



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

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# Presentation Outline


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- 1 Legal Bases (DO 47 s. 2014 and DO 11 s. 2016)
- 2 Objectives of the SPG/SSG
- 3 Power, Duties, and Responsibilities of the SPG/SSG
- 4 Composition, Election, Qualifications and Terms of Office of SPG/SPG
- 5 Duties and Functions of Student Government Officers
- 6 Permanent Committees in the Pupil/Student Government
- 7 The Coordinating Council of Campus Co-curricular organization
- 8 The Role of the Advisers and School Heads in Student Government

“ 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. ”



A high-angle, wide shot of a large lecture hall or auditorium filled with students. The students are seated in rows of chairs, facing towards the front of the room. The room has a modern design with a high ceiling and large windows. The text is overlaid in the center of the image.

**We are significant  
instruments in bringing  
out the learners'  
leadership potential and in  
inculcating in their hearts  
the passion for service.**



A high-angle, wide shot of a large hall filled with students. The students are seated in rows of chairs, facing towards the front of the hall. Some students are looking towards the camera, while others are looking forward. The hall has a modern design with a wooden floor and a ceiling with recessed lighting. In the background, there is a stage area with a banner that reads "Tayo EDUCATION". The overall atmosphere is one of a large-scale educational event or training session.

# **Task-related and function-based training for student leaders**

# LEGAL BASIS

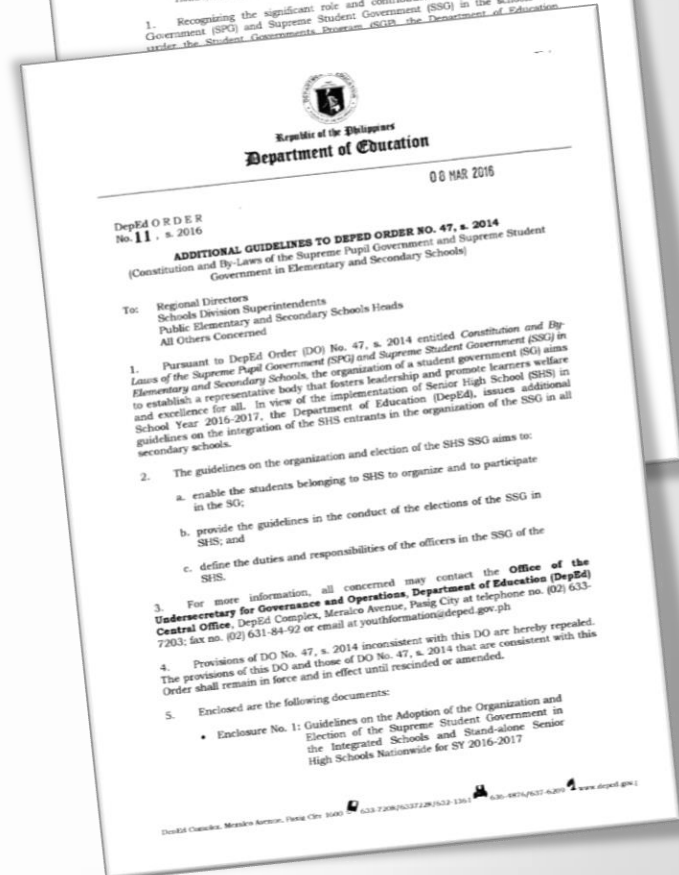
## DepEd Order 47 s. 2014

CONSTITUTION AND BY-LAWS OF THE SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT IN ELEMENTARY AND SECONDARY SCHOOLS



## DepEd Order 11 s. 2016

GUIDELINES ON THE ADOPTION OF THE ORGANIZATION AND ELECTION OF THE SUPREME STUDENT GOVERNMENT IN THE INTEGRATED SCHOOLS AND STAND-ALONE SENIOR HIGH SCHOOLS NATIONWIDE FOR SY 2016-2017



# 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 students



# 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

Officers	SPG	SSG
PRESIDENT	✓	✓
VICE PRESIDENT	✓	✓
SECRETARY	✓	✓
TREASURER	✓	✓
AUDITOR	✓	✓
PUBLIC INFORMATION OFFICER	✓	✓
PEACE OFFICER	✓	✓
GRADE LEVEL COUNCILORS	✓	---
GRADE LEVEL CHAIRPERSON	----	✓
GRADE LEVEL REPRESENTATIVES	----	✓



