



**Republic of the Philippines**  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

August 22, 2022

**DIVISION MEMORANDUM**

No. 174, s. 2022

**DIVISION INTERIM GUIDELINES OF THE YOUTH COMMISSION ON ELECTIONS AND APPOINTMENTS (YOUTH COMEA) FOR SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Chief, Schools Governance Operations Division  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. Pursuant to Office of the Assistant Secretary for Youth Affairs and Special Concerns (OASYASC) Memorandum entitled Interim Guidelines of the Youth Commission on Elections and Appointments (COMECA) for School year 2022-2023, the Department issues the revised Interim Guidelines on Student Government Election which shall serve as basis for the said election.
2. It shall be implemented in all public elementary and secondary schools nationwide for school year 2022-2023.
3. The Supreme Pupil/Student Government (SPG/SSG) election shall follow these indicative schedules:

| <b>Suggested Date</b>       | <b>Activity</b>  |
|-----------------------------|--|
| August 22-26, 2022          | Organization of Youth COMEA  |
| August 22-September 2, 2022 | Homeroom Class Organization Election   |
| September 5-6, 2022         | Filing of Candidacy  |
| September 7-8, 2022         | Evaluation of Election Application Form  |
| September 9, 2022           | Announcement of the Official List of Candidates  |
| September 12-15, 2022       | Campaign Period: <ul style="list-style-type: none"> <li>➤ Presidential Election Forum</li> <li>➤ Campus-Wide Presidential and Vice-Presidential debates</li> </ul> |
| September 16, 2022          | Elections  |
| September 19, 2022          | Proclamation of Winners (During the Flag Ceremony)   |



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|-----------|---------------------|-------|-----------|
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| As of:    | <b>July 2, 2018</b> | Page: | <b>1</b>  |

|                       |  |
|-----------------------|--|
| September 23, 2022    | Oath-Taking Re-Orientation of Duties and Responsibilities and Planning of Programs, Projects and Activities for SY 2022-2023 |
| September 26-30, 2022 | Division Federation Election   |
| October 5, 2022       | Regional Federation Election   |
| October 7, 2022       | National Federation Election   |
| October 1-31, 2022    | School Club/Organization Election  |

4. Private schools, technical and vocational institutions, higher education institutions, including state and local universities and colleges offering K to 12 Basic Education Program are encouraged to implement these election and appointment guidelines according to their philosophy, vision and mission, with the approval of the Regional Office. Educational schools and institutions are allowed to contextualize the guidelines according to their mandates and own structure.

5. The Project Development Officers- Youth Formation Program Coordinators (PDO-YFPC) shall coordinate and monitor the activities regarding the conduct of the elections and shall lead the organization of the Division Federation Election.

6. Expenses to be incurred in the conduct of SY 2022-2023 student organizations' elections shall be charged to School Maintenance and Other Operating Expenses (MOOE) to other available funds subject to the usual accounting and auditing and regulations.

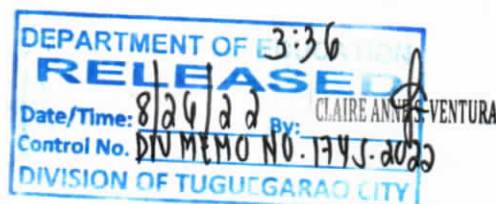
7. For more information, questions and concerns, please contact Ms. Ma Josephine Angela S. Cacacho, PDO I-YFPC, via email address [youth.tuguegarao@deped.gov.ph](mailto:youth.tuguegarao@deped.gov.ph).

8. Immediate and wide dissemination of this Memorandum is desired.

  
**REYNANTE Z. CALIGUIRAN**  
 Schools Division Superintendent

Encl: As stated  
 Reference: OASYASC Memorendum  
 To be indicated in the Perpetual Index  
 Under the following subjects: ELECTIONS, SCHOOLS

SGOD/gmd/cpp/yfp



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| As of:    | <b>July 2, 2018</b> | Page: | <b>2</b>  |