



Supreme Student and Supreme Pupils Government Election Code

Warren Quisada

Youth Formation Division

Presentation Flow



Jargons



Legal Basis



Purpose



Objective



Policies



Accessibility



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Responsibility**



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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



JARGONS



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



JARGONS



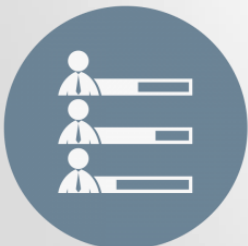
Election - annual simultaneous election of SPG / SSG officers



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



Legal Basis



DO 45 s. 2007

Institutionalization of the Supreme Pupil Government in All Elementary Schools Nationwide

DO 48 s. 2014

Amendments and Additional Provisions to DepEd Order No. 45. s. 2007

DO 47 s. 2014

Constitution and By-laws of the Supreme Pupil Government & Supreme Student Government in Elementary & Secondary Schools

DO 11 s. 2016

Additional Guidelines to DepEd Order No. 47, s. 2014



Purpose



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**.



Objectives



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



Policies



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.**





ROLES & RESPONSIBILITIES



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



DUTIES & FUNCTIONS SPG / SSG COMELEC



Conduct fair, honest, and systematic elections



Adhere to the Standard SPG/SSG Election Code



Validate the electoral proceedings and results



Accept or revoke candidacy



DUTIES & FUNCTIONS SPG / SSG COMELEC



Proclaim the new set of officers



Keep all pertinent election papers/documents



Decide on protests relative to the conduct and results of elections



DUTIES & FUNCTIONS SPG / SSG COMELEC



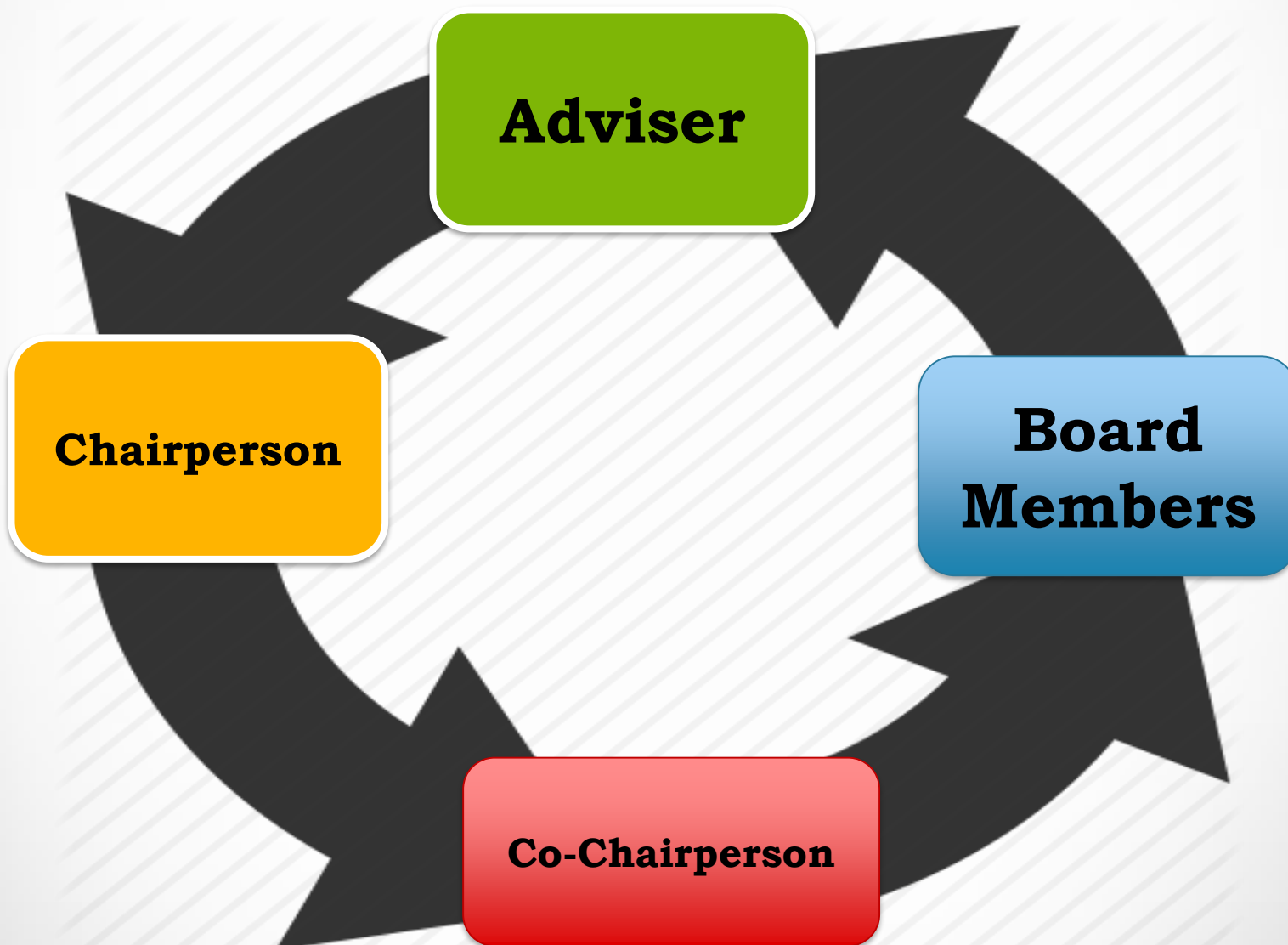
Prepare and distribute the necessary election paraphernalia, certificate of candidacy forms, and other election related materials before, during, and after the election



