



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

OCT 11 2022

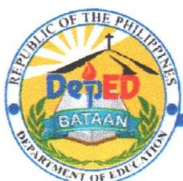
No. 394 s. 2022

**SYNCHRONIZED ELECTION OF YOUTH FOR ENVIRONMENT IN  
SCHOOLS ORGANIZATION (YES-O) OFFICERS  
FOR SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendent  
Division Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Principals  
All Others Concerned

1. Pursuant to DepEd Order 72, s. 2003, Division Memorandum No. 323, s. 2022, and Regional Memorandum No. 479, s. 2022, this Office announces the conduct of **Synchronized Election of Youth for Environment in School Organization (YES-O) Officers in School Year 2022- 2023** from **October 7, 2022 to October 14, 2022**.
2. The mode of election with the approval of the School Head (Chief Commissioner) can be done in any of the following:
  - 2.1 Manual
  - 2.2 Online
  - 2.3 Digital/Computerized
  - 2.4 Appointment
3. In observance of the said activity, the indicative schedules are as follows.

ACTIVITY	TIMETABLE	PERSON-IN-CHARGE
Cascading of Information to students	October 7	YES-O Adviser
Filling of Election Application Form (EAF)	October 10	Student, YES-O Adviser, Commissioner on Screening and Validation
Evaluation of COC vis-à-vis Qualifications and Disqualification	October 11	Commissioner on Screening and Validation
Announcement of Official List of Candidates	October 11	Commissioner on Screening and Validation
Campaign Period	October 12-13	Student, YES-O Adviser



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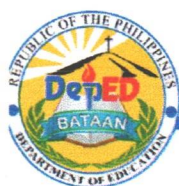
CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 7001100



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Elections	October 14	Commissioner on Electoral Board
Proclamation of Winners	October 14	Youth COMEA
Oath Taking Ceremony	October 14	Chief Commissioner (School Head)

4. The Election Application Form (EAF), which will be accomplished by the candidates to be filed by the YES-O Adviser, is comprised of the following:
  - a. Certificate of Candidacy
  - b. Candidate's Agenda
  - c. Certificate of Good Academic Standing
  - d. Certificate of Good Moral Character
  - e. Parental Consent
5. The Appointment Application Form (AAF), which will be accomplished by the YES-O Adviser to be evaluated by the Commissioner on Screening and Validation, is comprised of the following:
  - a. Certificate of Good Academic Standing
  - b. Certificate of Good Moral Character
  - c. Parental Consent
6. Candidates for President must be:
  - a. Grade 10 student of the current academic year;
  - b. of good academic standing with general average of at least 83%;
  - c. of good moral character and have not been subjected to any disciplinary sanctions;
  - d. a resident of the school for at least one (1) year prior to the filling of the certificate of candidacy; and
  - e. not a President, Vice-President, Secretary or Treasurer in any other student club organizations. He/she shall be deemed resigned from such positions in other clubs and organizations upon filling of the certificate of candidacy.
7. Candidates for Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Peace Officer must be:
  - a. officially enrolled in any year in the current academic year;
  - b. of good academic standing with general average of at least 83%; and
  - c. of good moral character and have not been subjected to any disciplinary sanctions.



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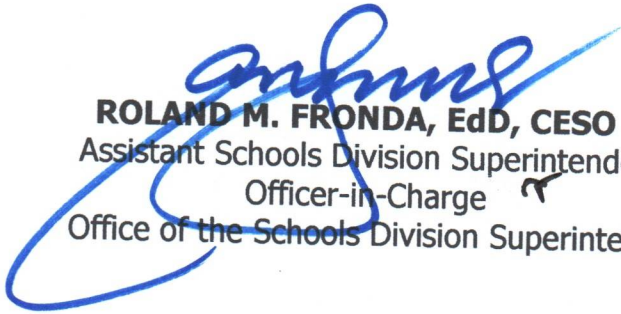
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8. All expenses incurred in the conduct of the Synchronized Elections of YES-O for School Year 2022-2023 shall be charged to School Maintenance and Other Operating Expenses (MOOE) or other available funds subject to the usual accounting and auditing rules and regulations.
9. All procedures as stipulated in the Interim Guidelines of the Youth Commission on Elections and Appointments (Youth COMEA) for School Year 2022 – 2023.
10. For questions and concerns, you may contact **Ms. Mayer D. Nogot**, Project Development Officer/Division YES-O Coordinator through **0946-174-8362**.
11. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

SO16/MDN



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CSC Resolution No. 2001100



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**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 fulfillment of its goal by promoting its right 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		



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### III. Parental Consent

I, \_\_\_\_\_ as 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 Parent/Guardian

\_\_\_\_\_  
Contact Number

I am filing this Election Application Form of Student Organization for School Year 2022-2023.

\_\_\_\_\_  
Name and Signature of Candidate over Printed Name

### VI. 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  
Date: \_\_\_\_\_

\_\_\_\_\_  
Youth COMEA Chief Commissioner  
Date: \_\_\_\_\_





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***Enclosure No. 2: CERTIFICATE OF ENDORSEMENT***

**CERTIFICATE OF ENDORSEMENT**

\_\_\_\_\_  
**Youth COMEA Chief Commissioner**

To whom it may concern,

This is to formally endorse the application of \_\_\_\_\_  
for a position of \_\_\_\_\_. I believed that he/she is qualified to that  
position based on his academic records and good attributes as learners as well.

Attached herein is the appointment form to support his merit as \_\_\_\_\_  
Officer for the School Year 2022 – 2023.

Sincerely yours,

\_\_\_\_\_  
*Signature Over Printed Name of the Organization Adviser*

**PARENTAL CONSENT**

I, \_\_\_\_\_ as 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.

\_\_\_\_\_



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Name and Signature of Parent/Guardian

Contact Number

**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*



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**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

Date: \_\_\_\_\_





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***Enclosure No. 5: Oath of Office of Student Organization***

**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 reservation or purpose of evasion.

So, help me God.

\_\_\_\_\_  
*Signature over Printed Name*

\_\_\_\_\_  
*Administering Officer*