# DUTIES AND FUNCTIONS OF STUDENT GOVERNMENT OFFICERS

## P R E S I D E N T



- 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

## V I C E P R E S I D E N T

- 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





# PERMANENT COMMITTEES IN SPG/SSG

There must be seven (7) permanent committees in SPG/SSG



**EXECUTIVE COMMITTEE**



**INTERNAL  
AFFAIRS  
COMMITTEE**



**SECRETARIAT**



**FINANCE  
COMMITTEE**



**PUBLICITY  
COMMITTEE**



**STUDENTS'  
WELFARE  
COMMITTEE**



**SPECIAL  
PROGRAMS  
COMMITTEE**

# PERMANENT COMMITTEES IN SPG/SSG

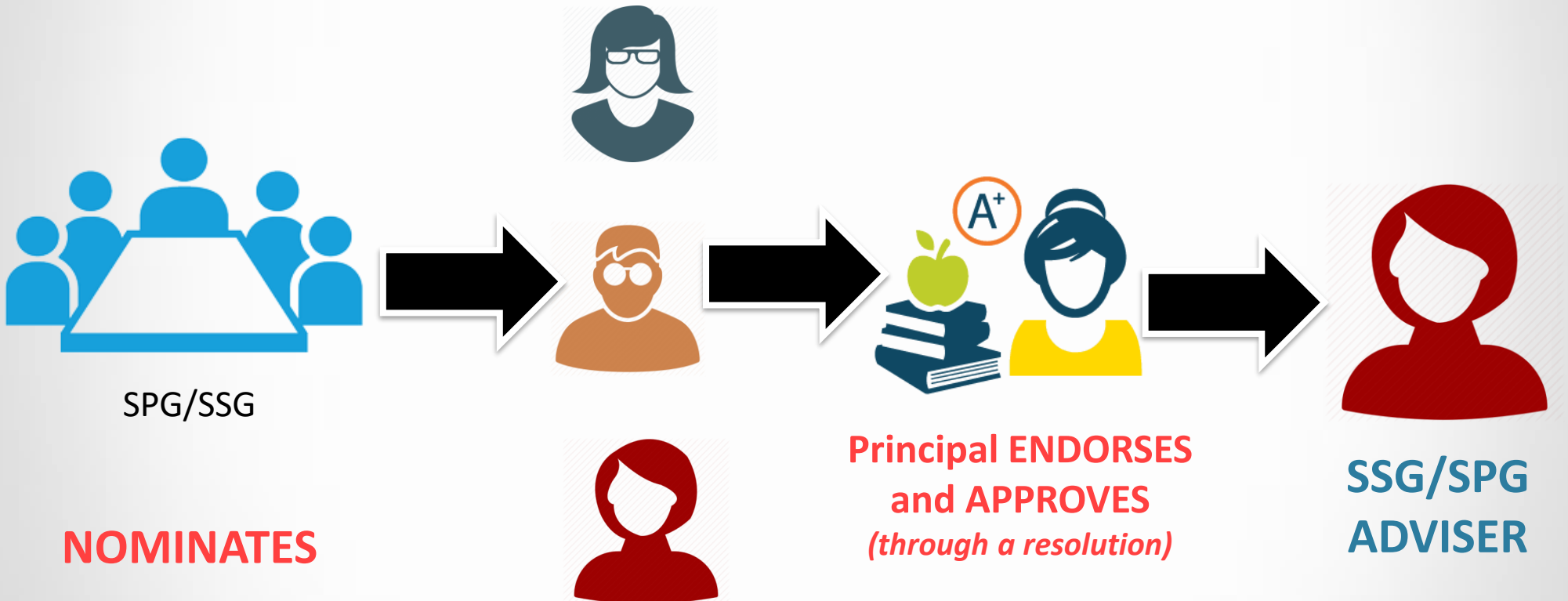


## The Coordinating Council of Campus Co-curricular Organization

- ✓ 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

Three (3) Teacher  
Nominees



# ROLE OF THE SPG/SSG ADVISER



**SSG/SPG  
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:**

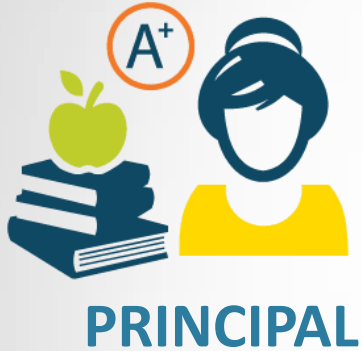
- Monitor all programs, projects, activities, and meetings of the SSG/SPG at all times.
- Advisorship shall be equivalent to one (1) teaching load as per RA 4670

## **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 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.

# STUDENT GOVERNMENT IN SHS

## INTEGRATED SHS

For SSG President and Vice President:

- Bona fide students from Grade 11 and Grade 12
- Be of good academic standing with a gen ave of 80 and above without failing grade during the 1<sup>st</sup>-4<sup>th</sup> 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 gen ave of 80 and above without failing grade during the 1<sup>st</sup>-4<sup>th</sup> grading period of the previous school year evident in the Form 137.

