/Student Government and other student-led organizations in the schools.

2. Attached herein is the Memorandum.

3. Wide dissemination of this Memorandum is enjoined.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encls.: As stated
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS POLICY
RULES AND REGU LATIONS
PARENTS-TEACHERS ASSOCIATION

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Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY FOR YOUTH AFFAIRS AND SPECIAL CONCERNS

MEMORANDUM

FOR : **Undersecretaries**
Assistant Secretaries
Regional Directors and BARMM Education Minister
Bureau and Service Directors
Regional and Division Youth Formation Coordinators
Schools Division Superintendents
Public and Private School Heads
All Others Concerned

FROM : **DR. DEXTER A. GALBAN, RN, RBP, MBA, MPM**
Assistant Secretary
Youth Affairs and Special Concerns

SUBJECT : **INTERIM GUIDELINES OF THE YOUTH COMMISSION ON ELECTIONS AND APPOINTMENTS (YOUTH COMEA) FOR SCHOOL YEAR 2022-2023**

DATE : **August 12, 2022**

Recognizing the significant role and contributions of the student-led clubs and organizations in schools, the Office of the Assistant Secretary for Youth Affairs and Special Concerns–Youth Formation Division (OASYASC-YFD) ensures effective student leadership for every learner to acquire lifelong learning skills for the 21st century amid the COVID-19 pandemic.

As one of the DepEd's mandates to promote leadership for the holistic development of the learners, it is imperative for schools to facilitate student organizations' elections and other relevant practices that will meaningfully support learners' initiatives and respond to varied contexts at this time of pandemic.

As stipulated in DepEd Order No. 34, s. of 2022 otherwise known as *School Calendar and Activities for the School Year 2022-2023*, the SPG and SSG elections shall be conducted on the first to second week of September. In this regard, the Department issues the revised Interim Guidelines on Student Government Elections through this OASYASC Memorandum titled the **Youth Commission on Elections and Appointments (Youth COMEA) for School Year 2022-2023,** which will serve as basis for the said elections.

This issuance shall be implemented in all public elementary and secondary schools nationwide for School year 2022-2023.

The SPG/SSG elections shall follow these indicative schedule:

Suggested Dates	Activity
August 22 – September 2, 2022	Homeroom Class Organization Elections
September 5 –16, 2022	School-Based SG Elections
September 19-23, 2022	District/Division SG Elections
September 26-30, 2022	Regional Federation Elections
October 7, 2022	National Federation Elections

After the conduct of the SPG/SSG elections, the schedule of the conduct of elections for other student-led organizations such as Barkada Kontra Droga (BKD), Youth for Environment in Schools' Organization (YES-O) and other registered school clubs and organizations shall commence. The schedule shall be determined by the Youth COMEA.

Private schools, technical and vocational institutions, and higher education institutions, including state and local universities and colleges offering K to 12 Basic Education Program are encouraged to implement these election and appointment guidelines according to their philosophy, vision, and mission, with the approval of their respective DepEd Regional Offices. Educational schools and institutions are allowed to contextualize the guidelines according to their mandates and own structure.

The YFD is authorized to monitor the conduct of the elections and formulate and implement other programs and activities to strengthen student-led organizations in schools. All Regional and Division Youth Formation Coordinators/Project Development Officers I are authorized to coordinate and monitor activities regarding the conduct of elections of SPG/SSG, as well as other registered clubs and organizations, and shall lead the organization of the Division and Regional Federations of SPG/SSG.

All Regional Directors and Schools Division Superintendents are enjoined to support and monitor the implementation of the 2022-2023 student organizations' elections.

Expenses incurred in the conduct of the SY 2022-2023 student organizations' elections shall be charged to School Maintenance and Other Operating Expenses (MOOE) or other available funds subject to the usual accounting and auditing rules and regulations.

For more information, questions, and concerns, please contact Mr. Rovin James F. Canja, OIC-Chief of YFD, via email address blss.yfd@deped.gov.ph .

Immediate and wide dissemination of this Memorandum is desired.

