The Constitution and By-Laws of the Supreme Pupil and Supreme Student Government of the Department of Education

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Youth Formation Division
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<th>Presentation Outline</th>
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The SPG/SSG is founded on the principles of participatory democracy, responsible servant-leadership, collaboration, unity, accountability, and efficiency in serving the student body.

The SPG/SSG is committed to put these values, principles, and ideals into action through academic, socio-civic, leadership programs, and activities.
We are significant instruments in bringing out the learners’ leadership potential and in inculcating in their hearts the passion for service.
Task-related and function-based training for student leaders
DepEd Order 47 s. 2014
CONSTITUTION AND BY-LAWS OF THE SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT IN ELEMENTARY AND SECONDARY SCHOOLS

DepEd Order 11 s. 2016
OBJECTIVES OF THE SPG/SSG

Help students develop passionate love of country, values, and competencies that will enable them to realize their full potential and to contribute meaningfully to the nation.

To develop a student-friendly, safe, and motivating learning environment.

To represent the students in policy-making body of the school concerning the student’s rights and welfare.

To nurture an inclusive, service-oriented, gender-sensitive, and environment conscious community.
OBJECTIVES OF THE SPG/SSG

To develop self-confidence, critical thinking, problem-solving, decision-making, and learning among the student body and to utilize these skills in contributing towards nation-building.

To empower the students to strive for excellence in academics, leadership, and social responsibility, to encourage them to be proactive members of the society.

To uphold the values, principles, and ideals of the Department of Education

To serve, to protect, and to promote the rights and welfare of every student
POWER, DUTIES, AND RESPONSIBILITIES OF SPG/SSG

- Planning
- Implementation
- Monitoring & Evaluation
- Student Representation
POWER, DUTIES, AND RESPONSIBILITIES OF SPG/SSG

Planning

- To support and to promote the ideals, principles, thrusts, and objectives of the SPG/SSG, the School, and the Department of Education
- To ensure fair, efficient, and effective delivery of services to student body
- To formulate and recommend programs that will address relevant issues and concerns of the students

Implementation

- To plan, to implement, and to enforce policies designed to protect and promote the student’s rights and welfare
- To spearhead all DepEd driven thrusts, projects, programs, and activities of the SPG/SSG
- To create committees as may be necessary to address the needs of the students
POWER, DUTIES, AND RESPONSIBILITIES OF SPG/SSG

Monitoring & Evaluation

- To monitor and to evaluate the students’ activities in the school and in the community.
- To monitor and to coordinate with the SPG/SSG COMELEC every election period.
- To monitor and to coordinate elections of other recognized campus co-curricular organization

Student Representation

- To serve as representative of the students in voicing their opinions, suggestions, and grievances
- To make recommendations to school authorities regarding student matters, affairs, and activities
- To act as Coordinating Council of all co-curricular organizations in the School
- To participate in the crafting and formulation of the School Improvement Plan (SIP)
- To recommend to the School Head the granting, renewal or revocation of accreditation of campus student organizations
## Composition, Election, and Qualifications of SPG/SSG

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<tr>
<th>Officers</th>
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<td>President</td>
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<td>Vice President</td>
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<td>Grade Level Councilors</td>
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<td>Grade Level Chairperson</td>
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<td>Grade Level Representatives</td>
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DUTIES AND FUNCTIONS OF STUDENT GOVERNMENT OFFICERS

PREIDENT

- Officially represent the student body at any function on or off the campus
- Enforce the constitution and by-laws, and other regulations that may be promulgated
- Sign all the official minutes, project proposals, resolutions, correspondences, and other official papers of SSG/SPG
- Head the Coordinating Council of School Co-curricular Organizations

VICE PREIDENT

- Assist the President in all matters where his/her assistance is necessary
- Assume the Office of the President should the position be vacant
- Head the Internal Affairs Committee, conceptualize programs, projects, and plan activities with the Grade Level Councilors/Representatives
DUTIES AND FUNCTIONS OF STUDENT GOVERNMENT OFFICERS

SECRETARY
- Keep accurate records of the minutes and document proceedings in every meeting
- Provide immediate documentations and reports for every implemented project
- Head the SPG/SSG Secretariat

Treasurer
- Keep all financial records of the SPG/SSG and be the one responsible for any information related to the student activity fund
- Serve as the disbursing officer of all the SPG/SSG’s funds
- Prepare the annual budget of the SPG/SSG
- Prepare accurate and transparent financial reports every month after every activity, and at the end of the term
- Formulate pertinent financial guidelines for the organization
- Serve as an ex-officio member of any and all Finance Committee for the purpose of considering budgetary and/or financial matters for SPG/SSG
- Conduct an inventory of all SPG/SSG property and submit a report, in writing, of its condition and state
DUTIES AND FUNCTIONS OF STUDENT GOVERNMENT OFFICERS

AUDITOR

- Certify the legitimacy and correctness of the disbursement of funds
- Audit all expenses of the SSG/SPG funds
- Assist the Treasurer in formulating guidelines and reports
- Act as the assistant head of the Financial Committee

PUBLIC INFORMATION OFFICER

- Disseminate and promote the thrusts and objectives of the SPG, SSG
- Build and maintain a credible image for the SPG/SSG
- Take charge in the promotion of SPG/SSG projects and activities
- Head the Publicity Committee
DUTIES AND FUNCTIONS OF STUDENT GOVERNMENT OFFICERS

PEACE OFFICER

- Help the presiding officer in maintaining peace and order during meetings
- Act as disciplinary officer, if necessary
- Chair the Student’s Welfare Committee and appoint the members