# STUDENT GOVERNMENT IN SHS

## STAND-ALONE SHS

Candidates for all the SSG elective positions shall:

- Bona fide students from Grade 11 and Grade 12
- Be of good academic standing with a gen ave of 80 and above without failing grade during the 1<sup>st</sup>-4<sup>th</sup> 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



Ms. FELICIDAD  
RULLODA

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

3



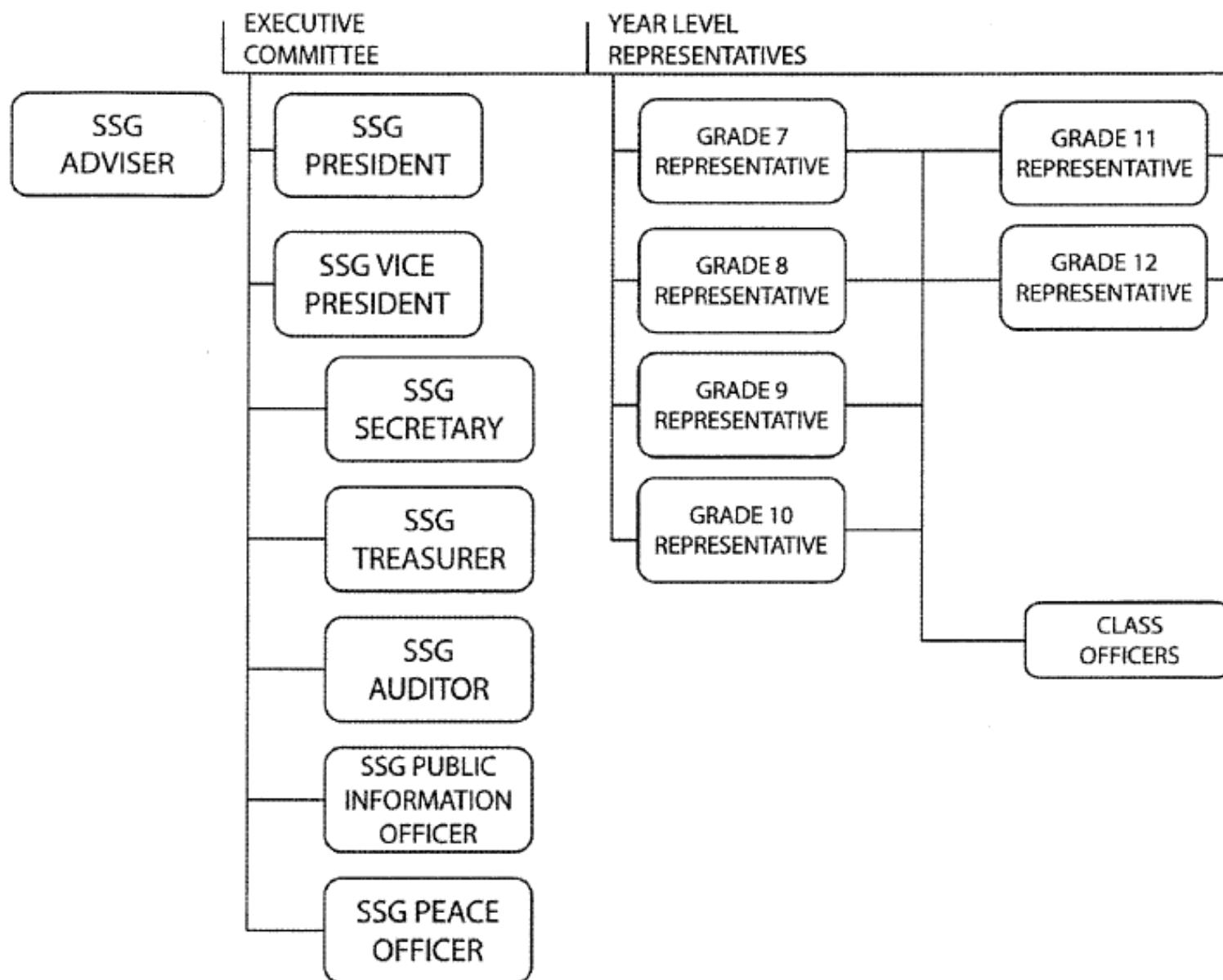
The newly-elected SSG President and VP must seal and sign the said docs