Disqualify candidates who have violated any of the guidelines, which have been promulgated



COMPOSITION OF SPG / SSG COMELEC





COMPOSITION OF SPG / SSG COMELEC



ELEMENTARY

GRADE 4



GRADE 5



GRADE 6





COMPOSITION OF SPG / SSG COMELEC



SECONDARY

GRADE 7



GRADE 8



GRADE 9





COMPOSITION OF SPG / SSG COMELEC



SECONDARY

GRADE 10





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



ATTITUDE

Be of good moral character



Have not been subjected to any disciplinary sanction



QUALIFICATIONS OF SPG / SSG COMELEC



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



QUALIFICATIONS OF SPG / SSG COMELEC



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



DUTIES & FUNCTIONS COMELEC CHAIR



Shall conduct a meeting immediately preceeding 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



DUTIES & FUNCTIONS COMELEC CHAIR



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 repsonsible 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



DUTIES & FUNCTIONS COMELEC CHAIR



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





DUTIES & FUNCTIONS COMELEC CHAIR



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 imapirments may request a companion or poll worker to read and mark their ballot. You are to help any student that requests this service.”





DUTIES & FUNCTIONS COMELEC CHAIR



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





QUALIFICATIONS OF SPG / SSG COMELEC ADVISER



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



QUALIFICATIONS OF SPG / SSG COMELEC ADVISER



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 assemblies



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-nominees for the SPG/SSG position



All other qualifications as specified herein are included in the qualification of the SPG/SSG COMELEC Members



