



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



5 October 2021

## Regional Memorandum

### MONITORING TOOL FOR THE STUDENT GOVERNMENT ELECTIONS

To **Schools Division Superintendents**

1. In relation to DepEd OUA Memorandum 00-0821-0140 entitled **INTERIM GUIDELINES ON STUDENT GOVERNMENT ELECTIONS FOR SY 2021-2022 UNDER THE NEW NORMAL** on October 4-17, 2021, attached is the Monitoring Tool to be used by the Division Offices to monitor the Student Government elections either on-site or virtually prioritizing the health and safety of the personnel involved.
2. For further information, kindly contact Mr. Neil B. Evangelista, Nutritionist-Dietitian II and the Regional Youth Formation Coordinator through email at [neil.evangelista@deped.gov.ph](mailto:neil.evangelista@deped.gov.ph) or through mobile at +63947-299-8999.
3. Immediate dissemination of this Memorandum is earnestly desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director  


essd/nbe



“EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT”

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Enclosure A. **MONITORING TOOL FOR STUDENT GOVERNMENT ELECTIONS**

**STUDENT GOVERNMENT ELECTIONS MONITORING TOOL**  
**School-Based Elections**

<b>NAME OF SCHOOL :</b>	
<b>DISTRICT / DIVISION :</b>	
<b>COMELEC CHAIR :</b>	
<b>DATE OF ELECTION :</b>	
<b>MODE OF ELECTION:</b>	<input type="checkbox"/> Digital <input type="checkbox"/> Manual <input type="checkbox"/> Appointment

INDICATORS	OBSERVED	NOT OBSERVED	REMARKS
COMELEC Chairperson and members are knowledgeable and prepared for the conduct of election.			
COMELEC and school admin objectively performed their functions and remained non-partisan during the conduct of election.			
Announcement of SPG/SSG Elections and Schedule of Activities through Youth Formation Facebook Pages			
Proclamation of Winners/ Newly-elected and appointed SPG/SSG Officers through the Youth Formation Facebook Pages			

<b>For Manual Election:</b>			
Conduct of Homeroom and Grade-level Elections			
Distribution of printed Election Application Packets			
Retrieval and evaluation of printed Election Application Packets			
Announcement of Official and Final list Candidates			
Distribution of printed official ballot			
Retrieval of printed official ballot			
Votes were effectively, efficiently, and fairly canvassed and consolidated			
<b>For Digital Election:</b>			
Conduct of Homeroom and Grade-level Elections			

Distribution of the Election Application Packets			
Retrieval and evaluation of printed Election Application Packets			
Announcement of Official and Final list Candidates			
The system/digital platform contains the following: · Comprehensive voting instructions · Complete names of candidates			
Encountered no system/digital platform issue			
Back up of manual election in case of system failure			
Votes were canvassed and consolidated.			
<b>For Appointment:</b>			
Nomination of the appointee was conducted by the class adviser.			
Submission of Appointment Application Packet			
Retrieval of Appointment Application Packet			
Evaluation of the Appointment Application Packet by the Selection Committee			

Generally peaceful and organized election			
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**CHALLENGES ENCOUNTERED DURING THE CONDUCT OF ELECTION:**

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**RESPONSES TO CHALLENGES ENCOUNTERED DURING THE CONDUCT OF ELECTION:**

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**MONITORING OFFICIAL:**

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

<b>DATE:</b>	
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SCHOOL HEAD:

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