



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

JAN 17 2025

**DIVISION MEMORANDUM**

No. 024, s. 2025

**SYNCHRONIZED ELECTIONS OF LEARNER GOVERNMENT PROGRAM  
OFFICERS FOR THE SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
Supreme Secondary Learner Government  
Supreme Elementary Learner Government  
All Others Concerned

1. This Office announces the conduct of a **Synchronized Election of Learner Government Program Officers in Schools for School Year 2024-2025** from January 27-31, 2025.
2. This activity aims to establish representatives of the student body at the school level in reinforcing the stability of the Learner Government Program (LGP), promoting good governance within the organization, and demonstrating leadership and management skills of the student leaders in the Division of Bataan.
3. The mode of election, with the approval of the School Head, can be done in any of the following:
  - a. Manual
  - b. Online
  - c. Digital Computerized
  - d. Appointment
4. To ensure the timely conduct of the said activity, the following indicative schedules are given:

ACTIVITY	TIMETABLE	PERSON-IN-CHARGE
Cascading of Information to Student		SSLG/SELG Adviser
Filing of Election Application Packet (EAP) or Appointment Application Packet (AAP)	January 27	Students and SSLG/SELG Adviser



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Evaluation of COC vis-à-vis Qualifications and Disqualifications	January 28	LG COMEA Adviser
Announcement of the Official List of Candidates		LG COMEA Adviser
Campaign Period	January 29	Student and SSLG/SELG Adviser
Forum / Debates	January 30 3:00 PM	SSLG/SELG Adviser and/or LG COMEA Adviser
Elections	January 31	LG COMEA Adviser
Proclamation of Winners		LG COMEA Adviser
Oath Taking Ceremony		School Principal

5. The election should take place at 3:00 PM to avoid interruption or disruption of classes.
6. The Election Application Packet (EAP), which will be accomplished by the candidates to be filed by the SSLG/SELG Adviser, is comprised of the following:
  - a. Certificate of Candidacy (Election Application Form)
  - b. Introductory Profile for Secondary
  - c. Certificate of Good Academic Standing
  - d. Certificate of Good Moral Character
  - e. Parental Consent
7. The Appointment Application Packet (AAP), which will be accomplished by the BKD Adviser to be evaluated by the Selection Committee (LG COMEA Chairperson, Current SSLG/SELG Adviser and School Head), is comprised of the following:
  - a. Appointment Application Form
  - b. Certificate of Good Academic Standing
  - c. Certificate of Good Moral Character
  - d. Parental Consent
8. All expenses incurred in the conduct of the Synchronized Elections of Learner Government Program Officers for School Year 2025-2026 shall be charged to



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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 Regional Memorandum No. 209, s. 2023 titled "Interim Guidelines of the Learner Government Program for School Year 2023-2024" will serve as a reference in conducting the election for SSLG/SELG.
10. Immediate dissemination of this Memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

End: as stated  
Reference: RM No. 209, s. 2023  
To be included in the Perpetual Index  
Under the following:  
ELECTIONS  
LEARNERS  
ORGANIZATIONS  
STUDENTS

SO13/AMI  
January 16, 2025