Presentation Flow

- Qualifications
- Duties & Functions
- Election Process
- Campaign Process
- Penalties and Complaints
- General Election
- Tabulation and Validation
**JARGONS**

**SPG/SSG COMELEC** - Supreme Pupil Government / Supreme Student Government Commission on Elections

**Candidate** - student whose application for candidacy to an elective position was eligible and qualified to have his / her name on a ballot & duly approved by the SPG / SSG COMELEC

**Election calendar** - period of time from the dissemination of information to the induction of newly elected officers
**Campaigning** - any intentional action in support of, or in opposition to, a candidate or political party for an elective position, including but not limited to the distribution of literature and posting of election specific materials.

**Campaign Material** - any print or electronic material used for the purpose of supporting a candidate or political party, including but not limited to fliers, posters, social media posts, and clothing.

**Disqualify** - SPG/SSG COMELEC removes a candidate or political party from the ballot.
**Election** - annual simultaneous election of SPG / SSG officers

**Ballot** - printed sheet of paper or secure online database containing the names of candidates

**Polling precinct** - station where students write and cast their votes

**Officer-elect** - a candidate who was proclaimed as a winner in an election but has not yet taken his / her oath of office
<table>
<thead>
<tr>
<th>Legal Basis</th>
<th>DO 45 s. 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Institutionalization of the Supreme Pupil Government in All Elementary Schools Nationwide</td>
</tr>
<tr>
<td>DO 48 s. 2014</td>
<td>Amendments and Additional Provisions to DepEd Order No. 45. s. 2007</td>
</tr>
<tr>
<td>DO 47 s. 2014</td>
<td>Constitution and By-laws of the Supreme Pupil Government &amp; Supreme Student Government in Elementary &amp; Secondary Schools</td>
</tr>
<tr>
<td>DO 11 s. 2016</td>
<td>Additional Guidelines to DepEd Order No. 47, s. 2014</td>
</tr>
</tbody>
</table>
The **Commission on Election** shall be established within **21 days before the day of election** and the members will be appointed by the out-going SPG / SSG adviser.

The **SPG / SSG COMELEC** shall be only agency that will **govern all regular and special election**, including the **campaign**.
shall be an independent agency overseeing the conduct, complaints, and recommending validation or invalidation of the SPG / SSG elections
Election Code

shall exercise jurisdiction over all matters pertaining to elections, plebisite, and referenda within the SPG/SSG COMELEC Standard Election Code
shall be the highest governing body of the student elections

shall pursue at all times, the values of impartiality, honesty, and integrity in service, renouncing all forms of corruption and acts which are contrary to the rules and regulations of the school and the Department of Education

shall strive to pursue an independent stand, impartial, and not dictated by any other sector, other than the students, as long as these are not contrary to the SPG / SSG By-laws and Constitution, the Mission-Vision Statement, and Core Values of the Department of Education
Accessibility

The seat SPG / SSG COMELEC shall be located **inside the school premises**.
shall govern all regular & special elections of SPG/SSG

shall make every effort to comply & follow the standards set for in this code which includes but not limited to:

- review the rules of the governing standards
- adoption of rules to achieve & maintain the maximum degree fairness, impartiality, and efficiency on the procedures of voting, including *write-in voting, counting, tabulating, and recording of votes* by voting system used in SPG/SSG elections
Conduct fair, honest, and systematic elections

Adhere to the Standard SPG/SSG Election Code

Validate the electoral proceedings and results

Accept or revoke candidacy
Proclaim the new set of officers

Keep all pertinent election papers/documents

Decide on protests relative to the conduct and results of elections
Prepare and distribute the necessary election paraphernalia, certificate of candidacy forms, and other election related materials before, during, and after the election.

Disqualify candidates who have violated any of the guidelines, which have been promulgated.
COMPOSITION OF SPG / SSG
COMELEC

- Adviser
- Chairperson
- Co-Chairperson
- Board Members
COMPOSITION OF SPG / SSG COMELEC

SECONDARY

GRADE 7

GRADE 8

GRADE 9
COMPOSITION OF SPG / SSG
COMELEC

INTEGRATED SHS

JHS
COMPOSITION OF SPG / SSG
COMELEC

INTEGRATED SHS

SHS
COMPOSITION OF SPG / SSG
COMELEC

STAND-ALONE SHS

GRADE 11

GRADE 12
QUALIFICATIONS OF SPG / SSG COMELEC

Bona fide students

Good academic standing with general average of 85 and above without any failing grade during the 1st to 3rd grading period of the current school year

Be of good moral character

Have not been subjected to any disciplinary sanction
Not involved nor have been involved in any position or affiliation with a SPG/SSG political party or as an independent candidate during the previous election cycle

All other qualifications as specified in the SPG/SSG By-laws and Constitution of the SPG/SSG COMELEC Members
All SPG/SSG COMELEC Officers shall be considered **inelegible** to run for the SPG/SSG elections.