4

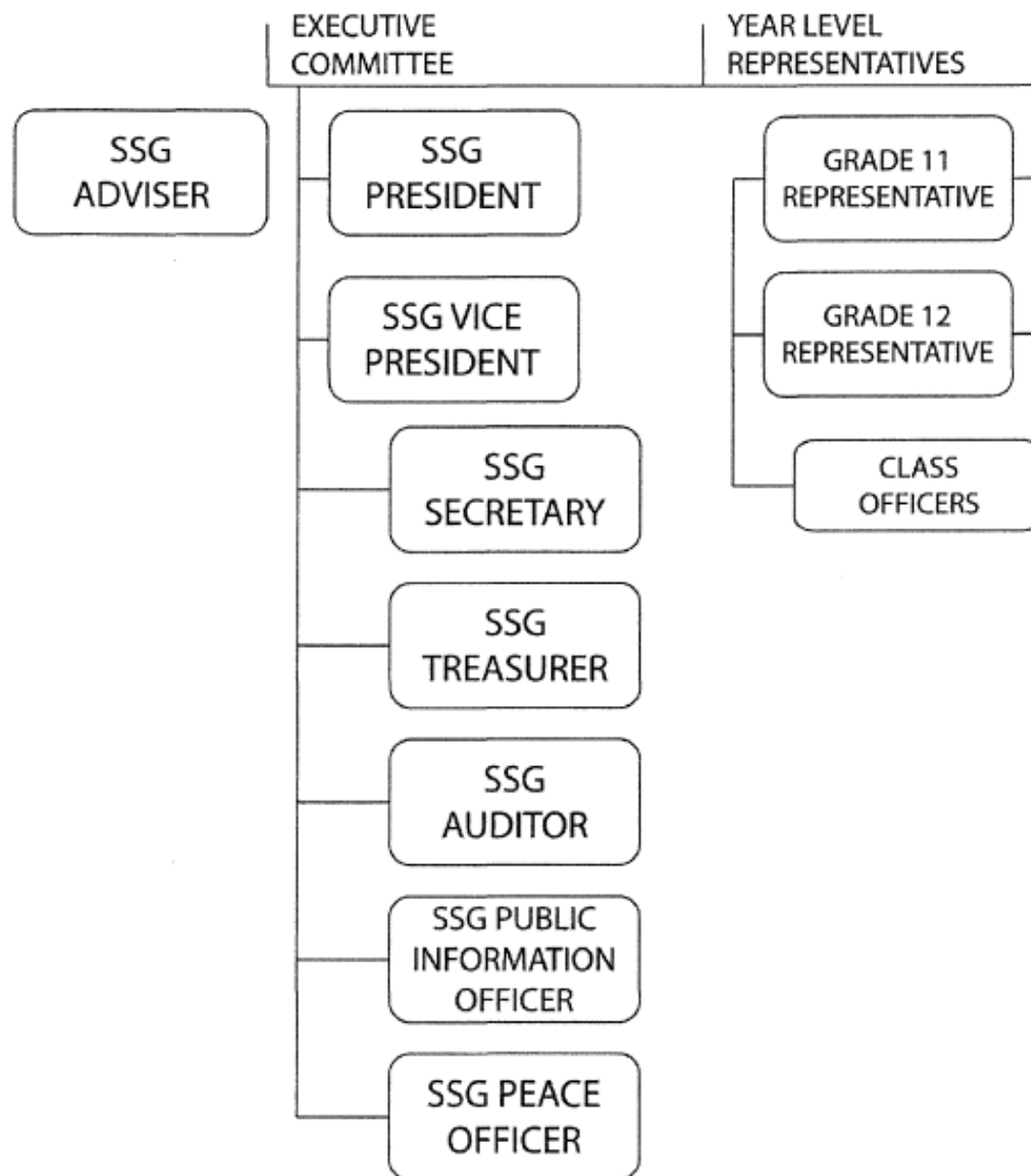


The said docs must be enclosed in a brown envelope for review and screening of the School Head

**Department of Education**  
*Integrated Senior High School*  
*SSG Organizational Structure*



**Department of Education**  
*Stand-alone Senior High School*  
*SSG Organizational Structure*



**IF OUR YOUTH ARISE AND ACT,  
THEY HAVE THE STRENGTH AND  
DYNAMISM TO GENERATE A HUGE  
TRANSFORMATION IN SOCIETY.**



THANK YOU!

