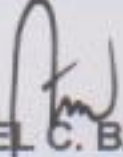




**MEMORANDUM**

**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](mailto:YFP.DepEdAntipolo@gmail.com)
4. Attached is the monitoring tool which can be downloaded through these links [deped.in/TemplatesSSGSPG](http://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**

<b>NAME OF SCHOOL :</b>	
<b>DISTRICT / DIVISION :</b>	
<b>COMELEC CHAIR :</b>	
<b>DATE OF ELECTION :</b>	

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			

<b>For Manual Election:</b>			
Displayed and highly visible list of candidates in the polling area			
Uniformed in size and color of the ballots and contains the following: <ul style="list-style-type: none"> <li>• Space for the voter's thumb mark and signature</li> <li>• Comprehensive voting instructions</li> <li>• Complete names of candidates</li> </ul>			
Accomplished ballot with thumbmark and signature			
Application of indelible ink on the voter's right forefinger			
Recording of time and the number of actual voters			
Sealing of ballot box by the SSG/SPG COMELEC Chairperson			
<b>For Automated Election:</b>			
The system contains the following: <ul style="list-style-type: none"> <li>• Comprehensive voting instructions</li> <li>• Complete names of candidates</li> </ul>			
Accomplished Form 1 with thumbmark and signature			
Application of indelible ink on the voter's right forefinger			
Recording of time and the number of actual voters			
Sealing of storage device by the SSG/SPG COMELEC Chairperson			
Submission of the printed election return with signature and thumbmark of the SSG/SPG COMELEC Chairperson together with the sealed storage device to the School Head			
Encountered no system issue			
Back up of manual election in case of system failure			
Generally peaceful and organized election			

**AREAS FOR IMPROVEMENT:**


**MONITORING OFFICIAL:**

<b>SIGNATURE:</b>	
<b>NAME:</b>	
<b>POSITION:</b>	
<b>DATE:</b>	

**SCHOOL PRINCIPAL:**

<b>SIGNATURE:</b>	
<b>NAME:</b>	
<b>POSITION:</b>	
<b>DATE:</b>	

CALABARZON