**No residency** shall be required to all the members of the SPG/SSG COMELEC.

The officers of the SPG/SSG COMELEC shall hold office for **one (1) school year**.
DUTIES & FUNCTIONS
COMELEC CHAIR

- Shall be filled by the nomination of the SPG/SSG COMELEC Board Members, subject to the approval of two-thirds of vote of the aforementioned body.

- Shall conduct and supervise the elections of the SPG/SSG.

- Shall faithfully execute the duties and responsibilities as designated in the SPG/SSG COMELEC Standard Election Code and other duties that are deemed necessary to the proper conduct of an election.
Shall conduct a meeting immediately preceding the first day of elections to inform all students wishing to participate in the upcoming elections of the rules, procedures, and proper conduct required during the election cycle as stated in the SPG/SSG COMELEC Standard Election Code.

Shall be responsible for receiving the qualifying papers and documents of the candidates.
May grant preliminary order that a political party or candidate cease and desist from the distribution of campaign material where the SPG/SSG COMELEC deems that a preponderance of available evidence leads to a conclusion that:

- there is a strong likelihood of a violation on a complaint brought by the offended party
- where the material is so offensive that it may irreparably harm the offended party or candidate
DUTIES & FUNCTIONS
COMELEC CHAIR

Shall distribute all information concerning the SPG/SSG COMELEC Standard Election Code which includes but not limited to the required documents, deadlines, campaign rules, and campaign laws.

Shall be responsible for the preparation of the ballot.

Shall ensure that all candidates for a given office are listed in alphabetical order within party groups on the ballot. All independent candidates shall be grouped together in alphabetical order as if they were a party.
In the event that a polling location becomes unavailable due to an event or circumstance outside the control of the elections staff, the SPG/SSG COMELEC Chair, at his or her discretion, may add or change a polling location to the nearest available building so long as it is properly noticed at the original polling location.
Shall provide the poll workers with written instructions on how to assist students with disabilities. The instructions shall read as follows:

“Students with sight, vision or physical impairments may request a companion or poll worker to read and mark their ballot. You are to help any student that requests this service.”
Shall announce the election results no earlier than one (1) hour after the closing of polls

Shall ensure all ballots are stored until all complaints are resolved
DUTIES & FUNCTIONS
COMELEC CO-CHAIR
& MEMBERS

Shall assist the SPG/SSG Chair in the performance of his/her duties during the elections
Endorsed by the SPG / SSG COMELEC Chair to the school head/principal prior to the general election

A teacher with permanent status

Have an experience in organizational management

With good character and reputation in the school and community
Have a direct and active involvement in at least one of the following:

- Student government: in SPG/SSG as an officer only and/or in a tertiary level student government as an officer or adviser
- School based organizations as a member, officer, or both (i.e. Parent-Teacher Association, Union, etc.)
- Co-curricular or extracurricular club/organization as member, officer or both
- Community or non-governmental organizations as a member, officer or both
- Elections in the aforementioned organizations or clubs, groups, and/or assembles
QUALIFICATIONS OF SPG / SSG COMELEC ADVISER

- Must be non-partisan and not related to any of the candidates within the fourth degree of consanguinity or affinity.

- Shall not hold nor have held any position as an adviser of SPG/SSG.

- No residency shall be required of the teacher-nominess for the SPG/SSG position.

- All other qualifications as specified herein are included in the qualification of the SPG/SSG COMELEC Members.
Shall monitor all activities and meetings of the SPG/SSG COMELEC at all times.
ELECTION PROCESS

1. Filling of Candidacy
2. Evaluation of Certificate of Candidacy
3. Announcement of Official Candidates
4. Campaign Period
5. Elections
6. Announcement of Winners
7. Nomination of SPG/SSG Adviser
ELECTION QUALIFICATIONS

The Candidates must provide the following to qualify for the elections:

- certificate of candidacy
- copies (2x2) photograph
- report card
- general plan of action
- essay (based on the given set of questions in the Elections Application Packet)
- reference form (in a signed and sealed envelope) from a current teacher and an adult outside of the school community that is not a relative
- parent consent

No candidate’s name shall appear on the ballot when that candidate fails to qualify as a candidate.

No candidate shall qualify for more than one office.
Candidates shall ensure that all campaign material shall be labeled with the phrase “Registered Political Advertisement” or a phrase of similar import approved by the SPG/SSG COMELEC.

Campaigns shall only be allowed during the prescribed period set by the COMELEC.

No candidate shall give, offer, or promise to any student or student organization any benefit not authorized by the Standard By-Laws and Constitution of the SPG/SSG.
Any impersonation of another political party/independent candidate by a candidate, representative, or campaign material of another political party/independent candidate shall be considered an election violation.

Campaign materials may only be posted in campus property in compliance with the laws and regulations of the school.

No unauthorized person may post or remove any campaign material of any candidate or political party.

No candidate or political party shall destroy, remove, or steal any campaign material of another candidate or political party.
Candidates or representatives of a political party may engage in classroom door-to-door campaigning only upon the approval of the classroom adviser or concerned teacher and limited to a maximum of ten (10) minutes.

