



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

OCT 22 2021

**DIVISION MEMORANDUM**

No. 514 s. 2021

**ONLINE ELECTION OF OFFICERS OF THE  
DIVISION FEDERATION OF SPG AND SSG**

To: OIC-Assistant Schools Division Superintendent  
Chiefs of Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
SPG and SSG Advisers  
SPG and SSG Presidents  
All Others Concerned

1. This Office announces the conduct of the **Online Election of Officers of the Division Federation of SPG and SSG** on **October 26, 2021** at **8:00 AM – 12:00 NN** via **Zoom** with Meeting ID: **928 3867 9826** and Password: **jtUOE3**.
2. This activity aims to establish representatives of the student body in the division level in reinforcing stability of the Student Government Program (SGP), to promote good governance within the organization, and to demonstrate leadership and management skills of the student leaders in the Division of Bataan.
3. In line with this, all SPG and SSG Presidents along with their SPG and SSG Advisers are expected to attend this activity. Proxies are not allowed to vote.
4. Further, the electoral process are as follows:
  - a. Voters cast their votes for a candidate of their choice through an online poll with a given time.
  - b. Candidates for the elective positions shall be determined through nomination procedures. Nominations will be limited up to three (3) candidates.
  - c. Elected Presidents are the top priority in the nomination.
  - d. Appointed Presidents can only be nominated and be voted upon once no Elected Presidents are interested in the position or all Elected Presidents already won a position.



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Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102  
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CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2701703



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- d. Appointed Presidents can only be nominated and be voted upon once no Elected Presidents are interested in the position or all Elected Presidents already won a position.
  - e. Each nominee will be given questions to determine their agendas and platforms.
  - f. Candidates who receives the most votes wins.
5. The Officers of the Federation for SPG and SSG consists each of the following:
- a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Auditor
  - f. Public Information Officer
  - g. Protocol Officer (formerly Peace Officer)
6. The rest of the body that will not be elected in any position will be designated as Board Members.
7. Expenses relative to the activity will be charged against School MOOE or Local School Funds subject to usual accounting and auditing procedures.
8. For questions and concerns, you may contact **Mr. Hernando Almario** through **0951-919-6675**, Project Development Officer of SGOD-YFS, or message the Official Facebook page of SDO Bataan - Youth Formation Section at <https://www.facebook.com/yfpbataan/>.
9. Immediate and wide dissemination of this Memorandum is desired.

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

SOIS/fpct  
October 21, 2021

  
**WILLIAM RODERICK R. FALLORIN**  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent



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CSC Resolution No. 200108





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Enclosure to Division Memorandum No. \_\_\_\_\_, s. 2021

PROGRAMME

TIME	ACTIVITY	PERSONS-IN-CHARGE
8:00 – 8:30	Open House, Zoom Admission and House Rules	Masters of Ceremony
8:30 – 9:00	Preliminaries <ul style="list-style-type: none"> <li>National Anthem</li> <li>Prayer</li> <li>Bataan March Hymn</li> </ul>	AVP AVP AVP
	Attendance Check	<b>YOLANDA P. LAGAZON</b> DAASS President Happy Valley Elementary School
	Welcome Remarks	<b>HERNANDO ALMARIO</b> Project Development Officer / Youth Formation Coordinator
9:00 – 9:30	Getting to Know You Activities	<b>JULIUS BAYUBAY JR.</b> DAASS Auditor Mariveles Senior High School – Camaya Campus
9:30 – 11:45	Presentation of Election Guidelines & Procedures	<b>FRANCEZ PAULENE C. TABIJE</b> OIC-Youth Formation Coordinator
	Election Proper	Masters of Ceremony
	Declaration of Newly Elected Officers	<b>HERNANDO ALMARIO</b> Project Development Officer / Youth Formation Coordinator
	Speech of Winners	Masters of Ceremony
11:45 – 12:00	Oath of Office	<b>RAMON C. PEREZ</b> Chief Education Supervisor SGOD
	Inspirational Message	<b>RAMON C. PEREZ</b> Chief Education Supervisor SGOD
	Photo Opportunity	Masters of Ceremony

**BERNARO LAXAMANA & JOSEPHINE BATO**  
 Masters of Ceremony



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