GRADE LEVEL COUNCILORS/REPRESENTATIVES

- Represent his/her grade level in all the meetings of the SSG/SPG
- Serve as the grievance desk for their respective grade level
- Conceptualize and implement programs and projects, and recommend policies for their respective grade level

GRADE LEVEL CHAIRPERSON

- Act as grade level head coordinator of all the SSG/SPG programs, projects to the Grade Level Councilors/Reps per grade level
There must be seven (7) permanent committees in SPG/SSG

- EXECUTIVE COMMITTEE
- INTERNAL AFFAIRS COMMITTEE
- FINANCE COMMITTEE
- SECRETARIAT
- PUBLICITY COMMITTEE
- STUDENTS’ WELFARE COMMITTEE
- SPECIAL PROGRAMS COMMITTEE
PERMANENT COMMITTEES IN SPG/SSG

The Coordinating Council of Campus Co-curricular Organization

✓ Composed of the **DIFFERENT PRESIDENTS** of all recognized legitimate campus co-curricular organization. ("Presidents’ Circle")

✓ Provide and support **CONSULTATIVE MECHANISM** for the implementation of the various programs and projects of all co-curricular organizations

✓ Plan programs and **SYNCHRONIZE** student activities in the campus.

✓ Serve as the venue to present **ACCOMPLISHMENT REPORTS**, **FINANCIAL REPORTS**, such other reports of the SPG/SSG and other organization as needed.

✓ Set **RULES and STANDARDS** for the collection of membership fees or contributions by recognized campus co-curricular clubs or organizations for the approval of the School Head.
SELECTION OF SPG/SSG ADVISER

SPG/SSG NOMINATES

Three (3) Teacher Nominees

Principal ENDORSES and APPROVES (through a resolution)

SSG/SPG ADVISER
ROLE OF THE SPG/SSG ADVISER

QUALIFICATIONS:
• Have experience in organizational management
• With good character and reputation in the school and community
• Competent, able, and willing to work with the student leaders from planning to implementation of projects, programs, and activities.
• Must be non-partisan and experienced in handling student government elections.

ROLES AND RESPONSIBILITIES:
• Monitor all programs, projects, activities, and meetings of the SSG/SPG at all times.
• Advisorship shall be equivalent to one (1) teaching load as per RA 4670

SSG ADVISORSHIP IN SHS
• Oversee and examine all the SSG’s internal/external processes and leadership practices
• Promote good governance and transparency
• Ensure the academic excellence as well as the social and emotional welfare of the SSG officers.
• Giving feedback to officers with regard to their performance in the organization
ROLE OF THE SCHOOL HEAD

- Ensure and oversee the implementation of the DO in their respective schools.
- Approves the teacher-nominees for the SPG/SSG advisership
- Serve as the Adviser of the Coordinating Council.
- Monitor the resolutions and agreements made by the Coordinating Council

ROLE OF THE YOUTH FORMATION COORDINATOR/SDO

- Conduct a division-wide campaign raising awareness and promoting clean and fair conduct of the synchronized SSG and SPG elections.
- Highlight local crisis where the SSG/SPG from different schools may contribute in resolving.
- Establish merit systems that appreciate and recognize best practices by various SSGs/SPGs in the division.
- Contribute to the overall improvement of the Student Government.
For SSG President and Vice President:

• Bona fide students from Grade 11 and Grade 12
• Be of good academic standing with a grade average of 80 and above without failing grade during the 1st-4th grading period of the previous school year evident in the Form 137.
• No residency shall be required of the candidates for all the SSG elective positions.

For SSG Secretary, Treasurer, Auditor, PIO, Peace Officer, and Grade Level Rep:

• Bona fide students from Grade 7, 8, 9, and 10
• Be of good academic standing with a grade average of 80 and above without failing grade during the 1st-4th grading period of the previous school year evident in the Form 137.
Candidates for all the SSG elective positions shall:

• Bona fide students from Grade 11 and Grade 12
• Be of good academic standing with a grade of 80 and above without failing grade during the 1st-4th grading period of the previous school year evident in the Form 137.
• No residency shall be required of the candidates for all the SSG elective positions.
ADVISORSHIP IN SHS

Qualifications

• Currently a teacher in JHS or SHS with permanent status
• Have had a direct and active involvement in at least one of the ff:
  - Student government, whether SPG, SSG, or tertiary level as an adviser, officer or both but not of the school wherein the teacher-nominee is nominated
    - School-based orgs as a member, officer, or both (i.e. Parent-Teacher Association, Union etc.)
    - Co-curricular or extra curricular club/org as member, officer, or both
  - Community or NGO as member, officer, or both
• Must be non-partisan and not related to any of the candidates within the second degree of consanguinity or affinity
• No residency shall be required of the teacher-nominees for the SSG adviser position.
ADVISORSHIP IN SHS

Nomination

1. SSG must come up with a resolution with 2-3 teacher-nominees

2. Recommendation letter from newly-elected officer as well as CV must be enclosed in a white envelope

3. Ms. FELICIDAD RULLODA

4. The newly-elected SSG President and VP must seal and sign the said docs

The said docs must be enclosed in a brown envelope for review and screening of the School Head
Department of Education
Stand-alone Senior High School
SSG Organizational Structure

EXECUTIVE COMMITTEE
- SSG ADVISER
- SSG PRESIDENT
- SSG VICE PRESIDENT
- SSG SECRETARY
- SSG TREASURER
- SSG AUDITOR
- SSG PUBLIC INFORMATION OFFICER
- SSG PEACE OFFICER

YEAR LEVEL REPRESENTATIVES
- GRADE 11 REPRESENTATIVE
- GRADE 12 REPRESENTATIVE
- CLASS OFFICERS
If our youth arise and act, they have the strength and dynamism to generate a huge transformation in society.
THANK YOU!