Candidates may not campaign or distribute campaign materials in any library or designed study area.

No campaigning shall take place within 50 feet of the door of any polling location or within 50 feet of any queue of voters during the Election Day itself.

Threats to bodily harm, intimidation, coercion, and acts of the like are strictly prohibited.
SPG/SSG COMELEC shall issue penalties in accordance with the SPG/SSG COMELEC Standard Election Code.

Any candidate or political party who does not comply with SPG/SSG COMELEC Standard Election Code or the proposed Rules and Regulations of SPG/SSG COMELEC shall be subject to any or all of the following penalties:

- Warning
- Reprimand
- Suspension of a political party from fielding a candidate or candidates for offices in an election
- Any penalty deemed appropriate by the SPG/SSG
any student or student organization who intends to bring a complaint before the SPG/SSG COMELEC alleging a violation of the SPG/SSG Standard Election Code must identify all of the following:

- the defendant individual, organization or political party
- the specific section of the By-Laws and Constitution of SPG/SSG or SPG/SSG COMELEC Standard Election Code that the plaintiff alleges the defendant violated
- a detailed statement of the facts surrounding the alleged violation
- the date and time that the complaint was filed

SPG/SSG COMELEC shall dismiss without prejudice any complaint failing to comply
Any elections complaints must be filed to the SPG/SSG COMELEC before the election results are read. Filing a complaint to the SPG/SSG COMELEC means that the aggrieved party delivers their complaint to the SPG/SSG COMELEC Chair.

Upon receipt of the complaint that meets all of the requirements, the SPG/SSG COMELEC shall determine whether probable cause exists to believe that a violation has occurred.

If warranted, the SPG/SSG COMELEC may assess a reasonable penalty.

SPG/SSG COMELEC shall keep written record of all of its meetings, including the evidence and testimony heard, the findings of the SPG/SSG COMELEC, and the rulings made within forty-eight (48) hours of a meeting.
SPG/SSG COMELEC shall keep written record of all of its meetings, including the evidence and testimony heard, the findings of the SPG/SSG COMELEC, and the rulings made within forty-eight (48) hours of a meeting.

SPG/SSG COMELEC shall dismiss without prejudice any complaint failing to comply.

Upon receipt of the complaint that meets all of the requirements, the SPG/SSG COMELEC shall determine whether probable cause exists to believe that a violation has occurred.

If warranted, the SPG/SSG COMELEC may assess a reasonable penalty.
All polling places shall be opened from 8:00am to 5:00pm with no lunch break and all those within the premises of the polling places will be allowed to vote.

Political parties and independent candidates are entitled to one (1) poll watcher in the polling place & the poll watcher shall present to the SPG/SSG COMELEC a written appointment as watcher from the candidates or party whose interests he/she represents.

No qualified elector may vote or be admitted to a voting booth unless the elector presents to a poll worker from the SPG/SSG COMELEC, his/her identification card.

Each qualified elector shall be responsible for ensuring that his/her registration and address are current and correct on school’s records.
The Chair of the SPG/SSG COMELEC shall ensure that all polling locations have the following:

- a building room, or area that can accommodate voters especially those with disabilities
- have a readily accessible tables, chairs certified list of voters, the ballot boxes and official ballots, and other necessary materials
- the list of candidates shall be written in bold letters on a manila paper and be displayed in the voting area highly visible to the students writing their votes

Any elector who casts or attempts to cast more than one ballot, or tampers with an election system, in any election shall be guilty of a violation and shall be investigated by SPG/SSG COMELEC
Ballots shall be uniform in size and color. The ballot shall contain:

- a space for the voter’s thumb mark and signature
- voting instructions
- Names of candidates
TABULATION & VALIDATION

As soon as the casting of votes is finished, the poll clerks shall count the votes in the place designed by the SPG/SSG COMELEC - the counting of votes shall not be delayed or be postponed unless directed by the SPG/SSG COMELEC on account of a pending case, complaint of protest to the election campaign or casting of votes.

Candidates are prohibited from entering the place where the counting of votes is held and its surrounding area for the whole duration of the aforementioned activity.

If two or more competing candidates tied, the position/s being contested shall undergo a special elections organized by SPG/SSG COMELEC. In case only one candidate runs for a particular office, he/she only needs one vote to assume his/her post.
Every ballot is presumed to be valid unless there is a clear and convincing reason to justify its rejection.

The SPG/SSG COMELEC shall have sole responsibility for validation of elections by a majority vote provided any decision to invalidate is based upon fraud or gross unfairness as supported by the findings of fact from the SPG/SSG COMELEC.

The SPG/SSG COMELEC shall proclaim the winner/s accumulating the highest number of votes.
YFD CONTACT DETAILS

blss.yfd@deped.gov.ph
(02) 637-9814

Rm 307, Youth Formation Division, 3rd Flr. Mabini Bldg. DepEd Complex, Meralco Ave., Pasig City
THANK YOU!