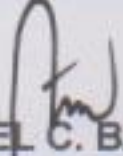




MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
OIC Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
All SPG and SSG Advisers
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **MONITORING TOOL FOR SUPREME PUPIL GOVERNMENT AND
SUPREME STUDENT GOVERNMENT ELECTION**

DATE : February 12, 2019

1. To properly guide and monitor the conduct of Supreme Pupil Government and Supreme Student Government Election for School Year 2019-2020 and to identify the areas for improvement, the Youth Formation of Regional Office provided a monitoring tool for the said activity.
2. The monitoring official who will be in charge to this activity are the Division Youth Formation Coordinators, District Schools Division Supervisors, School Heads, Officer in Charge in replacement to the school head if not available, Araling Panlipunan Chairman, School Program Coordinator and/or SPG/SSG Advisers.
3. SPG and SSG Advisers are required to submit the monitoring tool with Pictorial Report and proper signatory attached to the CESGE on March 1 through email at YFP.DepEdAntipolo@gmail.com
4. Attached is the monitoring tool which can be downloaded through these links deped.in/TemplatesSSGSPG and <http://bit.ly/MonitoringToolElections>.
5. Immediate and widest dissemination of this Memorandum is desired.

UM - 77, s. 2019
PDOI-YFC, 2019



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SGOD CHIEFS
ALL PROJECT DEVELOPMENT OFFICERS I
ALL DIVISION YOUTH FORMATION COORDINATORS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : MONITORING TOOL FOR SUPREME PUPIL GOVERNMENT AND
SUPREME STUDENT GOVERNMENT ELECTION

DATE : February 8, 2019

1. In view of the incoming **SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT ELECTION FOR SY 2019-2020** this February 13, 2019, all Schools Division Offices are hereby directed to monitor the said election.
2. Attached is the Supreme Pupil Government and Supreme Student Government Election Monitoring Tool.
3. The soft copy of the file is available for download at <http://bit.ly/MonitoringToolElections>
4. Immediate and widest dissemination of this Memorandum is earnestly desired.



DEPARTMENT OF EDUCATION
REGION IV-CALABARZON

SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT
ELECTION MONITORING TOOL

NAME OF SCHOOL :	
DISTRICT / DIVISION :	
COMELEC CHAIR :	
DATE OF ELECTION :	

INDICATORS	NOT OBSERVED	OBSERVED	REMARKS
Presence of SPG & SSG COMELEC during election			
Polling place opens from 8:00 AM to 5:00 PM			
No Lunch Break in the polling place			
Presence of one (1) poll watcher per political parties and independent candidates with written appointment from SPG/SSG COMELEC			
Checking and presenting of Identification card (I.D.) to the poll worker upon registration			
Correct and updated voter's registration and address based on the school records			
Complete and Certified List of Voters			
Available and adequate election materials and paraphernalia in the polling place			
Conduct of orientation to voters before the election proper			

AREAS FOR IMPROVEMENT:

MONITORING OFFICIAL:

SIGNATURE:	
NAME:	
POSITION:	
DATE:	

SCHOOL PRINCIPAL:

SIGNATURE:	
NAME:	
POSITION:	
DATE:	

CALABARZON