Annex A

Youth Commission on Elections and Appointments
(Youth COMEA) for School Year 2022-2023

I. Rationale

As stated in Article II Section XIII of the 1987 Philippine Constitution, the state recognizes the primary role of the youth in nation-building. The Department of Education on the other hand acknowledges the important functions and responsibilities of student organizations in public elementary and secondary schools in the country. Considered as one of the most important and dynamic sectors of a country; the contributions, potentials, collective actions, and aspirations of the youth are requisite in the development of the society.

Participation of learners to different organizations are beneficial in order to develop their leadership potentials, skills, and passion to serve. Programs, projects, and activities of student organizations provide training for the students and prepare them for the actualities of life.

In an effort to foster and promote participatory democracy, leadership, and service amongst the learners, the DepEd through the Youth Formation Division (YFD) has issued the Interim Guidelines for the Youth Commission on Elections and Appointments (Youth COMEA) to solely manage and enforce all rules and regulations relative to all student organizations' related elections & appointments and to help administer all proceedings and regulations relative to the conduct of any other matter that requires suffrage for SY 2022-2023.

II. Scope

This DepEd Memorandum has provisions for the implementation of **Youth Commission on Elections and Appointments (Youth COMEA)** nationwide for public elementary and secondary schools in School Year 2022 – 2023. The guidelines herein of school clubs and organizations' elections and appointments are to be utilized by the following:

- Supreme Pupil Government (SPG) and Supreme Student Government (SSG)
- Youth for Environment in Schools Organization (YES-O)
- Barkada Kontra Droga (BKD)
- Other recognized school clubs and organizations in both public elementary and secondary schools.

Private schools and other institutions offering the K to 12 Basic Education Program are also encouraged to implement these student organization election and appointment guidelines.

The following are the enclosures attached herewith for reference:

Enclosure 1: Election Application Form (EAF) of Student Organizations
Enclosure 2: Certificate of Endorsement
Enclosure 3: Appointment Form
Enclosure 4: Elections Application and Appointment Evaluation Tool
Enclosure 5: Oath of Office of Student Organization

III. Definition of Terms

For the purposes of this policy, the following terms are defined as follows:

a. **Candidate** is the learner whose application for candidacy to an elective position is qualified to have his/her name on a ballot and duly approved by the Youth COMEA.

b. **Commission** is in charge of specific student organization elections and appointments but not with the Youth COMEA as a whole.

c. **Digital Election** refers to the mode of election where voting procedures and canvassing of votes are done virtually or through the use of an online platform.

d. **Manual Election** refers to the mode of election where voting procedures and canvassing of votes are done manually.

e. **School Club or school organization** is any group of learners recognized by the School Governing Council including but not limited to BKD, YES-O and other academic clubs.

f. **Teacher-Adviser** refers to the student organization's adviser whose responsibility is to guide and oversee the programs, projects, and activities (PPAs) of the certain student organization.

IV. General Principles and Policies

a. The Youth COMEA shall be the implementing commission on student organization elections and appointments.

b. The Youth COMEA shall be the sole commission to conduct meetings and issue resolutions related to student organization elections and appointments.

c. The Youth COMEA shall be the forefront of honest and clean student organization elections and appointments.

VI. Youth COMEA Commissioners

A. COMPOSITION

The Youth Commission on Elections and Appointments is composed of five (5) commissioners namely; Chief Commissioner, Commissioner on Screening and Validation, Commissioner on Electoral Board, Commissioner on Appointment, and Commissioner on Grievance.

B. QUALIFICATION

The Youth COMEA Chief Commissioner is the school head and the other four members of the commission shall come from teaching and non-teaching personnel.

C. TERMS OF OFFICE

1. Each member of the commission shall hold office for the current school year and subject for renewal upon the re-appointment of the school head.

2. The term of office shall start effectively from the date of oath-taking until the end of the school year.

D. SELECTION OF THE MEMBERS OF THE COMMISSION

The School Head, as the chief commissioner, shall appoint the four (4) other members of the commission.