DUTY & FUNCTION OF SPG / SSG COMELEC ADVISER

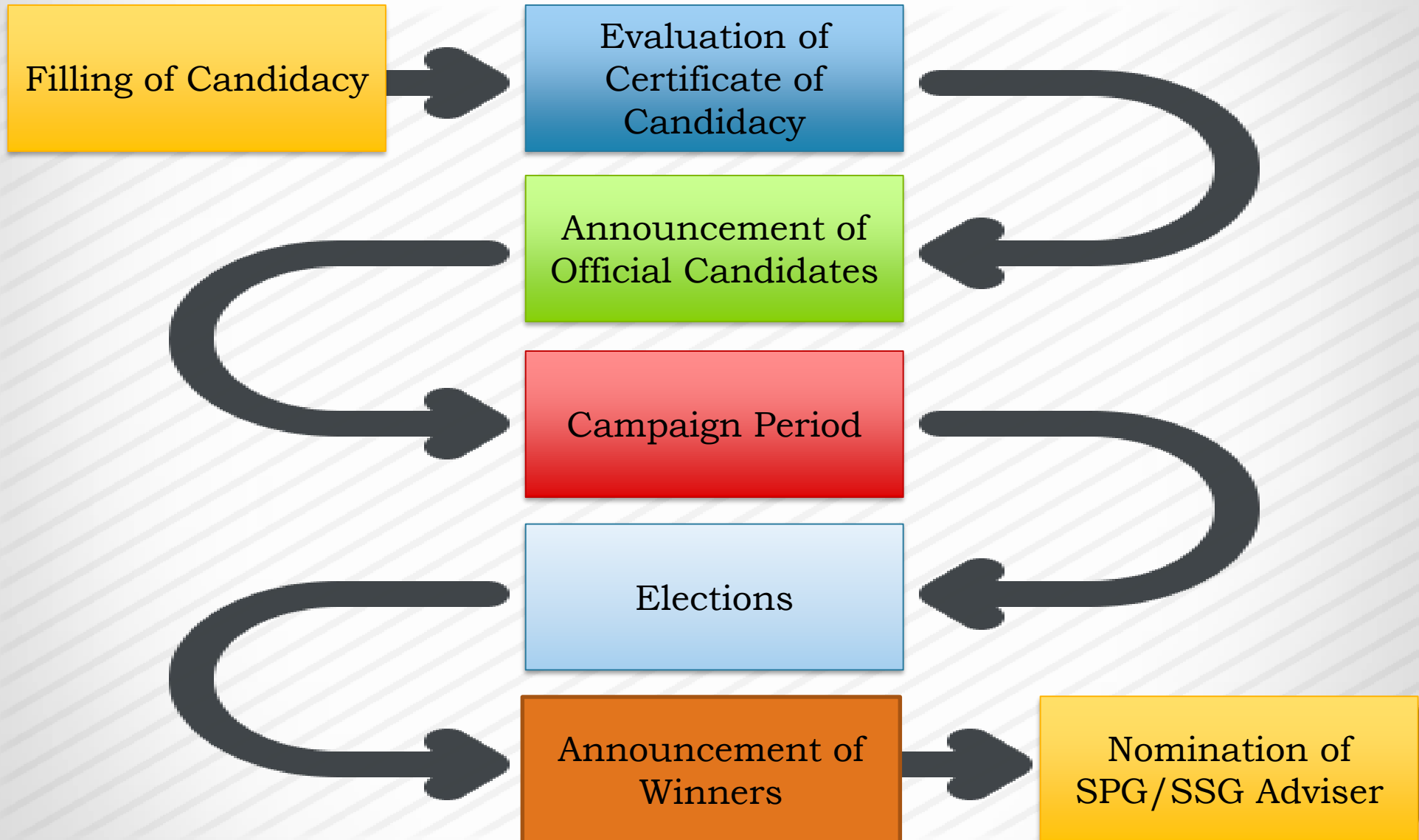


Shall monitor all activities and meetings of the
SPG/SSG COMELEC at all times





ELECTION PROCESS





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.



CAMPAIGN PROCESS



Five (5) school days beginning the Announcement of the Official list of candidates and ends immediately before the Eleaction Day

- if this proved impossible, the campaign period may be extended to not more than eight (8) school days



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 auhtorized by the Standard By-Laws and Constitution of the SPG/SSG



CAMPAIGN PROCESS



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



CAMPAIGN PROCESS



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



PENALTIES & COMPLAINTS



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



PENALTIES & COMPLAINTS



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



PENALTIES & COMPLAINTS



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



PENALTIES & COMPLAINTS



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GENERAL ELECTIONS



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



GENERAL ELECTIONS



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



GENERAL ELECTIONS



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



TABULATION & VALIDATION



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



Every ballot is presumed to be valid unless there is a clear and convincing reason to justify its rejection



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!