E. DUTIES AND RESPONSIBILITIES OF THE COMMISSION

In accordance with the existing DepEd policies, the Youth COMEA shall have the following duties and responsibilities:

1. Enforce and administer all rules and regulations relative to the conduct of fair, honest, credible, systematic elections and appointments;
2. Validate the electoral and appointment proceedings and result;
3. Approve or disqualify candidacy;
4. Prepare and distribute the necessary election forms, appointment forms and other related materials before, during, and after the elections;
5. Keep and secure all pertinent election and appointment documents;
6. Resolve all complaints related to the elections and appointments; and
7. Proclaim the new set of officers.

F. DUTIES AND RESPONSIBILITIES OF THE COMMISSIONERS

1. **YOUTH COMEA Chief Commissioner** shall be the **school head** and act as the chief executive officer of the commission and shall have the following duties:
    1.1. Appoints the four (4) members of the commission;
    1.2. Calls and preside all meetings and/or may designate concerned commissioner to preside for meetings related to the conduct of student organization elections and appointments;
    1.3. Supervises the student organization elections and appointments; and
    1.4. Approves the official results and other documents of the student organization elections and appointments.

2. **Commissioner on Screening and Validation**
    2.1. Screens the Election Application Form (EAF) and Appointment Application Form (AAF);
    2.2. Secures and submits the final list of official candidates;
    2.3. Validates the official results of the student organization elections and appointments;
    2.4. Prepares notice of the meeting, minutes of the meeting and resolutions related to student organization elections and appointments;
    2.5. Disseminates information and facilitates meetings and other related events for the election;
    2.6. Manages effective recordkeeping before, during and after the election process;
    2.7. Submits the final result to the Chief Commissioner; and
    2.8. Posts the final result of the student organization elections in visible places.

3. **Commissioner on Electoral Board**
    3.1. Conducts and facilitates the voting process; and
    3.2. Performs such functions prescribed by the rules and regulations promulgated by the Youth COMEA.

4. **Commissioner on Grievance**
    4.1. Reviews and validates written complaints;
    4.2. Convenes with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision; and
    4.3. Issues penalties in accordance to the Youth COMEA guidelines.

5. **Commissioner on Appointment**
    5.1. Approves or disapproves the submitted requirements of the appointees;

5.2. Exercises the power to appoint wisely, by appointing only the learners who are fit and qualified for the position; and
5.3. Issues and recommends the Appointment Form to the Youth COMEA Chief Commissioner for approval.

VII. Permanent Committees

There shall be five (5) permanent committees of Youth COMEA namely: Executive Committee, Screening and Validation Committee, Electoral Board Committee, Appointment Committee, and Grievance Committee.

1. The Executive Committee shall act as the administrative officer and overseer of the proceedings of the conduct of elections and appointments. This shall be chaired by the Chief Commissioner.

    1.1. The Youth COMEA Chief Commissioner will decide on the number of members of the committee depending on the needs of the elections and appointments. Each of the commissioner will decide the composition of his/her committee from teaching, non-teaching and learners.

2. The Screening and Validation Committee shall be responsible in screening and validating election application forms and appointment application forms.

3. The Electoral Board Committee shall be responsible for organizing electoral proceedings on the schedule of election activities such as filing of the Election Application Form (EAF), election campaign, casting and canvassing of votes, and proclamation of winners.

4. The Appointment Committee shall be responsible for the approval of appointment application forms endorsed by the Screening and Validation Committee.

5. The Grievance Committee shall be responsible to resolve issues, concerns, complaints and petitions in the conduct of the elections and appointments.

VIII. Election Campaign

1. Campaign period shall cover five (5) school days beginning on the announcement of official list of candidates and ends immediately before the Election Day. If this is not possible, the campaign period may be extended to not more than eight (8) days.

2. Campaigns shall only be allowed during the prescribed period set by the Youth COMEA and done in such a manner that classes and other school functions will not be disrupted.

3. In the event of virtual campaigns, the Electoral Board Committee may utilize any social media platform agreed upon by the Youth COMEA.

4. For face-to-face modality, candidates may engage in a classroom campaign limited to ten (10) minutes.

5. All campaign materials must be regulated and approved by the Youth COMEA prior to posting, dissemination and publication.

6. Impersonation in any form shall be considered an election offense and violation.

7. No candidate or unauthorized person may remove, destroy or slander any campaign material of a candidate.

IX. Student Organizations' Election Guidelines

For manual election, voting procedures and canvassing of votes will be done in a face-to-face set-up.

For digital election, the school may use the existing electoral procedure or may adopt from other schools.

A. Announcement of Elections

The Youth COMEA shall disseminate the schedule and the conduct of elections for School Year 2022-2023.

B. Filing and Evaluation of Election Application Form (EAF)

The Youth COMEA shall facilitate the filing of Election Application Form (EAF).

a. Filing of Election Application Form (EAF)

The candidate shall submit the accomplished and completed EAF to the Youth COMEA.

b. Evaluation of Election Application Forms (EAFs)

The Youth COMEA shall evaluate the accomplished EAF of each candidate and shall decide on the approval or disapproval of candidate's application.

C. Announcement of the Final List of Official Candidates and Distribution of Official Ballots

The Youth COMEA shall announce the Official List of Candidates and distribute the official ballots for the conduct of student organization elections for school year 2022-2023.

D. Election Proper

Start of Elections

Depending on the mode of election, the voters shall carefully follow the instructions in casting their votes. They should also refer to the student organizations election procedures.

X. Homeroom Class Organizations

There shall be a homeroom class organization composed of executive officers parallel to the organizational structure of the Supreme Pupil Government/Supreme Student Government.

The homeroom class organization shall support the School Organizations in implementing its PPAs.

XI. Student Organizations' Appointment Guidelines

A. Selection of Possible Appointees

The Student Organization Adviser shall select possible appointee/s and facilitate the accomplishment of the Appointment Application Form (AAF).

B. Submission of List of Appointees

The Student Organization Adviser shall submit the accomplished Appointment Application Forms (AAF) and the certificate of endorsement to the Youth COMEA.

C. Announcement of Newly Appointed Officers

The Youth COMEA shall evaluate and validate the Appointment Application Form (AAF) and come up with official list of school's newly appointed officers in school year 2022-2023, signed and proclaimed by the Chief Commissioner, and endorsed to the Division's Youth Formation Coordinator.

XII. Election Tabulation and Validation

1. As soon as the casting of the vote is finished, the votes shall be counted in a place designated by the Youth COMEA. For digital/online voting, validation of votes shall not be delayed nor postponed unless directed by the Youth COMEA.

2. If two or more competing candidates tied, a toss coin will be done by the Youth COMEA.

3. The Youth COMEA shall validate and proclaim the winner/s accumulating the highest number of votes.

4. The Youth COMEA shall present the official results certified by all its members.

XIII. Declaration and Oath of Office

The Youth COMEA shall declare the official list of winners duly certified and conduct the oath-taking of the new set of officers.

XIV. Conduct of Meetings

1. The conduct of meetings must observe the standard of the parliamentary procedures and shall be attended by all Youth COMEA Commissioners.

2. The Youth COMEA Chief Commissioner as the Presiding Officer of the meeting shall cast a vote to break the tie in arriving at a certain decision.

XV. Complaints and Disputes

1. Any learner or student organization alleging a violation of the Youth COMEA Guidelines may file a complaint which contains:
    a. Specific section/s of the Youth COMEA Guidelines or the Constitution and By- Laws violated; and
    b. A detailed statement of the facts surrounding the alleged violation including the date and time.

2. Any election complaint must be filed before the election official results are announced.

3. The Youth COMEA shall determine whether the probable cause of the violation has occurred.

4. The Youth COMEA shall keep a written record of all meetings, evidences and testimonies heard. Based on findings, the ruling must be made within 72 hours.

XVI. Offenses and Penalties

The Youth COMEA issues penalties to any candidates who do not comply with the election guidelines and shall be subject to the following:

a. warning -1st offense
b. reprimand -2nd offense
c. disqualification of a candidate to hold an office or,
d. any penalty deemed appropriate.

ELECTION APPLICATION FORM (EAF)
FOR MANUAL/DIGITAL ELECTION

To run for a position in the Student Organization office, each candidate should submit and accomplish the Election Application Form.

Enclosure No. 1: Election Application Form (EAF) of Student Organization

ELECTION APPLICATION FORM (EAF) OF STUDENT ORGANIZATION

The Student Organization lives in the ideals, principles, and practices of participatory democracy. It represents the organization and ready to steer the student body towards the fulfilment of its goal by promoting its rights and welfare. As a student leader, this Certificate of Candidacy is a statement of your purest intention and understanding in a position you are applying for.

Place your 2X2 Picture Here

I. PERSONAL DETAILS

Student's Name: _____
(Surname, Given Name, Middle Name, & Extension Name e.g., Jr., I, II...)

Current Grade Level: _____

Desired Position: _____

Gender: _____ **Age:** _____ **Date of Birth:** _____

Email Address: _____ **Mobile No.:** _____ **Landline:** _____

Home Address: _____

II. Student's Status

1. Has good academic standing and has no failing grades in all subject areas?			**Yes**		**No**
Attested by:	Class Adviser Name & Signature	Date			
2. Is of good Moral Character?			**Yes**		**No**
Attested by:	EsP/Guidance Coordinator Name & Signature	Date			

III. Parental Consent

I, _____ as a parent/ guardian will support my son/daughter to the best of my ability as he/she commits to the Student Organization.

I am allowing him/her to participate in the programs, projects, and activities of the Student Organization.

I agree and understand the commitment of my son/daughter and will support his/her endeavor to the Student Organization.

_____ _____
Name and Signature of the Parent/Guardian Contact Number

I am filing this Election Application Form of Student Organization for school year 2022-2023.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

_____
Signature of Candidate over Printed Name

IV. Leadership Capsule

Direction: Write your answer at the back of this form by answering the guide question. "What are your qualities that you believe can make a great leader?"

Verified by: Approved by:

_____ _____
Screening and Validation Commissioner ***Youth COMEA Chief Commissioner***
Date: _____ ***Date:*** _____

APPOINTMENT APPLICATION FORM (AAF)

The appointed Student Organization Officer should submit a completed signed application with the following attachments:

- Certificate of Endorsement
- Appointment Form

Enclosure No. 3: APPOINTMENT FORM

APPOINTMENT FORM

Name of Appointee: _____

Grade Level and Section: _____

This is to certify that the appointee may take an oath of office for the position assigned by the Youth COMEA.

The functions, duties and responsibilities of a Student Organization Officer will take effect on the day of his oath of office for the School Year 2022-2023.

Signed in the presence of:

_____ _____

Organization Adviser *Commissioner on Appointment*

_____

Youth COMEA Chief Commissioner

By accepting the terms and conditions of your appointment as _____(Position) of the _____(Name of Student Organization) dated _____(Date of Appointment), please confirm by signing this certificate.

_____ _____

Signature Over Printed Name of Appointee *Parents/Guardians Signature Over Printed Name*

Enclosure No. 4: Elections Application and Appointment Evaluation Tool

ELECTIONS APPLICATION AND APPOINTMENT EVALUATION TOOL

*(**Note:** This Evaluation Tool should be accomplished by the Screening and Validation Committee.)*

Name of Learner: _____

Grade Level & Section: _____

Desired Position: _____

Direction: Please check the appropriate box to determine the qualification standards of aspiring learners for Student Organization elections and appointments.

Description	MOVs		REMARKS
	Yes	No	
1. Election Application Form			
• Has good academic standing?			
• Is of good moral character?			
• Has parental consent			
• Answered the Leadership Capsule?			
2. Certificate of Endorsement**			
3. Appointment Form**			
4. Is the learner qualified?			

*** for appointees*

Verified by:

_____

Commissioner on Screening and Validation

Date: _____

_____

Commissioner on Appointment

Date: _____

Approved by:

_____

Youth COMEA Chief Commissioner

Enclosure No. 5: Oath of Office of Student Organization

Republic of the Philippines
Department of Education
Region III

Oath of Office

I _____ of _____,
(State your Full Name) *(Name of School)*
having been elected/appointed as _____ of
(your current position)
_____, do hereby solemnly swear that I will faithfully
(Name of Organization)
discharge, to the best of my ability, the duties of my present position; that I have clearly understood, and I will abide by, the guidelines governing this organization and of the issuances by the Department of Education; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

So, help me God.

_____
Signature Over Printed Name

_____
Administering Officer